

Chapter 66 PLANNING*

***Cross references:** Administration, ch. 2; buildings and building regulations, ch. 14; floods, ch. 38; mobile homes, ch. 54; streets, sidewalks and other public places, ch. 82; subdivisions, ch. 86; utilities, ch. 98; vegetation, ch. 102; zoning, ch. 106.

State law references: City planning generally, Wis. Stats. § 62.23.

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ARTICLE I. IN GENERAL

Secs. 66-1--66-30. Reserved.

ARTICLE II. PLAN COMMISSION*

***Cross references:** Administration, ch. 2.

Sec. 66-31. Composition.

The plan commission shall consist of the mayor, who shall be the presiding officer, the chairman of the park and recreation commission, one elected or appointed official and four citizens (not city officials). The four citizen members shall be persons of recognized experience and qualifications.

(Ord. No. OR00-17, § 1, 10-9-2000)

Sec. 66-32. Appointment.

- (a) *Election/appointment of elected or appointed members.* At its annual meeting in April of each year the common council shall, by a two-thirds majority vote of its members, elect a member of the city plan commission for a period of one year from and after the May 1 next ensuing.
- (b) *Appointment and terms of citizen members.* The four citizen members shall be appointed by the mayor on the third Tuesday of April in each year to hold office for

staggered terms of three years commencing with the third Tuesday of April.

(Ord. No. OR00-17, § 1, 10-9-2000)

Sec. 66-33. Organization.

The mayor shall serve as presiding officer of the plan commission. The plan commission shall organize by the election of a vice-chairman, secretary and such other officers, as may in their judgment be necessary.

(Ord. No. OR00-17, § 1, 10-9-2000)

Sec. 66-34. Record.

The plan commission shall keep a written record of its proceedings to include all actions, taken, a copy of which shall be filed with the city clerk/treasurer. Five members shall constitute a quorum but all actions shall require the affirmative approval of a majority of all of the members of the commission.

(Ord. No. OR00-17, § 1, 10-9-2000)

Sec. 66-35. Vacancies.

Vacancies in the plan commission shall be filled by appointment for the remainder of the unexpired term in the same manner as appointment for the full term.

(Ord. No. OR00-17, § 1, 10-9-2000)

Sec. 66-36. Duties.

(a) *The master plan.*

- (1) The plan commission may make, adopt and, as necessary, amend, extend or add to the master plan, subject to common council confirmation, for the physical development of the city, including areas outside of its boundaries which, in the plan commission's judgment, bear relation to the development of the city. The master plan, with the accompanying maps, plats and descriptive and explanatory matter, shall show the commission's recommendations for such physical development, and may include, among other things without limitation because of enumeration, the general location, character and extent of streets, highways, freeways, street grades, roadways, walks, parking areas, public places and areas, parks, parkways, playgrounds, sites for public buildings and structures, and the general location and extent of sewers, water conduits and other public utilities whether privately or publicly owned, the acceptance, widening, narrowing, extension, relocation, removal, vacation, abandonment or change of use of any of the foregoing public ways, grounds, places, spaces, buildings, properties, utilities, routes or terminals, the general location, character and extent of community centers and neighborhood units, and a comprehensive zoning plan.

- (2) The commission may adopt the master plan as a whole by a single resolution, or, as the work of making the whole master plan progresses, may from time to time by resolution adopt a part or parts thereof, any such part to correspond generally with one or more of the functional subdivisions of the subject matter of the plan. The adoption of the plan or any part, amendment or addition shall be by resolution carried by the affirmative votes of not less than a majority of all the members of the plan commission, subject to confirmation by the common council. The resolution shall refer expressly to the maps, descriptive matter and other matters intended by the commission to form the whole or any part of the plan, and the action taken shall be recorded on the adopted plan or part thereof by the identifying signature of the secretary of the commission, and a copy of the plan or part thereof shall be certified to the common council. The purpose and effect of the adoption and certifying of the master plan or part thereof shall be solely to aid the plan commission and the common council in the performance of their duties.
- (b) *Mandatory referrals to commission.* The common council or officer of the city having final authority thereon shall refer to the plan commission, for its consideration and report before final action is taken by the council, public body or officer, the following matters: the location of any statue or other memorial; the location, acceptance, extension, alteration, vacation, abandonment, change of use, sale, acquisition of land for or lease of land for any street, alley or other public ways, park, playground, airport, area for parking a vehicle, or other memorial or public grounds; the location, extension, abandonment or authorization for any public utility whether publicly or privately owned; all plats of land in the city or within the territory over which the city is given platting jurisdiction by Wis. Stats. ch. 236; the location, character and extent or acquisition, leasing or sale of lands for public or semi-public housing, slum clearance, relief of congestion, or vacation camps for children; and the amendment or repeal of any land use ordinance. Unless such report from the commission is made within 30 days, or such longer period as may be stipulated by the common council, the council or other public body or officer may take final action without it.
- (c) *Miscellaneous powers.* The plan commission may make reports and recommendations relating to the plan and development of the city to public officials and agencies, public utility companies, civic, educational, professional and other organizations and citizens. It may recommend to the common council programs for public improvements. All public officials shall, upon request, furnish to the commission, within a reasonable time, such available information as it may require for its work. The commission, its members and employees, in the performance of its functions, may enter upon any land, make examinations and surveys, and place and maintain necessary monuments and markers thereon. In general, the commission shall have such powers as may be necessary to enable it to perform its functions and promote municipal planning in cooperation with the common council.