

**BY-LAWS OF
THE LA POINTE TOWN PLAN COMMISSION**

ARTICLE 1 – PURPOSE

- A. The La Pointe Town Plan Commission is established by Section 13 of the La Pointe Zoning Ordinance. The purpose, powers, and authority shall be as provided by the La Pointe Zoning Ordinance.
- B. Whenever the provisions of these by-laws are at variance or conflict with the La Pointe Zoning Ordinance, the Ordinance shall govern.

ARTICLE 2 – MEMBERSHIP

- A. The number of members of the La Pointe Town Plan Commission shall be fixed by the La Pointe Zoning Ordinance.
- B. Membership to the Commission shall be in accordance with Section 13.3 of the La Pointe Zoning Ordinance.

ARTICLE 3 – OFFICERS

- A. The Commission shall have two officers consisting of a Chair and a Vice – Chair. The terms of office shall be one year from the date of appointment or election.
- B. The Vice-Chair shall be elected by the seated members of the La Pointe Town Plan Commission.
- C. The Vice-Chair may be removed from office with or without cause by a majority vote of all La Pointe Town Plan Commission members.

ARTICLE 4 -DUTIES OF OFFICERS & MEMBERS

- A. **CHAIR:** The Chair shall preside at all meetings of the La Pointe Town Commission and at Public Hearings at which she/he may be present and shall call meetings in accordance with Section 13.4 of the La Pointe Zoning Ordinance and shall maintain a roster of all seated members of the Commission showing the date at which their term expires and shall perform such other duties as may be prescribed by the La Pointe Zoning Ordinance or in these By-Laws.
- B. **VICE-CHAIR:** The Vice-Chair shall act as aid to the Chair and shall perform the duties of the Chair in the absence or disability of that officer to act.

- C. **RECORDING SECRETARY:** The Recording Secretary shall be a non-member appointed position. The Recording Secretary shall record the minutes of all meetings in accordance with Section 13.4 of the La Pointe Zoning Ordinance.
- D. **GENERAL MEMBERS:** All members of the La Pointe Town Plan Commission shall read and be familiar with the La Pointe Zoning Ordinance, Sections 60.61 through 60.65 of the Wisconsin Statutes, the Town of La Pointe Personnel Policy, and the Wisconsin Town Officer's Handbook.
- E. Members of the La Pointe Town Plan Commission shall interpret and apply the provisions of the La Pointe Zoning Ordinance equally and consistently to all property owners.

ARTICLE 5 -LIMITATIONS OF OFFICERS & MEMBERS

- A. Officers and members shall not make decisions, interpretations, or statements of policy related to zoning matters without an affirmative vote of the La Pointe Town Plan Commission.
- B. Officers and members shall not make statements or promises to grant permits without an affirmative vote of the La Pointe Town Plan Commission.
- C. No member of the La Pointe Town Plan Commission shall be allowed to sit at meetings or to vote on any issue after his/her term has expired.
- D. All members of the La Pointe Town Plan Commission are appointed by the Town Chairman with confirmation by the Town Board. Any member of the La Pointe Town Plan Commission may be removed by a majority vote of the Town Board. A member of the La Pointe Town Plan Commission knowing to be absent from the Community for an extended period of time in excess of two months is encouraged to resign the position or is subject to be removed by the Town Board.¹

ARTICLE 6 – MEETINGS

- A. Meetings of the La Pointe Town Plan Commission shall be held and called in accordance with Section 13.4 of the La Pointe Zoning Ordinance.
- B. A meeting will also be called if requested, in writing, by a majority of the La Pointe Town Plan Commission members.
- C. All meetings of the La Pointe Town Plan Commission shall be conducted in accordance with Roberts Rules of Order.

¹ Amended 3/25/08

- D. The Chair shall notify each member of the La Pointe Town Plan Commission of the date and time of the meeting at least twenty-four hours prior to the meeting, except for the regular scheduled monthly meeting.
- E. The Chair shall be responsible for preparing the agenda for meetings and posting same in accordance with Wisconsin Statutes.
- F. Any member of the La Pointe Town Plan Commission may place items for discussion on the meeting agenda by submitting a written request to the Chair at least 7 days prior to the meeting.
- G. The scheduling of Public Hearings and wording of the agenda for Public Hearings shall be by a vote of the Town Plan Commission.
- H. The order of business at regular meetings will be as follows:
- 1) Call to Order/Roll call.
 - 2) Approval of minutes of previous meeting(s).
 - 3) Zoning Administrator's Report.
 - 4) Consideration of Permit Applications by Commission.
 - 5) Old Business.
 - 6) New Business.
 - 7) Schedule of next meeting.
 - 8) Adjournment.
- I. Town Planning Commission Meeting Minutes will record and be kept as follows:²
- 1.) Minutes will record the name of Commissioners present and absent and whether the Commissioner arrived late or left early from the meeting.
 - 2.) Location date, time started and ended of the meeting or public hearing.
 - 3.) General topics discussed.
 - 4.) Names of people making public comment on issues before the Commission and whether they spoke for or against the issue addressed. [Persons making a statement must first state their name, the issue they are addressing, and their position (for or against)].
 - 5.) The action on each Land Use Permit application recommended by the Zoning Administrator.
 - 6.) Motions including who made the motion and who seconded the motion. Simple motions to accept or reject Land Use Permit applications may be made orally. Motions to add or amend the Zoning Ordinance of La Pointe, Conditional Use Permits or Procedural Interpretations should be made in writing to the Commission.

² Amended/approved by Town Board 6/13/06 Section 6(I) added.

- 7.) Votes on motions including the vote (yea, nay, or abstention) of each Commissioner. The minutes will also record the reason each Commissioner voted as he or she did when required by the Ordinance.
- 8.) Tape recordings of meetings will be retained for one (1) year, unless pending litigation, after approval of the meeting minutes by the Commission; however, no recordings will be made of any "closed sessions" should they occur.

ARTICLE 7- ETHICS

- A. All Members of the La Pointe Town Plan Commission shall comply with the Code of Ethics as set forth in Chapter 19, Subchapter III of the Wisconsin Statutes.
- B. Members of the La Pointe Town Plan Commission shall not participate in any decisions related to permits or construction projects for which they expect to be considered as a contractor or employee.
- C. Members of the La Pointe Town Plan Commission shall avoid any conflict of interest or any appearance of a conflict of interest that might compromise the integrity of the La Pointe Town Plan Commission.
- D. Members of the La Pointe Town Plan Commission shall not use their position on the Commission for the purpose of quarreling or "selective enforcement" against any person(s) that they disagree with.

ARTICLE 8 – INTERPRETATION OF ORDINANCE

- A. The La Pointe Town Plan Commission has the power to interpret the La Pointe Zoning Ordinance as provided by Section 13.5 of the Ordinance.
- B. Each official interpretation shall be by vote of the Commission and shall be entered in the minutes.

ARTICLE 9 – AMENDMENTS

- A. These By-Laws may be amended, repealed, or altered in whole or in part by a five sevenths vote of the seated members of the La Pointe Town Plan Commission.