

**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 La Pointe Zoning Ordinance.
- B. Whenever the provisions of these by-laws are at variance or conflict w. 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 Committee shall be in accordance with Section 13.3 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 a 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 meetings in accordance with Section 13.4 of the La Pointe Zoning Ordinance shall maintain a roster of all seated members of the Commission showing the date which their term expires and shall perform such other duties as may be prescribe 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.

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.
- 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:¹

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). Other statements or comments requested to be made part of the written record will be accepted in writing only.
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.
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.

¹ Amended/approved by Town Board 6/13/06 Section 6(I) added.

By-Laws of the Town Plan Commission Adopted October 25, 2006

Amendment approved: 6/13/06

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ARTICLE 8 – INTERPRETATION

- 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.

Town Plan Commission (TPC)
La Pointe, WI
Roles and Responsibilities
Appendix of TPC Bylaws

Introduction:

Planning is a process striving for an orderly and open approach to determining community needs, setting goals and priorities, and developing a guide for local government decisions. Planning includes the economic, social and cultural interests of the community. Planning is place-based in that the process strives to build on the unique qualities of the community. The elected officials of La Pointe are responsible for appointment of commissioners and the adoption of local plans and land use ordinances.

Primary Role:

Plan Commission advises the Town Board on comprehensive planning, land use issues and other related decisions delegated by the Town Board. Commissioners provide leadership and insight into opportunities and challenges that confront the community, and synchronize the zoning ordinance with the comprehensive plan.

Membership:

Statutory authority for Towns 60.22(3), Villages and Cities 61.35, 62.23(1).

1. Members with knowledge of land use law, zoning, construction development practices and able to read site plans and maps.
2. Members willing to attend educational sessions and demonstrate an interest in Community service.

Time Commitment:

Responsible for attending regularly monthly meetings, special monthly meetings, and public hearings when scheduled. Time commitment for preparation prior to the meeting and attending educational sessions.

Decisions:

Commissioners are involved in three types of governmental decision making:

1. Legislative decision: Recommend to the Town Board the adoption of amendments to plans, changes to an official zoning map to modify district boundaries or create new districts, ordinance text changes or land use changes permitted in a district.
2. Quasi-judicial decisions: Apply local ordinances to make decisions regarding zoning conditional use permits, plat approvals, and administrative appeals.
3. Administrative decisions: Recommendations to fill vacancies and provide guidance in the management of the zoning department.

Legal Requirements: Plan Commission must abide by the requirements of:

1. Open meetings law
2. Open records law
3. Voting requirements

4. Conflict of interest laws
5. Public notification requirements for meetings and hearings.

General Planning Strategy:

TPC recommends items for the Town of La Pointe annual budget. The adopted budget guides how and for what purpose monies will be spent for the fiscal year. Street repairs, new streets, sanitary sewer construction, storm water collection, parks and recreation spaces, all have priorities and require availability of public funds. The Plan Commission can recommend budget expenditures for projects identified in the comprehensive plan and recommend timetables for project implementation.