Chapter 14
Boards, Commissions and Committees

[HISTORY: Adopted by the Village Board of the Village of Campbellsport as indicated in article histories. Amendments noted where applicable.]

Article I
Village Plan Commission

[Adopted by Ord. No. 51, 1945; amended in its entirety by Ord. No. 277, 2004 (Ch. 2, Art. IV, Division 2, of the 2008 Code)]

§ 14-1 **Created.**
There is created a Village plan commission in accordance with the provisions of Wis. Stats. § 62.23(1).

§ 14-2 **Title.**
This article is entitled the "Village of Campbellsport Plan Commission Ordinance."

§ 14-3 **Purpose.**
The purpose of this article is to establish a Village plan commission and set forth its organization, powers and duties, to further the health, safety, and welfare and wise use of resources for the benefit of current and future residents of the Village and affected neighboring jurisdictions, through the adoption and implementation of comprehensive planning with significant citizen involvement.

§ 14-4 **Establishment.**
The Village Board hereby establishes a seven member plan commission under Wis. Stats. §§ 61.35 and 62.23.

§ 14-5 **Membership.**
The plan commission shall consist of seven members, which may include Village elected or appointed officials, except that at least three must be citizen members who are not otherwise Village officials, and who shall be persons of recognized experience and qualifications.

§ 14-6 **Appointments.**
The Village President shall appoint the members of the plan commission and designate a plan commission chairperson during the month of April to fill any expiring term. The Village President may appoint himself or another Village Board member to the plan commission, and may designate himself, the other Village Board member, or a citizen member as chairperson of the plan commission. In a year in which any Village Board member is elected at the spring election, any appointment or designation by the Village President shall be made after the election and qualification of the Village Board members elected. Any citizen appointed to the plan commission shall take and file the oath of office within five days of notice of appointment, as provided under Wis. Stats. §§ 19.01 and 61.21.

§ 14-7 **Terms of office.**
The term of office for the plan commission chairperson and each commission member shall be for a period of three years, ending on April 30, or until a successor is appointed and qualified, except:

A. Initial terms. The citizen members initially appointed to the plan commission shall be appointed for staggered terms.

B. Village Board member or President. The plan commission member who is a Village Board member

or the Village President, including a person designated the plan commission chairperson, shall serve for a period of two years, as allowed under Wis. Stats. § 66.0501(2), concurrent with his term on the Village Board, except an initial appointment made after April 30, shall be for a term that expires two years from the previous April 30.

§ 14-8 **Vacancies.**
A person who is appointed to fill a vacancy on the plan commission shall serve the remainder of the term.

§ 14-9 **Compensation; expenses.**
The Village Board sets a per diem allowance per meeting, in an amount on file with the Village Clerk/Treasurer, for the citizen and Village Board members of the plan commission, as allowed under Wis. Stats. § 66.0501(2).

§ 14-10 **Experts and staff.**
The plan commission may, under Wis. Stats., § 62.23(1), recommend to the Village Board the employment of experts and staff, and may review and recommend to the approval authority proposed payments under any contract with an expert.

§ 14-11 **Rules; records.**
The plan commission, under Wis. Stats. § 62.23(2), may adopt rules for the transaction of its business, subject to Village ordinances, and shall keep a record of its resolutions, transactions, findings and determinations, which shall be a public record under Wis. Stats. §§ 19.21 through 19.39.

§ 14-12 **Chair and officers.**

A. Chairperson. The plan commission chairperson shall be appointed and serve a term as provided in §§ **14-6** and **14-7**. The chairperson shall, subject to Village ordinances and commission rules:

(1) Provide leadership to the commission;

(2) Set commission meeting and hearing dates;

(3) Provide notice of commission meetings and hearings and set their agendas, personally or by his designee;

(4) Preside at commission meetings and hearings; and

(5) Ensure that the laws are followed.

B. Vice-chairperson. The plan commission may elect, by open vote or secret ballot under Wis. Stats. 19.88(1), a vice-chairperson to act in the place of the chairperson when the chairperson is absent or incapacitated for any cause.

C. Secretary. The plan commission shall elect, by open vote or secret ballot under Wis. Stats. § 19.88(1), one of its members to serve as secretary, or, with the approval of the Village Board, designate the Village Clerk/treasurer or other Village officer or employee as secretary.

§ 14-13 **General and miscellaneous powers.**
The plan commission, under Wis. Stats. § 62.23(4), shall have the power:

A. Necessary to enable it to perform its functions and promote Village planning.

B. To make reports and recommendations relating to the plan and development of the Village to the Village Board, other public bodies, citizens, public utilities and organizations.

C. To recommend to the Village Board programs for public improvements and the financing of such improvements.

D. To receive from public officials, within a reasonable time, requested available information required for the commission to do its work.

E. For itself, its members and employees, in the performance of their duties, to enter upon land, make examinations and surveys, and place and maintain necessary monuments and marks thereon. However, entry shall not be made upon private land, except to the extent that the private land is held open to the general public, without the permission of the landowner or tenant. If such permission has been refused, entry shall be made under the authority of an inspection warrant issued for cause under Wis. Stats. § 66.0119, or other court-issued warrant.

§ 14-14 **Referrals to plan commission.**

A. Required under Wis. Stats. § 62.23(5). The following shall be referred to the plan commission for report:

(1) The location and architectural design of any public building;

(2) The location of any statute or other memorial;

(3) The location, acceptance, extension, alteration, vacation, abandonment, change of use, sale, acquisition of land for or lease of land for any:

(a) Street, alley or other public way;

(b) Park or playground;

(c) Airport;

(d) Area for parking vehicles; or

(e) Other memorial or public grounds;

(4) The location, extension, abandonment or authorization for any publicly or privately owned public utility;

(5) All plats under the Village's jurisdiction under Wis. Stats. Ch. 236, including divisions under a Village subdivision or other land division ordinance adopted under Wis. Stats. § 236.45;

(6) The location, character and extent or acquisition, leasing or sale of lands for:

(a) Public or semipublic housing;

(b) Slum clearance;

(c) Relief of congestion; or

(d) Vacation camps for children;

(7) The amendment or repeal of any ordinance adopted under Wis. Stats. § 62.23, including ordinances relating to: the Village plan commission; the Village Comprehensive Plan under Wis. Stats. § 66.1001, a Village Official Map; and Village zoning.

B. Required under Wisconsin Statutes other than Wis. Stats. § 62.23(5). The following shall be referred to the plan commission for report:

(1) An application for initial licensure of a child welfare agency or group home under Wis. Stats. § 48.68(3);

(2) An application for initial licensure of a community-based residential facility under Wis. Stats. § 50.03(4);

(3) Proposed designation of a street, road or public way, or any part thereof, wholly within the jurisdiction of the Village, as a pedestrian mall under Wis. Stats. § 66.0905;

(4) Matters relating to the establishment or termination of an architectural conservancy district under Wis. Stats. § 66.1007;

(5) Matters relating to the establishment of a reinvestment neighborhood required to be referred under Wis. Stats. § 66.1107;

(6) Matters relating to the establishment or termination of a business improvement district required to be referred under Wis. Stats. § 66.1109;

(7) A proposed housing project under Wis. Stats. § 66.1211(3);

(8) Matters relating to urban redevelopment and renewal in the Village required to be referred under Wis. Stats, ch. 66, subch. XIII;

(9) The adoption or amendment of a Village subdivision or other land division ordinance under Wis. Stats. § 236.45(4); and

(10) Any other matter required by state statutes to be referred to the plan commission.

C. Required under this article. In addition to referrals required by state statutes, the following matters shall be referred to the plan commission for report:

(1) A proposed driveway access ordinance or amendment;

(2) A proposed Village Official Map ordinance under Wis. Stats. § 62.23(6), or any other proposed Village ordinance under Wis. Stats. § 62.23, not specifically required by state statutes to be referred to the commission;

(3) A proposed Village zoning ordinance or amendment adopted under authority separate from or supplemental to Wis. Stats. § 62.23, including a Village construction site erosion control and stormwater management zoning ordinance under Wis. Stats. § 60.627(6);

(4) An application for a special exception;

(5) A proposed site plan;

(6) A proposed extraterritorial zoning ordinance or a proposed amendment to an existing ordinance under Wis. Stats. § 62.23(7a);

(7) A proposed boundary change pursuant to an approved cooperative plan agreement under Wis. Stats. § 66.0307, or a proposed boundary agreement under Wis. Stats. § 66.0225, or other authority;

(8) A proposed zoning ordinance or amendment pursuant to an agreement in an approved cooperative plan under Wis. Stats. § 66.0307(7m);

(9) Any proposed plan, element of a plan or amendment to such plan or element developed by the regional plan commission and sent to the Village for review or adoption;

(10) Any proposed contract, for the provision of information, or the preparation of a Comprehensive Plan, an element of a plan or an implementation measure, between the Village and the regional plan

commission, under Wis. Stats. § 66.0309, another unit of government, a consultant or any other person or organization;

(11) A proposed ordinance, regulation or plan, or amendment to the foregoing, relating to a mobile home park under Wis. Stats. § 66.0435;

(12) A proposed agreement, or proposed modification to such agreement, to establish an airport affected area, under Wis. Stats. § 66.1009;

(13) A proposed Village airport zoning ordinance under Wis. Stats. § 114.136(2);

(14) A proposal to create environmental remediation tax incremental financing in the Village under Wis. Stats. § 66.1106;

(15) A proposed county agricultural preservation plan or amendment, under Wis. Stats. ch. 91, subch. IV, referred by the county to the Village, or proposed Village agricultural preservation plan or amendment; and

(16) Any other matter required by any Village ordinance or Village Board resolution or motion to be referred to the plan commission.

D. Discretionary referrals. The Village Board, or other Village officer or body with final approval authority or referral authorization under the Village ordinances, may refer any of the following to the plan commission for report:

(1) A proposed intergovernmental cooperation agreement, under Wis. Stats. § 66.0301, or other statute, affecting land use, or a municipal revenue sharing agreement under Wis. Stats. § 66.0305; and

(2) Any other matter deemed advisable for referral to the plan commission for report.

E. Referral period. No final action may be taken by the Village Board or any other officer or body with final authority on a matter referred to the plan commission until the commission has made its report, or 30 days, or such longer period as stipulated by the Village Board, has passed since referral. The thirty-day period for referrals required by state statutes may be shortened only if so authorized by statute. The thirty-day referral period, for matters subject to required or discretionary referral under the Village's ordinances, but not required to be referred under state statutes, may be made subject by the Village Board to a referral period shorter or longer than the thirty-day referral period if deemed advisable.

Article II
Firemen's Park Board

[Adopted by Ord. No. 71, 1948 (Ch. 2, Art. IV, Division 3, of the 2008 Code)]

§ 14-15 **Created.**
In accordance with the provisions of § 27.08, Wis. Stats., there is created the "Firemen's Park Board," hereinafter referred to as the "park board."

§ 14-16 **Membership.**
[Amended ?]

The members of the park board shall consist of a President, who shall be the Fire Chief of the Village fire department and who shall continue to be President of the park board during his tenure of office as Fire Chief; and two members of the fire department who shall be elected for staggered two-year terms and whose election shall be confirmed by approval of the Village Board. The election of the members of the fire department shall be by the members of the fire department in good standing at the annual election at

the annual meeting of the fire department.

§ 14-17 **Powers.**
The park board shall oversee the maintenance of the Firemen's Park grounds and facilities. Any group, organization, or Village entity adding a temporary fixture to the Firemans Park grounds or facilities will be responsible for the care taking of said fixture.

Article III
Board of Review

[Adopted by Ord. No. 66, 1947 (Ch. 2, Art. IV, Division 4, of the 2008 Code)]

§ 14-18 **Membership.**
The Board of Review shall consist of the Village President, the Village Clerk-Treasurer and/or Deputy Clerk-Treasurer and a Trustee of the Village Board. A resident may be asked to serve as an alternate member of the Board of Review.

§ 14-19 **Selection of trustee member.**
The trustee member of the Board of Review shall be appointed by the President and confirmed by a two-thirds vote of the Board and shall be selected annually in April.

Article IV – **REPEALED 2/6/2018**
Police and Fire Commission

Article V

Other Commissions and Committees

The Village Board has the right to add commissions or committees as needed with duties and responsibilities explained by a resolution adoption.

Effective Date. This Ordinance shall take effect immediately upon its adoption, approval, and publication. Adopted, recorded and approved this 6 day of February 2019.

David Krebs — ATTEST: Becky Tellier — Campbellsport News Publication Date 2/28/2019

David Krebs Village President — Becky Tellier, Village Clerk