

**VILLAGE OF MELROSE
ORDINANCE NO. 16.01**

AN ORDINANCE CREATING THE VILLAGE PLAN COMMISSION FOR THE VILLAGE OF MELROSE.

The Village Board of the Village of Melrose, Jackson County, Wisconsin, do ordain as follows:

The Village of Melrose Code is hereby amended by creating a new section to be numbered Section 1.60, which said section shall read as follows:

SECTION 1

1.60 VILLAGE PLAN COMMISSION.

1. **ENUMERATION:** The Plan Commission shall consist of 7 members, to include at least 3 citizens whom are not Village Officials.
2. **MANNER OF CHOOSING:**

Appointments shall be made by the Village Board during the month of April for terms that expire in April or at any other time if a vacancy occurs during the middle of a term by a simple majority of the membership of the Village Board.

3. **TERM:** The members of the Plan Commission shall be appointed to hold office for a period of 3 years.
4. **ORGANIZATION OF COMMISSION:** The Village President shall serve as presiding officer. The Village Plan Commission shall have power and authority to employ experts and a staff, and to pay for their services and such other expenses as may be necessary and proper, not exceeding, in all, the appropriation that may be made for such commission by the Village Board, or placed at its disposal through gift, an subject to any ordinance or resolution enacted by the Village Board.
5. **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 Village Clerk & Treasurer. 4 members shall constitute a quorum but all actions shall require the affirmative approval of a majority of all of the members of the Commission.
6. **DUTIES OF PLAN COMMISSION:**
 - a) **The Master Plan:**
 - i. The Plan Commission may make, adopt and, as necessary, amend, extend or add to the master plan, subject to Village Board confirmation, for the physical development of the Village including areas outside of its boundaries which, in

the Plan Commission's judgment, bear relation to the development of the Village. 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.

- ii. 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 Village Board. 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 Village Board. 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 Village Board in the performance of their duties.
- b) Matters Referred to Village Plan Commission: The Common Council or officer of the Village having final authority thereon shall refer to the Plan Commission, for its consideration and report before final action is taken by the Village Board, 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 vehicles, or other memorial or public grounds; the location, extension, abandonment or authorization for any public utility whether publicly or privately owned; all plats of lands in the Village or within the territory over which the Village is given platting jurisdiction by Chapter 236, Wis. Stats.; 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 Village Board or other public body or officer, may take final action without it.


- c) Miscellaneous Powers of the Village Plan Commission. The Commission may make reports and recommendations relating to the plan and development of the Village to public officials and agencies, public utility companies, civic, educational, professional, and other organizations and citizens. It may recommend to the Village Board 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 Village Board.

7. COMPENSATION: No compensation shall be paid for service on the Village Plan Commission. Citizen members shall take the official oath as required by Sec. 19.01, Wis. Stats., said oath to be filed with the Village Clerk & Treasurer.

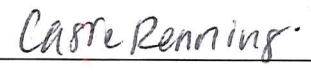
SECTION 2: All ordinances or part of ordinances contravening the terms and provisions of this ordinance are hereby, to such extend, repealed.

SECTION 3: This ordinance shall take effect upon passage and publication as provided by law.

Dated at Melrose, Wisconsin, this 4th day of December , 2019



Signed by:
Brant Young, President
Village of Melrose



Attest signed by:
Casie Renning, Clerk
Village of Melrose