

Title 13 ► Chapter 14

Administration

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Sec. 13-14-1 Planning Commission

1. ORGANIZATION OF THE PLANNING COMMISSION. The Planning Commission shall consist of 5 members appointed by the Town Chairman and subject to confirmation of the Town Board for terms of 3 years, except that of those first appointed; 1 shall serve for 1 year; 2 for 2 years and 2 for 3 years. One member shall be a member of the Town Board. The members of the committee shall serve at such compensation to be fixed by resolution. The Town Chairman shall designate one of the members chairman. Vacancies shall be filled for the unexpired terms of members whose terms become vacant. Members shall not be members of appeals board. Two alternate members shall be selected by the Town Chairman.
2. MEETINGS OF THE PLANNING COMMISSION. The board shall adopt rules in accordance with the provisions of this section. Meetings of the board shall be held at the call of the chairman and at such other times as the board may determine. All meetings of the board shall be open to the public. The board shall keep minutes of its proceedings, showing the vote of each member upon each question, or, if absent or failing to vote, indicating such fact, and shall keep records of its examinations and other official actions, all of which shall be immediately filed in the office of the board and shall be a public record.
3. POWERS OF THE PLANNING COMMISSION. The Planning Commission shall have the following powers:
 - (a) To review and make recommendations to the Town Board all changes and amendments submitted to the Planning Commission pursuant to Section 13-17-1 below.
 - (b) To perform any other assignment delegated to the Planning Commission by the Town Board under this zoning ordinance.

Sec. 13-14-2 Board of Appeals

Under the provisions of Section 62.23(7)(e) Wisconsin Statutes, there is hereby established a Board of Appeals.

1. ORGANIZATION OF THE BOARD OF APPEALS: The Board of Appeals shall consist of 5 members appointed by the Town Chairman and subject to confirmation of the Town Board for terms of 3 years, except that of those first appointed; 1 shall serve for 1 year, 2 for 2 years and 2 for 3 years. The members of the committee shall serve at such compensation to be fixed by resolution. The Town Chairman shall designate one of the members chairman. Vacancies shall be filled for the unexpired terms of members whose terms become vacant. A Town Board member shall not serve on the Appeals Board.
2. MEETINGS OF THE BOARD OF APPEALS: The board shall adopt rules in accordance with the provisions of this section. Meetings of the board shall be held at the call of the chairman and at such other times as the board may determine. Such chairman, or in his absence the acting chairman, may administer oaths and compel the attendance of witnesses. All meetings of the board shall be open to the public. The board shall keep minutes of its proceedings, showing the vote of each member upon each question, or, if absent or failing to vote, indicating such fact, and shall keep records of its examinations and other official actions, all of which shall be immediately filed in the office of the board and shall be a public record.

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3. POWERS OF THE BOARD OF APPEALS: The Board of Appeals shall have the following powers:
 - (a) To hear and decide appeals where it is alleged there is error in any order, requirement, decision or determination by an administrative official in the enforcement of this ordinance.
 1. Appeals to the Board of Appeals may be taken by any person aggrieved or by any officer of the town affected by any decision of the building inspector. Such appeal shall be taken within 20 days of filing with the building inspector and with the Board of Appeals a notice of appeal specifying the grounds thereof. The building inspector shall forthwith transmit to the board all the papers constituting the record upon which the appeals action was taken.
 2. The Board of Appeals shall fix a reasonable time for the hearing of the appeal or other matter referred to it, and give public notice thereof by a Class I notice under Chapter 985, Wisconsin Statutes, in an official paper or a paper of general circulation, as well as due notice to the parties in interest, and decide the same within a reasonable time. Upon the hearing any party may appear in person or by agent or by attorney.
 - (b) To permit the extension of a district where the boundary line of a district divides a lot in 4. No conditional use permit shall be issued unless the board shall find that the conditional use is consistent with the spirit, purpose and intent of this ordinance, will not substantially and permanently injure the appropriate use of neighboring property and will serve the public convenience and welfare and that such building or use shall comply with all other regulations in the district in which is proposed to be located.
4. EXERCISE OF POWER
 - (a) In exercising the above mentioned powers such board may, in conformity with the provisions of such section, reverse or affirm, wholly or partly, or may modify the order, requirement, decision or determination appealed from, and make such order, requirement, decision or determination as ought to be made, and to that end shall have all the powers of the officer from whom the appeal is taken, and may issue or direct the issue of a permit.
 - (b) The concurring vote of 4 members of the board shall be necessary to reverse any order, requirement, decision or determination of any such administrative official, or to decide in favor of the applicant on any matter upon which it is required to pass under this ordinance, or to effect any variation in such ordinance. The grounds of every such determination shall be stated.

Sec. 13-14-3 Permit Issuer

1. It shall be the duty of the Permit Issuer to enforce the provisions of this ordinance.
2. The Permit Issuer shall prepare a record of all buildings, structures, and manufactured homes situated within the setback lines as established by this ordinance, or any amendments thereto, which shall include the distances of such buildings, manufactured homes or structures from the center line of the adjacent highway, their size, type of construction and use, the quarter section in which they are situated, the names and addresses of the owner and occupant of the premises and the date on which the record is made. Such record shall be kept current and shall show any such buildings, structures or manufactured homes that may be removed or damaged to the extent that their reconstruction will be contrary to this ordinance.
3. Building maintenance and repairs that do not exceed \$2000, does not require a building permit.