

City of Manawa, WI  
Thursday, March 9, 2023

## Chapter 16. Boards, Commissions and Committees

### § 16-5. Plan Commission.

- A. Composition. The Plan Commission shall consist of seven members as follows: the Mayor, one Alderperson and five citizens.
- B. Appointment.
- (1) Election/appointment of Alderperson members. At its annual meeting in April of each year, the Common Council shall, by a majority vote of its members, elect one of its number as member of the City Plan Commission for a period of one year from and after the first day of May next ensuing.
  - (2) Appointment and terms of citizen members. The five citizen members shall be appointed by the Mayor and confirmed by the Common Council to hold office for a period ending, respectively, one, two and three years thereafter from the succeeding first of May. Annually, during April, members shall be appointed for a term of three years.
- C. Organization of Commission. The Mayor shall serve as presiding officer. The Plan Commission shall organize by the election of a Vice Chairperson, Secretary and such other officers as may in its judgment be necessary.
- D. 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 City Clerk-Treasurer. Four members shall constitute a quorum, but all actions shall require the affirmative approval of a majority of all of the members of the Commission.
- E. Duties.
- (1) The Master Plan.
    - (a) The Plan Commission may make, adopt and, as necessary, amend, extend or add to the Master Plan, subject to Common Council confirmation, for the physical development of the city, including areas outside of its boundaries which, in the Plan Commission's judgment, bear relation to the development of the city. The Master Plan, with the accompanying maps, plats and descriptive and explanatory matter, shall show the Commission's recommendations for physical development and may include, among other things, without limitation because of enumeration:
      - [1] The general location, character and extent of streets, highways, freeways, street grades, roadways, walks, parking areas, public places and areas, parks, parkways, playgrounds and sites for public buildings and structures.
      - [2] The general location and extent of sewers, water conduits and other public utilities, whether privately or publicly owned.
      - [3] 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.

- [4] The general location, character and extent of community centers and neighborhood units.
  - [5] A comprehensive zoning plan.
- (b) 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 Common Council. 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 Common Council. 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 Common Council in the performance of their duties.
- (2) Mandatory referrals to Commission.
- (a) The Common Council or officer of the city having final authority thereon shall refer to the Plan Commission for its consideration and report, before final action is taken by the Council, public body or officer, the following matters:
- [1] The location of any statue or other memorial.
  - [2] 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 way, park, playground, airport, area for parking vehicles or other memorial or public grounds.
  - [3] The location, extension, abandonment or authorization for any public utility, whether publicly or privately owned.
  - [4] All plats of lands in the city or within territory over which the city is given platting jurisdiction by W.S.A. Ch. 236.
  - [5] The location, character and extent or acquisition, leasing or sale of lands for public or semipublic housing, slum clearance, relief of congestion or vacation camps for children.
  - [6] The amendment or repeal of any land use ordinance.
- (b) Unless such report from the Commission is made within 30 days, or such longer period as may be stipulated by the Common Council, the Council or other public body or officer may take final action without it.
- (3) Hotel/ Motel permitting process
- (a) In accordance to §175, the Plan Commission has the following authority:
- [1] Approve or deny Hotel/Motel permits.
  - [2] Suspend, revoke, or nonrenew the Hotel/Motel permit.
  - [3] Conduct the appeal process of the initial decision.

(4) Miscellaneous powers. The Commission may make reports and recommendations relating to the plan and development of the city to public officials and agencies; public utility companies; civic, educational, professional and other organizations; and citizens. It may recommend to the Common Council 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 Common Council.

F. Vacancies. Vacancies shall be filled by appointment for the remainder of the unexpired term in the same manner as appointment for the full term.

G. Compensation. Compensation shall be \$10 per meeting for service on the Commission. Citizen members shall take the official oath as required by W.S.A. s. 19.01, said oath to be filed with the City Clerk-Treasurer.

[Amended 11-27-2006]