

**Chapter 15**  
**BOARDS, COMMISSIONS AND COMMITTEES**

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[HISTORY: Adopted by the Village Board of the Village of Iola 2-12-1996 as Title 2, Ch. 4, of the 1996 Code. Amendments noted where applicable.]

**GENERAL REFERENCES**

Administrative determinations — See Ch. 7.  
Government and elections — See Ch. 34.

Officers and employees — See Ch. 45.  
Village Board — See Ch. 62.

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**§ 15-1. Board of Review.**

- A. Composition. The Board of Review shall consist of the Village President, the Clerk-Treasurer and one Trustee of the Village Board, who shall be annually appointed at the Board's organizational meeting. The President of the Village Board shall make the appointment, subject to the confirmation of the Board of Trustees, at said organizational meeting.
- B. Duties.
- (1) Duties. The duties and functions of the Board of Review shall be as prescribed in Sections 70.46 and 70.47, Wis. Stats.
- (2) Compensation. Compensation for the members of the Board of Review shall be as is established by the Village Board at the organizational meeting in April.
- C. Meetings. In accordance with Section 70.47(3)b, Wis. Stats., the Village Board do hereby exercise their right to designate hours for the annual Board of Review proceedings other than those set forth in Sec. 70.47(3)a, and do hereby designate the hours of the annual Board of Review meeting to be 9:00 a.m. to 1:00 p.m. The Board may adjourn from day to day or from time to time, until such time as its business is completed, providing that adequate notice of each adjournment is so given.

**§ 15-2. Board of Health.**

- A. Composition. The Board of Health shall consist of the members of the Village Board's Health and Public Welfare Committee, who shall be annually appointed.

- B. Power of appointment. The Board of Health may appoint persons to aid it.
- C. Responsibilities.

- (1) The Board of Health shall take such measures as shall be most effectual for the preservation of the public health. It shall be the duty of the Board of Health to assume the general administration and enforcement of the health laws of the state and the rules and regulations prescribed by the State Board of Health and the ordinances of the village.
- (2) Powers. The Board shall take such measures and make such rules and regulations as shall be necessary and effectual for the presentation and promotion of the public health in the village. All orders and regulations of the Board shall be published in the official newspaper and, after publication, shall have the force and effect of ordinances, including penalty for violation.

### **§ 15-3. Zoning Board of Appeals.**

- A. Establishment. A Zoning Board of Appeals shall be appointed as specified in Section 62.23(7)(e) of the Wisconsin Statutes. The Zoning Board of Appeals shall consist of five citizen members, appointed by the Village President subject to confirmation by the Village Board, for a three-year term of office. The members shall serve without compensation and shall be removable by the Village Board for cause upon written charges and upon public hearing. The Village President shall designate one of the members Chairperson.
- B. Powers. The Zoning Board of Appeals shall have the following powers:
  - (1) To hear and decide appeals where it is alleged there is error in any order, requirement, decision, or determination made by an administrative official in the enforcement of Chapter 262, Zoning, or Chapter 260, Floodplain Zoning.
  - (2) To hear and decide special exceptions to the terms of the village zoning and floodplain zoning regulations upon which the Board of Appeals is required to pass.
  - (3) To authorize, upon appeal in specific cases, such variance from the terms of the village zoning regulations as will not be contrary to the public interest, where owing to special conditions, a literal enforcement will result in practical difficulty or unnecessary hardship, so that the spirit of the Chapter 262, Zoning, shall be observed, public safety and welfare secured and substantial justice done; provided, however, that no such action shall have the effect of establishing in any district a use or uses not permitted in such district.
  - (4) To permit the erection and use of a building or premises in any location subject to appropriate conditions and safeguards in harmony with the general purposes of Chapter 262, Zoning, for such purposes which are reasonably necessary for public convenience and welfare.
  - (5) The Zoning Board of Appeals may reverse or affirm wholly or in part or may modify any order, requirement, decision or determination as in its opinion ought to be made in the premises. The concurring vote of four members of the Zoning Board of Appeals shall be necessary to reverse any order, requirement, decision or determination

appealed from or to decide in favor of the applicant on any matter on which it is required to pass, or to effect any variation in the requirements of Chapter 262, Zoning. The grounds of every such determination shall be stated and recorded. No order of the Zoning Board of Appeals granting a variance shall be valid for a period longer than six months from the date of such order unless the land use permit is obtained within such period and the erection or alteration of a building is started or the use is commenced within such period.

- C. Meeting and rules. All meetings of the Board shall be held at the call of the Chairperson and at such other times as the Board may determine. All hearings conducted by the said 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 examination and other official actions, all of which shall be immediately filed in the office of the Village Clerk-Treasurer and shall be public record. The Board shall adopt its own rules of procedure not in conflict with this section or with the applicable Wisconsin Statutes.
- D. Offices. The Village Board shall provide suitable offices for holding hearings and the presentation of records, documents, and accounts.

#### § 15-4. Plan Commission.

- A. Composition. The Village Plan Commission shall consist of the Village President, one Trustee and five citizens. The Village President shall be the Commission's presiding officer.
- B. Appointment.
  - (1) Trustee member. The Trustee member shall be annually appointed by a two-thirds vote at the organizational meeting of the Village Board during the month of April of each year.
  - (2) Citizen members. The five regular citizen members of the Commission shall be appointed by the Village President, subject to confirmation by the Village Board. The original citizen members shall be appointed upon creation of the Commission and shall hold office for a period of one, two and three years, respectively, from the succeeding first day of May and thereafter annually during the month of April such member shall be appointed for a term of three years.
- C. 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. 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.
- D. Duties.
  - (1) The Master Plan.
    - (a) The Plan Commission shall 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.

- (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 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.
- (2) Matters referred to Plan Commission. The Village Board 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 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 way, 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, the Board or other public body or officer, may take final action without it.

- (3) Miscellaneous powers. 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 and the financing thereof. 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. The Commission shall oversee community development block grants.

#### **§ 15-5. Library Board.**

##### **A. Organization; terms.**

- (1) There is hereby created, pursuant to Chapter 43 of the Wisconsin Statutes, a municipal Library Board for the village consisting of a seven-member board in three classes. Three of such members shall serve for a period of three years, two to serve for two years, and two to serve for a period of one year.
- (2) Terms of such members shall be from July 1 in the year of their appointment and thereafter each regular appointment shall be for a term of three years. Not more than one member of the Village Board body shall at any one time be a member of the Library Board. Members shall be appointed by the Village President, subject to confirmation by the Village Board. The Village President shall appoint as one of the Library Board members a school district administrator, or his or her representative, to represent the public school district or districts in which the library is located.
- (3) A majority of the membership of the Board shall constitute a quorum.
- (4) As soon as practicable after the first appointments, at a date and place fixed by the appointing officer, and annually thereafter, within 30 days after the time designated in this section for the beginning of terms, the members of the Library Board shall organize by election from among their number a President and such other offices that they deem necessary to prescribe and adopt rules and regulations for the operation of the library.

- ##### **B. Duties and powers.** The Library Board shall have the duties and powers as prescribed by Chapter 43, and more particularly set forth in Section 43.58, of the Wisconsin Statutes.

#### **§ 15-6. General provisions regarding meetings and public notice.**

- ##### **A. Regular meetings; public notice.** Every board, committee and commission created by or existing under the ordinances of the village shall:
- (1) Schedule a date, time and place for its meetings.

- (2) Post or, when necessary, publish notice in or notify the official village newspaper in advance of each such regular meeting of the date, time, and place thereof, in compliance with state law, thereof; and/or
  - (3) Post, at the front door of the Municipal Building, an agenda of the matters to be taken up at such meeting.
- B. Form of notice. Such notice shall set forth the time, date, place and subject matter of the meeting, including that intended for consideration at any contemplated closed session which may be authorized by law, and may be in the following form:

**NOTICE OF MEETING<sup>1</sup>**  
**VILLAGE OF IOLA, WISCONSIN**  
**(commission)**

Please take notice that a meeting of the (commission) of the Village of Iola will be held on (date), (year), at (time) p.m., at the Iola Municipal Building, in Room \_\_\_\_ to consider the following:

- 1. (Agenda items set forth).
- 2. Such other matters as authorized by law.

Dated: \_\_\_\_\_

\_\_\_\_\_ (Commission) \_\_\_\_\_

By \_\_\_\_\_

The Iola Municipal Building is accessible to the physically disadvantaged. If special accommodations for visually or hearing impaired individuals are needed, please contact the Iola Clerk-Treasurer at (telephone).

- C. Notice to members. Every member of any board, commission or committee of the Village of Iola shall be notified by the secretary thereof that a meeting is to be held, and the time and place of such meeting and the subject to be considered thereat. No member shall be intentionally excluded from any meeting by a failure to give proper notice or a reasonable attempt to give proper notice to such member.
- D. Minutes to be kept. Every board, commission and committee shall keep a record of the minutes of its proceedings and shall cause a signed copy thereof to be filed by its secretary with the Village Clerk-Treasurer within one week of the meeting date. The Village Clerk-Treasurer shall furnish a copy of all minutes filed with him or her to each member of the Village Board. All such minutes shall be public records.
- E. Special meetings. Nothing in Subsection A shall preclude the calling of a special meeting or dispensing with the publication of notice or such posting of the agenda, for good cause, but such special meetings shall nonetheless comply in all respects with the provisions of Sections 19.81 and 19.89, Wis. Stats.

<sup>1</sup> Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. D).

**§ 15-7. Residency required for service on boards or commissions; attendance standards.**

- A. Residency. No person not a resident of and not residing in the Village of Iola shall be appointed in a voting capacity to any village board or commission, except the Library Board. Any board or commission member who moves from the village shall be removed from such board or commission, but may be appointed to serve in an ex officio capacity.
- B. Attendance standard. Members of boards, committees and commissions are required to attend a minimum of  $\frac{2}{3}$  of the meetings in each six-month period of their respective bodies, unless excused by the membership of their body. Failure to comply with this subsection may result in the removal and replacement of the official found to be in noncompliance.

**§ 15-8. Committee and commission rules.**

- A. Except as provided herein, the provisions of Chapter 62, Village Board, §§ 62-17 through 62-21, of this Code of Ordinances relating to rules of procedure for the Village Board, together with Robert's Rules of Order, shall, as far as applicable, also apply to committee, board and commission meetings.
- B. A simple majority of the members of a committee or commission shall constitute a quorum, unless prescribed elsewhere by law.

