

TOWN OF COTTAGE GROVE - CODE OF ORDINANCES

ORDINANCE OF THE TOWN OF COTTAGE GROVE, WISCONSIN

Adopted pursuant to Sec. 25.01 of the Town of Cottage Grove Code

Title: Plan Commission Monthly Meetings and Reports

Ordinance Number	<u>2016-07</u>
Code Section(s) <del>created</del> , amended, or <del>repealed</del>	<u>15.21.4.2</u>
Presented to Board by	<u>Town Clerk</u>
Committee Review by	<u>None</u>
Date(s) Public Hearing(s) held (if required)	<u>December 5, 2016</u>
Date adopted	<u></u>
Vote	<u></u>
Date of posting of adoption of ordinance	<u></u>
Date of publication of adoption of ordinance	<u></u>

The Town Board of the Town of Cottage Grove does ordain as follows:

TCG Ord. Section 15.21.4.2 Monthly Meetings and Reports (of the Plan Commission) is hereby amended to read as follows:

15.21.4.2 Monthly Meetings and Reports. The plan commission may meet monthly to hear any matters submitted or referred to the plan commission and to conduct any other business allowed by law.

15.21.4.2.1 All meetings of the plan commission shall be on proper notice under s. 19.84, Wis. stats. and s. TCG 22.08. The notice of any plan commission meeting shall include the Open Meeting Agenda and shall be given at least 24 hours prior to the meeting, unless for good cause such notice is impossible or impractical, in which case shorter notice may be given, but in no case may the notice be provided less than 2 hours in advance of the meeting. The chair of the plan commission, or his or her designee, shall be responsible for proper posting or publication of the meeting notice and agenda.

15.21.4.2.2 All meetings of the plan commission shall be held at the town hall, except that a different location may be designated by the chair of the plan commission, or his or her designee, by giving proper written notice of the meeting and agenda, and of the substituted location, in conformance with s. 19.84, Wis. stats.

15.21.4.2.3 Regular meetings of the plan commission shall be held on the fourth Wednesday of each month beginning at 7:00 P.M.

15.21.4.2.4 Special meetings of the plan commission.

15.21.4.2.4.1 A special meeting of the plan commission may be called by the chair of the plan commission by written or verbal notice to the town clerk at least 24 hours prior to the proposed special meeting.

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- 15.21.4.2.5 Special meetings of the plan commission may be held without notice under paragraph 15.21.4.2.4 when a quorum of members of the plan commission are present at a prior plan commission meeting at which oral notice of the special meeting is given.
- 15.21.4.2.6 Special meetings of the plan commission attended by a quorum of the members shall be considered a regular meeting of the plan commission for the transaction of any plan commission business that may come before the plan commission if the business considered was so noted in the written meeting notice and agenda.
- 15.21.4.2.7 Where special meetings of the plan commission are held at the request of an individual other than the chair of the plan commission, the individual shall pay a fee to reimburse the Town for the cost of the meeting. The fee shall be set by resolution of the town board and shall include per diems for the seven plan commission members; an estimate for staff costs; and, other expenses as determined by the town board.

Adopted this \_\_\_\_ day of \_\_\_\_\_, 2016, by a vote of \_\_ for, \_\_against, and \_\_ abstain.

**TOWN OF COTTAGE GROVE**

**ATTEST:**

\_\_\_\_\_  
Kris Hampton, Town Chair

\_\_\_\_\_  
Kim Banigan, Town Clerk