

# TOWN OF BROOKLYN, GREEN COUNTY, WI

## ORDINANCE #2.3

Title: Plan Commission Ordinance

Revised and Adopted: 03/9/2026

Purpose and Scope: The purpose of this ordinance is to establish a Town of Brooklyn Plan Commission and set forth its organization, powers and duties, to further the health, safety, welfare and wise use of resources for the benefit of current and future residents of the Town and affected neighboring jurisdictions, through the adoption and implementation of comprehensive planning with significant citizen involvement.

Authority: The Town Board has specific statutory authority, powers and duties pursuant to Wis. Stat. Sec. 60.22(1) and duly adopted (in 1992) village powers under Wis. Stat. Sec. 60.22(3) granting to the Town Board powers to regulate, control, license, prevent or permit certain uses and activities for the good order of the Town and for the health, safety and welfare of the public. The Town of Brooklyn has exercised village powers under Wis. Stats. Sec. 60.22(3), and established a seven (7) member "Town Plan Commission" pursuant to Wis. Stats. Sec. 60.62(4).

The Town of Brooklyn does ordain as follows:

Specific provisions:

- a. The "Town Plan Commission" shall consist of seven (7) members all of whom shall be residents of the Town of Brooklyn as appointed by the Town Board. The presiding officer may be any of the seven (7) Plan Commission members.
- b. The Town Board of Supervisors shall appoint the members of the Plan Commission in the month of April per Wis. Stats. Secs. 61.35 and 62.23(1)(d). In a year in which any Town Board member is elected at the spring election, any appointment or designation by the Town Board shall be made after the election. Any citizen appointed to the Plan Commission shall take and file the oath of office within five (5) days of notice of appointment, as provided under Wis. Stats. Secs. 19.0.1 and 60.31, Wis. Stats.
- c. The term of office for the Plan Commissioners shall be for a period of 3 years, beginning and ending on the second Monday in April, or until a successor is appointed and qualified, except:
  - 1) Initial Terms. If the initial appointments to the Plan Commission are made during April, the (2) citizen members shall be appointed for staggered terms as follows: three (3) persons for a term that expires in three (3) years; two (2) persons for a term that expires in two (2) years and two (2) persons for a term that expires in one (1) year. If the initial appointments are made after April, the specified term shall expire as if appointed on the previous 2nd Monday of April.
  - 2) Town Board Member or Chairperson. The Plan Commission member who is a Town Board member or Town Board Chairperson, including a person designated the Plan Commission Chairperson, shall serve for a period of two (2) years, as allowed under Wis. Stats., Sec. 66.32, concurrent with his or her term on the Town Board, except an initial appointment made after the second Monday in April shall be for a term that expires two (2) years from the previous second Monday in April.
- d. A person who is appointed to fill a vacancy on the Plan Commission shall serve for the remainder of the term.
- e. The Town Board of Supervisors, Town of Brooklyn, hereby sets a per diem allowance of \$25 per meeting for members of the Plan Commission, as allowed under sec. 66.0501(2), Wis. Stats. In addition, the Town Board may reimburse reasonable costs and expenses, as allowed under Wis. Stats. Sec. 60.321.

- f. The Plan Commission may, under Wis. Stats. Sec. 62.23(1)., employ experts and staff, and pay for their services and necessary and proper expenses, within the limits of any appropriation made to the Commission by the Town Board for such purposes.
- g. The Plan Commission, under Wis. Stats. Sec. 62.23(2)., may adopt rules for the transaction of its business, subject to Town ordinances, and shall keep a record of its resolutions, transactions, findings and determinations, which shall be a public record under Wis. Stats. Secs. 19.21-19.39.
- h. Chairperson & Officers
  - 1) Chairperson. The Plan Commission shall elect by open vote or secret ballot under Wis. Stats. Sec. 19.88(1)., a Chairperson to serve a term as provided in sections 5 and 6 of this ordinance. The Chairperson shall, subject to Town ordinances and Commission rules, provide leadership to the Commission; preside at Commission meetings and hearings; set meeting and hearing dates and agendas, and ensure that the laws are followed.
  - 2) Vice Chairperson. The Plan Commission may elect, by open vote or secret ballot under Wis. Stats. Sec. 19.88(1)., a Vice Chairperson to act in the place of the Chairperson when the Chairperson is absent or incapacitated for any cause.
  - 3) Secretary. The Plan Commission shall elect by open vote or secret ballot under Wis. Stats. Sec. 19.88(1)., one of its members to serve as Secretary, or, with the approval of the Town Board, designate the Town Clerk or other Town officer or employee as Secretary.
- i. Functions to perform:
  - 1) The Plan Commission shall apply the Green County Comprehensive Planning process to update and refine the Town of Brooklyn's current Land Use Plan to a Town of Brooklyn Comprehensive Plan as described in Wis. Stats. Secs. 62.23 and 66.1001.
  - 2) The Plan Commission shall implement and enforce the Town of Brooklyn Comprehensive Plan.
  - 3) The Plan Commission will recommend to the Town Board any updates or revisions to the Town's Land Division Ordinance, Ordinance 2.1 or other ordinances currently in place.
  - 4) In addition, the Plan Commission shall continue to review all requests for division of land as per Section VII of the Town of Brooklyn Land Division Ordinance and to report its recommendations to the Town Board.
  - 5) It shall further be the function and duty of the Plan Commission to accept specific requests for information and/or assistance from the Town Board and to report its findings and/or recommendations to the Town Board within the time period set forth by the Town Board.
  - 6) All other provisions of Wis Stats 61.35 and 62.23 shall apply to the Town Plan Commission.

Severability: If any provision of this ordinance or its application to any person or circumstances is held invalid, the invalidity does not affect other provisions or applications of the ordinance that can be given effect without the invalid provision or application, and to this end the provisions of this ordinance are severable.

Effective Date: Following passage by the Town Board of Supervisors, this ordinance shall take effect the day after the date of publication or posting as provided by sec. 60.80, Wis. Stats.

Chairperson/Date Kathy Pyle 3/9/2026

Kathy Pennington, Chair, Town of Brooklyn

Attested by/Date: Chris M Gallagher 3/9/2026

Chris Gallagher, Town Clerk

Roll Call Vote

3 yes

0 no

0 absent

posted

3/13/2026