



Resolution 2020-4

To Create an Operational Procedure Regarding Plan Committee Appointments

AUTHORITY:

The Planning Committee is created by, appointed by and reports to the Town Board of Supervisors. The members of the Planning Committee are at will appointees to their position on the committee.

MEMBERSHIP:

The Planning Committee consists of 4 at large members appointed by the Town Board of Supervisors. A fifth member of the committee is a member of the Town Board of Supervisors who in addition to serving on the committee serves as liaison between the Planning Committee and the Town Board. At large members are appointed to 2 (two) year terms. However, the Town Board may relieve a member of the Planning Committee at any time without cause. Two of the members are appointed to a term commencing 1 January of even numbered years and two of the members are appointed to a term commencing 1 January of odd numbered years. The Town Board Supervisor serves as directed by the Town Board. At large members are to be voting age full-time residents of the Town of Oakland. Each November existing members whose terms will expire in the coming year are requested to advise the Town Clerk no later than December 1st of their desire to be considered for re-appointment to the Planning Committee. During November the Town Clerk will post and advertise a notice that there are positions on the Planning Committee that may be available and request letters of interest to be received by December 1. The Town Board will consider the responses of the current members and other interested parties and make appointment to the Planning Committee for the coming term at their December Meeting.

COMPENSATION:

Members of the Planning Committee receive a per diem payment for attendance at regularly scheduled meetings of the Planning Committee.

MEETINGS:

The Planning Committee normally meets on the 1st Tuesday of the month when there is an application pending for review.

DUTIES:

The Planning Committee reviews applications for rezoning of property, requests for variances and Conditional Use Permits. The Planning Committee is to rely first on the Comprehensive Plan (Smart Growth Plan) of the Town of Oakland as adopted 11/18/08 and renewed August 2020. Secondly, they will also need to consult the Jefferson County Zoning Ordinance No.11 as

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adopted and periodically amended. Finally, they should consider the community setting of the area under consideration. This includes the Lake Ripley Community within the Urban Service Area or the Rural/Agricultural Area outside of the Urban Service Area. The Planning Committee will review the application for completeness and adherence to the noted governing documents. They will then make a recommendation to the Town Board. The recommendation will be one of the following: Recommend approval of the project; Recommend approval of the project with conditions; Recommend that the Town Board conduct a public hearing to gather more information prior to final consideration; or Recommend denial of the proposed project. The Town Board of Supervisors may choose to accept the Planning Committee's recommendation or make their own determination on the project.

APPOINTMENT OF A CHAIRPERSON:

The Planning Committee will at their first meeting of the calendar year appoint a chairperson to run the meetings of the committee. The Deputy Clerk of the Town of Oakland will determine the agenda items. The Town Board of Supervisors reserved the right to add agenda items to the Planning Committee's meeting agenda. In the absence of the Chair, the members in attendance will appoint a Chair-Pro-Tem to conduct the meeting.

TOWN CLERK:

The Town Clerk has assigned the Deputy Town Clerk as the staff person for the Planning Committee. In the absence of the Deputy Town Clerk the Town Clerk will provide support to the Planning Committee.

ORDER OF BUSINESS FOR PLANNING COMMITTEE MEETINGS:

Call to Order

Verification of Notice

Public Comment

Approval of Prior Meeting Minutes

Discussion and Possible Action on requests filed with the Deputy Clerk

Unfinished Business

Correspondence

Next Meeting Date

Adjournment

Approved this 17 day of November, 2020.


Gene Kapsner
Town Chair


Chris Astrella, WCPC
Clerk/Treasurer