

Chapter 14

BOARDS, COMMITTEES AND COMMISSIONS

[HISTORY: Adopted by the Village Board of Trustees of the Village of Hixton as indicated in article histories. Amendments noted where applicable.]

ARTICLE I

General Provisions

[Adopted 10-6-1987 (Secs. 2-4-4 and 2-4-5 of the 1987 Code of Ordinances)]

§ 14-1. Regular meetings; public notice.

Every board, committee and commission created by or existing under the ordinances of the Village shall:

- A. Schedule a date, time and place for its meetings.
- B. 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
- C. Post, at the front door of the Municipal Building, an agenda of the matters to be taken up at such meeting.

§ 14-2. Special meetings.

Nothing in § 14-1 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 §§ 19.81 and 19.89, Wis. Stats.

§ 14-3. Minutes.

The secretary of each board, committee and commission shall file a copy of the meeting minutes of such board, committee or commission with the Village Clerk-Treasurer.

§ 14-4. Residency required for service on boards or commissions.

No person not a resident of and not residing in the Village shall be appointed to any Village Board or commission. 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.

ARTICLE II

Board of Review

[Adopted 10-6-1987 (Sec. 2-4-1 of the 1987 Code of Ordinances)]

§ 14-5. 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 appointments, subject to the confirmation of the Board of Trustees, at said organizational meeting.

§ 14-6. Duties.

- A. Duties. The duties and functions of the Board of Review shall be as prescribed in §§ 70.46 and 70.47, Wis. Stats.
- B. 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.

§ 14-7. Meetings.

The annual meeting time of the Board of Review will be held two consecutive hours between the hours of 8:00 a.m. to 8:00 p.m. and is to be set annually at the organizational meeting. 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.

ARTICLE III

Board of Health

[Adopted 10-6-1987 (Sec. 2-4-2 of the 1987 Code of Ordinances)]

§ 14-8. Composition.

The Board of Health shall consist of the members of the Village Board serving as a committee of the whole.

§ 14-9. Power of appointment.

The Board of Health may appoint persons to aid it.

§ 14-10. Responsibilities.

- A. 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 of health and sanitation laws and regulations in the Village and to attend to the administration and enforcement of the health laws of the state and the rules and regulations prescribed by the State Department of Health Services and the ordinances of the Village. [Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. II)]
- B. The Board shall take such measures and make such rules and regulations as shall be necessary and effectual for the preservation 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.

ARTICLE IV

Zoning Board of Appeals

[Adopted 10-6-1987 (Sec. 2-4-3 of the 1987 Code of Ordinances)]

§ 14-11. Establishment.

A Zoning Board of Appeals shall be appointed as specified in § 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.

§ 14-12. Powers.

The Zoning Board of Appeals shall have the following powers:

- A. 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 465, Floodplain Zoning, or Chapter 500, Zoning.
- B. To hear and decide special exceptions to the terms of the Village zoning and floodplain zoning regulations upon which the Zoning Board of Appeals is required to pass.
- C. 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 Zoning Code 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.
- D. 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 the Zoning Code, for such public utility purposes which are reasonably necessary for public convenience and welfare. [Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. II)]
- E. The Zoning Board of Appeals may reverse or affirm wholly or in part or may modify any order, requirement, decision or determination appealed from, and may make such order, requirement, decision or determination as in its opinion ought to be made. If a quorum is present, the Zoning Board of Appeals may take action under this subsection by a majority vote of the members present. 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 zoning permit is obtained within such period and the erection or alteration of a building is started or the use is commenced within such period. [Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. II)]

§ 14-13. Meetings and rules. [Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. II)]

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 Board 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.

§ 14-14. Offices. [Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. II)]

The Village Board shall provide suitable offices for holding hearings and the preservation of records, documents, and accounts.