

BYLAWS OF THE CITY PLAN COMMISSION OF MILWAUKEE

Article I – Objectives

The objectives of the Commission shall be those set forth in Section 27.11 and 62.23 of the Wisconsin Statutes.

Article II – Officers and Their Duties

Section 1. The officers of the Commission shall consist of a Chair and a Vice-Chair, who shall be Commission members, and an Executive Secretary and a Deputy Executive Secretary, who shall be the Commissioner and Deputy Commissioner of the Department of City Development.

Section 2. The Chair shall preside at all meetings and hearings of the City Plan Commission and shall perform such duties as are customarily exercised by a presiding officer. In addition thereto, they may appoint general or special committees if and when the occasion requires.

Section 3. The Vice-Chair shall perform the duties delegated to the Chair in the latter's resignation, absence or inability to act.

Section 4. The Executive Secretary shall perform, in addition to duties customarily carried out by such officer, the functions and duties imposed by statutes and ordinance.

Section 5. The Deputy Executive Secretary shall perform the duties delegated to the Executive Secretary in the latter's resignation, absence or inability to act.

Article III – Election of Officers

The Chair and Vice-Chair shall be elected at the first meeting in January to serve for two (2) years or until their successors have been elected, and their term of office shall begin at the meeting at which they are elected.

Article IV – Meetings

Section 1. Regular meetings of the Commission shall be held at 1:30 p.m. on the Monday immediately following regular meetings of the Common Council or at such other time as designated by a majority of the Commission or the Chair.

Section 2. A quorum of the Commission shall consist of at least four (4) members.

Section 3. Only those present when a vote is taken shall be entitled to vote.

Section 4. Special meetings may be called by the Chair or at the request of four (4) members of the Commission.

Section 5. All meetings at which official action is taken shall be open to the public, except those specified in Section 14.90, Wisconsin Statutes.

Article V – Hearings

Section 1. In addition to those required by law, the Commission may hold public hearings when it decides that such hearings will be in the public interest.

Section 2. Written notice of zoning map hearings by mail or personal service shall be provided to: a.) petitioners b.) owners of property under consideration for rezoning c.) owners of property immediately surrounding and within at least 200 feet thereof, inclusive of streets and alleys, and d.) residential and business addresses within 200 feet thereof, inclusive of streets and alleys. Information contained within current municipal records shall be used for the purposes of providing notice to property owners.

Section 3. Historic district hearings shall be held by the Commission in the same manner as zoning map hearings.

Article VI – Parliamentary Authority

The rules contained in the current edition of Roberts Rules of Order shall govern the Commission in all cases which are applicable and in which they are not inconsistent with these bylaws, any special rules of order the Commission may adopt, and any statutes applicable.

Article VII – Amendments

These bylaws may be amended by an affirmative vote of four members of the Commission.

Adopted as amended:
January 24, 2022