

TOWN OF OAKLAND WISCONSIN
LAND USE PLANNING COMMITTEE
MEMBER ROLES AND RESPONSIBILITIES

Purpose: To outline and clarify the role of each member of the Land Use Planning Committee (LUPC) and the responsibilities they would have if asked to serve on this committee.

Positions: Chair, Vice Chair, Secretary, Committee Members (2)

Chair:

- Schedule and chair LUPC meetings.
- Develop meeting agendas.
- Assign tasks as needed to committee members.
- Attend Town Board meetings as required.
- Serve as spokesperson and point of contact for the LUPC.

Vice chair:

- Chair LUPC meetings in Committee Chair's absence.
- Assist Chair in developing meeting agendas.
- Attend Town Board meetings as required or in Chair's absence.

Secretary:

- Publish and distribute meeting agendas developed by Chair/Vice chair.
- Take minutes of the LUPC meetings, send them out for review to committee members and then forward them to the Town Clerk for posting on the Town's website.

All members:

- Have knowledge of the Comprehensive Land Use Plan (CLUP) that has been adopted by the Town and be an advocate for following its goals and objectives thereby representing the wishes of the Town's residents.
- Be involved in any changes or updates to the plan.
- Attend all scheduled meetings of the LUPC and actively participate in discussions and offer input to committee deliberations.
- Review meeting minutes or other correspondence sent to them and give feedback.
- Do site visits as required to gain knowledge of applicant's plans for conditional use permits or zoning change requests.
- Do research on land use related topics or complete tasks as requested by the committee chair.
- Attempt to stay informed on land use decisions in Burnett County and neighboring counties, towns and communities.