
Town of Gordon
Douglas County, Wisconsin

TOWN DEVELOPMENT COMMITTEE

CHAIRPERSON: Selected by committee

CLERK: Selected by committee

REPORTS TO: Town Board

APPOINTED BY: Town Board

TERM OF APPOINTMENT: Upon appointment by the Town Board, expiring at the end of Town Board elected term in April of odd years. Members may be reappointed for successive terms at the discretion of the Town Board. The Town Board may end the Committee at any time.

PURPOSE OF COMMITTEE: The Town Development Committee is responsible for researching and recommending policies related to the use of real property owned by the Town of Gordon, including subdivisions previously created by the Town Board. The committee is tasked with ensuring that the Board has adequate understanding of the Town's options for acquisition or disposal of real property, and compliance with county zoning regulations.

Committee members shall focus their efforts through cooperation and positive interaction with each other, the public, and the town board through open communication and shall act professionally at all times.

The Land Development Committee shall consist of the Town Clerk-Treasurer, 1 Town Board Supervisor and 5 citizen members. The Town Clerk-Treasurer and Town Board Supervisor serve as ex-officio voting members, but terms do not apply. Public participation at Committee meetings is at the discretion of the Committee Chairperson.

The Town Development Committee Member should:

- understand existing town-created subdivisions
- have experience in real estate transactions
- have some knowledge of county zoning
- preferred, knowledge and experience in community planning and land use
- have excellent communications skills
- commit to attend scheduled meetings
- be comfortable in a team environment
- have the ability to work cooperatively with other committee members

The Land Development Committee will meet as often as necessary, however, not less than quarterly.

COMMITTEE DUTIES

1. Review existing subdivisions previously created by the Town Board. Prepare parcel list of current property owners for each subdivision, determine if deed covenants and restrictions have been met, and report findings and recommendations to the Town Board.

2. Review deed covenants and restrictions as included in existing deeds and report findings to the Town Board.
3. Prepare inventory of all town-owned real property and recommend future land use for residential or other development.
4. Recommend policy on requirements for disposal of town real property and process to notify the public of properties offered for sale. Identify any restrictions on who can buy properties offered for sale.
5. Prepare a task list of requirements for future development of town real property, including, but not limited to: estimated development budget, permitted use or conditional use within a zoning district, minimum lot size and setbacks, petitions to change zone district, surveys, subdivision ordinance requirements, and other applicable zoning ordinances.
6. Publish meeting agendas and file minutes with the Town Clerk-Treasurer. A quorum is required to decide on any report or recommendation to the Town Board.
7. Committee members shall faithfully discharge their duties as public officials to the best of their abilities. Applicable laws include: open meetings, public records, ethics for local government officials, misconduct in office, and private interests in public contracts.

Approved by Town Board on July 8, 2025

I have received a copy of my duties as a member of the Land Development Committee. Any questions should be directed to Craig Golembiewski, Town Board Chairperson.

Committee Member Signature: _____ Date: _____