

**NOTICE OF OPEN HOUSE AND PUBLIC HEARING**  
**TOWN OF \_\_\_\_\_ COMPREHENSIVE PLAN\***  
**(Sample If No Update Needed)**

Please take notice that an open house\*\* and subsequent public hearing will be held to consider whether updates are needed at this time to the *Town of \_\_\_\_\_* comprehensive plan. The open house and public hearing will be held on the same day jointly by the *Town Board* and Plan Commission on \_\_\_\_\_, **2017** from **6:30 p.m. – 7:00 p.m.** for the open house and at **7:00 p.m.** for the public hearing at the *Town Hall*, (address).

The Wisconsin comprehensive planning law requires that comprehensive plans adopted under Section 66.1001 of the Wisconsin Statutes be updated at least once every 10 years. The Plan Commission has evaluated the comprehensive plan adopted in \_\_\_\_\_ and has made an initial determination that the goals, objectives, policies, programs, and other information included in the existing plan, (*including amendments made to the plan by the Town Board to date*), continue to reflect *Town* needs and desires with respect to land use development and protection of agricultural and other natural resources within the *Town*, and that no changes to the comprehensive plan are needed at this time. A public hearing is being held to take and consider public input on this determination.

A copy of the existing *Town* comprehensive plan is available for review at the *Town Hall* by appointment only by contacting the *Town Clerk*, by mail at the address indicated below, by phone at \_\_\_\_\_, or by email at \_\_\_\_\_. A copy of the plan is also available on the *Town* website at \_\_\_\_\_. The public is invited to speak on this matter at the Public Hearing. Written comments may be submitted prior to or at the public hearing. Any questions or written comments should be directed to (*name and address of contact person*). Written comments will be given the same weight as oral testimony and be part of the public record.

The Plan Commission and *Town Board* will review the comments received and consider formalizing the initial determination made by the Plan Commission that no changes to the comprehensive plan are needed at this time. Plan Commission and Town Board action will occur at future meetings, for which separate notice will be provided.\*\*\*

Dated the \_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
*Town Clerk*

\*A sample public notice, resolution, and ordinance for updating a comprehensive plan are also available from SEWRPC.

\*\*Holding an open house is optional, but a public hearing with a 30-day public notice should be held to comply with Section 66.1001(4)(d) of the Statutes.

\*\*\* As an alternative, the Plan Commission, or Plan Commission and Town Board, could take action on adopting the attached resolutions at meetings immediately following the public hearing. Consideration of such adoption should then be included in the public notice.

Resolution No. \_\_\_\_\_

**A RESOLUTION DOCUMENTING THAT THE PLAN COMMISSION  
HAS DETERMINED NO NEED FOR A 10-YEAR UPDATE OF  
THE TOWN OF \_\_\_\_\_ COMPREHENSIVE PLAN  
(Sample If No Update Needed)**

**WHEREAS**, the *Town of* \_\_\_\_\_, Wisconsin, pursuant to Sections 60.10(2)(c), 62.23, 61.35, 60.22(3), and 66.1001(4)(b) of the Wisconsin Statutes, adopted a comprehensive plan on \_\_\_\_\_ as Chapter \_\_ of the *Town* code of ordinances; and

**WHEREAS**, the *Town of* \_\_\_\_\_ has carefully considered if a 10-year update to the *Town* comprehensive plan is needed to meet the requirement in Section 66.1001(i) of the *Wisconsin Statutes*; and

**WHEREAS**, the *Town* Plan Commission finds that the *Town of* \_\_\_\_\_ comprehensive plan continues to reflect the goals, objectives, policies, and programs desired by the *Town* with respect to future land use development and protection of agricultural and other natural resources, and that there are no additional issues that must be addressed at this time; and

**WHEREAS**, the *Town* has duly noticed and held [*an open house and*] public hearing on the proposed amendment and plan update, following the procedures in Section 66.1001(4)(d) of the Statutes and the public participation procedures for comprehensive plan amendments adopted by the *Town Board* through Resolution No. \_\_\_\_\_.

**NOW, THEREFORE, BE IT RESOLVED**, that pursuant to Section 66.1001(4)(b) of the Statutes, the *Town of* \_\_\_\_\_ Plan Commission hereby adopts this Resolution documenting its determination that a 10-year update to the *Town of* \_\_\_\_\_ Comprehensive Plan is not needed at this time.

**BE IT FURTHER RESOLVED** that the Plan Commission does hereby recommend that the *Town Board* adopt a resolution concurring with this recommendation.

**Adopted** by the *Town of* \_\_\_\_\_ Plan Commission this \_\_\_\_ day of \_\_\_\_\_, 2017.

Ayes \_\_\_\_ Noes \_\_\_\_ Absent \_\_\_\_

\_\_\_\_\_  
Chairperson  
*Town of* \_\_\_\_\_ Plan Commission

Attest:

\_\_\_\_\_  
Secretary  
*Town of* \_\_\_\_\_ Plan Commission

Resolution No. \_\_\_\_\_

**A RESOLUTION DOCUMENTING THAT THE TOWN BOARD HAS DETERMINED NO NEED FOR A 10-YEAR UPDATE OF THE TOWN OF \_\_\_\_\_ COMPREHENSIVE PLAN (Sample If No Update Needed)**

The Board of Supervisors of the *Town of* \_\_\_\_\_, Wisconsin, do ordain as follows:

**Section 1.** Pursuant to Sections 60.10(2)(c), 62.23, 61.35, and 60.22(3) of the Wisconsin Statutes, the *Town of* \_\_\_\_\_ is authorized to prepare, adopt, and amend a comprehensive plan as defined in Sections 66.1001(1)(a) and 66.1001(2) of the Statutes.

**Section 2.** The *Town Board*, by the enactment of an ordinance, formally adopted the document titled, “*Town of* \_\_\_\_\_ *Comprehensive Plan: 2035*,” on (date) as Chapter \_\_ of the *Town* code of ordinances.

**Section 3.** The *Town Plan Commission*, by a majority vote of the entire *Plan Commission* at a meeting held on (date), adopted a resolution documenting a determination that the *Town* comprehensive plan continues to reflect the goals, objectives, policies, and programs desired by the *Town* with respect to future land use development and protection of agricultural and other natural resources; that there are no additional issues that must be addressed; and that a 10-year update of the plan is not needed at this time.

**Section 4.** The *Town* published a Class 1 public notice and held [*an open house and*] public hearing on (date) to obtain public comments regarding the evaluation of the comprehensive plan and the determination that no update is needed at this time.

**Section 5.** The *Town Board* hereby concurs with the *Plan Commission’s* determination.

**Adopted** by the *Town of* \_\_\_\_\_ *Board of Supervisors* this \_\_\_\_ day of \_\_\_\_\_, 2017.

Ayes \_\_\_\_ Noes \_\_\_\_ Absent \_\_\_\_

\_\_\_\_\_  
Chairperson, *Town of* \_\_\_\_\_

Date Published/Posted: \_\_\_\_\_

Attest:

\_\_\_\_\_  
Clerk, *Town of* \_\_\_\_\_