

**NOTICE OF OPEN HOUSE AND PUBLIC HEARING**  
**TOWN OF \_\_\_\_\_ COMPREHENSIVE PLAN UPDATE**  
**(Sample for Minor Plan Update)**

Please take notice that an open house\* and subsequent public hearing will be held on a proposed amendment and update 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 **6:00 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 proposed amendment is intended to update the comprehensive plan to *reflect changes to existing land uses and updates to county and regional transportation, park and open space, and farmland preservation plans\*\** since the current comprehensive plan was adopted in \_\_\_\_\_, and to comply with the State requirement that comprehensive plans be updated at least once every 10 years.

Copies of the proposed amendment are 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 proposed amendment is also available on the *Town* website at \_\_\_\_\_. The public is invited to speak on the proposed amendment at the Public Hearing. Written comments may be submitted prior to or at the public hearing. Any questions, written comments, or requests for a copy of the proposed amendment 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 prior to adoption of the plan update. 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*

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

\*\*These are examples of information that may be included in a plan update. Each local government should summarize the major changes documented in the plan update in the public notice.

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

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

**A RESOLUTION TO APPROVE AN AMENDMENT AND UPDATE TO  
THE TOWN OF \_\_\_\_\_ COMPREHENSIVE PLAN  
(Sample for Minor Plan Update)**

**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* \_\_\_\_\_ is hereby amending the *Town* comprehensive plan to update land uses and information on planned parks, farmland preservation areas, arterial streets, and other changes that have occurred and to extend the design year of the plan to the year 2050, as set forth in Amendment No. \_\_\_\_\_ to the *Town* comprehensive plan; and

**WHEREAS**, the *Town* Plan Commission finds that the *Town of* \_\_\_\_\_ comprehensive plan, with the proposed amendment, addresses all of the required elements specified in Section 66.1001(2) of the Statutes and that the comprehensive plan, with the proposed amendment, is internally consistent; 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 approving Amendment No. \_\_\_\_\_ as the 10-year update to the *Town of* \_\_\_\_\_ Comprehensive Plan.

**BE IT FURTHER RESOLVED** that the Plan Commission does hereby recommend that the *Town Board* enact an ordinance adopting Comprehensive Plan Amendment No. \_\_\_\_\_.

**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

Ordinance No. \_\_\_\_\_

**AN ORDINANCE TO ADOPT AN AMENDMENT AND UPDATE TO  
THE TOWN OF \_\_\_\_\_ COMPREHENSIVE PLAN  
(Sample for Minor Plan Update)**

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 approving the amendment and recommending adoption of Amendment No. \_\_\_\_\_ by the *Town Board* as the 10-year update to the *Town* comprehensive plan required by Section 66.1001(2)(i) of the Wisconsin Statutes.

**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 comprehensive plan amendment and update.

**Section 5.** The *Town Board* hereby adopts this Ordinance adopting Amendment No. \_\_\_\_\_ as the 10-year update to the *Town of* \_\_\_\_\_ comprehensive plan.

**Section 6.** The *Town Clerk* is directed to send a copy of the plan update to the parties listed in Section 66.1001(4)(b) of the Statutes.

**Section 7.** This Ordinance shall take effect upon passage by a majority vote of the full membership of the *Town Board* and publication or posting as required by law.

**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* \_\_\_\_\_