

RESOLUTION NO. 2020-1

TOWN OF MILTON, BUFFALO COUNTY, WISCONSIN

**RESOLUTION ESTABLISHING PUBLIC PARTICIPATION
PROCEDURES FOR COMPREHENSIVE PLAN**

WHEREAS, in 2014 a draft dated "1-2014" of a proposed Town of Milton Land Use Plan ("2014 Draft"), consisting of 52 pages (including cover page) was approved by a Planning Committee assembled for the purpose of establishing such Plan; and

WHEREAS, the 2014 Draft was the culmination of a process funded in part by a Grant and, when submitted for final review to the Grant Authority, it was believed that the Land Use Plan was thereupon adopted; and

WHEREAS, upon further review it appears the Land Use Plan was not in fact formally recommended for adoption to the Town Board and was not adopted by the Town Board by Ordinance or otherwise as required by Wis. Stat. §66.1001(4)(c); and

WHEREAS, the Planning Committee which was heretofore assembled for the purpose of developing and recommending the Land Use Plan has been disbanded; and

WHEREAS, Wis. Stat. §66.1001(4)(b) allows either the Plan Commission or other body of a local governmental unit that is authorized to prepare a Comprehensive Plan to recommend its adoption by vote recorded in official Minutes of the Plan Commission or other body; and

WHEREAS, the Town Board believes the 2014 Draft is, if not still in form ready for recommendation to the Town Board for adoption, at least likely near final form, and therefore the Town Board believes it is unnecessary to reappoint a several member Planning Committee and instead further development, review and recommendation should come from the Plan Commission; and

WHEREAS, the Town Board Chair has appointed Members to the Plan Commission, and the appointments have been confirmed by the Town Board; and

WHEREAS, though the Land Use Plan is very possibly, as noted, in form suitable for recommendation for adoption to the Town Board, it is necessary to have review and recommendation from the Plan Commission or other body as required by Wis. Stat. §66.1001; and

WHEREAS, Wis. Stat. §66.1001, requires that the governing body of the local governmental unit adopt written procedures designed to foster public participation at every stage of comprehensive plan preparation, and that such written procedures shall provide for wide distribution of draft plan materials, an opportunity for the public to

submit written and oral comments on the plan materials, and a process for the governing body to respond to such comments; and

WHEREAS, the Town of Milton believes that regular, meaningful public involvement in the comprehensive plan process is important to assure that the resulting plan meets the wishes and expectations of the public; and

WHEREAS, the attached Exhibit A, Public Participation Plan, is an appropriate plan to foster public participation in the development of the Plan (though substantial public participation has heretofore taken place in connection with the several public meetings of the Planning Committee which cumulated in the recommendation to adopt the 2014 Draft);

NOW THEREFORE, BE IT RESOLVED by the Town Board of the Town of Milton that the written procedures set forth in the Public Participation Plan attached hereto as Exhibit A, are designed to and do meet the requirements of Wis. Stat. §66.1001 and are hereby adopted as the written procedures to be followed by the Plan Commission and Town Board.

Further, the Plan Commission is hereby directed to schedule such public meeting or meetings as it deems necessary and appropriate to review the 2014 Draft, make recommendations for any changes to it as the Plan Commission may deem appropriate, and recommend the adoption of such 2014 Draft (in revised form and referring to same as "Town of Milton Comprehensive Plan") or undertaking recommendation of an altogether different plan if the Plan Commission so chooses.

Further, the Comprehensive Plan shall contain all of the elements referred to in Wis. Stat. §66.1001(2); the Plan Commission shall provide for an opportunity for written comments on the Plan to be submitted by members of the public to the Plan Commission and/or Town Board in a manner at minimum consistent with the Public Participation Plan; the Plan Commission shall record in its official Minutes its vote on recommendation of adoption of the Comprehensive Plan to the Town Board and shall furnish copies of the Comprehensive Plan to those entities referred to in Wis. Stat. §66.1001(b).

Further, the Comprehensive Plan recommended for adoption to the Town Board shall be enacted by Ordinance, if at all, but prior thereto the Town Board shall hold at least one public hearing at which the proposed Ordinance is discussed, and the Hearing shall be preceded by a Class I Notice published at least 30 days prior to the date of the Hearing. The Class I Notice shall contain the information set forth in Wis. Stat. §66.1001(d) and, in addition thereto, at least 30 days before said Hearing the Town Board shall provide written notice to those persons and entities set forth in Wis. Stat. §66.1001(e) and (f).

Passed and adopted this 12 day of February, 2020.

TOWN BOARD, TOWN OF MILTON

By: 
Benjamin Adank, Town Chair

ATTEST: 
Kalene Engel, Town Clerk

EXHIBIT A

PUBLIC PARTICIPATION PLAN

The following methods will be used, when practical, to foster public participation and input for the Town of Milton Comprehensive Plan.

- **Public Meetings:** The public is invited to attend all Plan Commission meetings; the public will be allowed to ask questions during a designated time period at each meeting. Information and drafts of the Comprehensive Plan will be available for review during the public meeting and on the Town website.
- **Website:** The Town will use their website to post information and drafts of the Comprehensive Plan. Public comments may be submitted to the Town Clerk or made known at any meeting of the Plan Commission or at the public hearing to be conducted by the Town Board following recommendation of the Plan Commission.
- **Public Hearing:** A public hearing is a legal requirement of the Comprehensive Planning Law. It allows residents to express their views and offer comments before adoption of the Comprehensive Plan. Therefore, in addition to the fact that all meetings of the Plan Commission shall be open to the public, the Town Board shall conduct a public hearing.
- **Minimum Number of Meetings:** The Plan Commission shall hold not less than one (1) meeting to develop a recommendation for the Town Board. It is recognized that the Plan Commission, in its discretion, may determine based upon review of the 2014 Draft and any public comment, that not more than one (1) meeting is necessary to develop a recommendation to the Town Board, this in part being due to the extensive workup by the Planning Committee which culminated in the 2014 Draft. This statement is not intended to constrain the work of the Plan Commission.

The Town of Milton is not limited to the public participation methods listed above and may engage in other methods not identified here as the planning process moves forward.