

Adoption Procedures for your Town's Comprehensive Plan

1. Finalize the Plan

- a. As a Plan Commission, review draft Plan for accuracy.
- b. Mail one copy with any necessary edits to SWWRPC.
- c. SWWRPC will update the Plan based upon edits.
- d. SWWRPC will send you one copy of the updated Plan.
- e. SWWRPC will upload the Plan, titled "Public Review Draft" to their website for public review: <http://www.swwrpc.org/complan/grant.php>
- f. Prior to next meeting, the Plan Commission must place an action item on posted Plan Commission Agenda- action item to read:
"Consider a resolution to recommend the Town of (NAME) Comprehensive Plan to the Town of (NAME) Board."

2. Pass a recommendation that the Town Board adopt the proposed Comprehensive Plan

- a. At the posted Plan Commission meeting, the Plan Commission must pass a resolution recommending that the Town Board adopt the proposed Comprehensive Plan. Complete [Attachment A](#) to create the resolution.
- b. Send a photocopy of this resolution to SWWRPC and your Town Chair.*

3. Town Chair and Board select date and location of public hearing

- a. Once the Town Chair receives the Plan Commission's recommendation to adopt the Comprehensive Plan, the Town Chair (with the Town Board) must select a date and location for the public hearing. The chosen date must accommodate, at minimum, a 30-day public review period.
- b. The Town Chair should fill-in [Attachment B](#) to create the notice for the Public Hearing.

4. Announce the Public Hearing

- a. The Town Clerk must post the Class 1 notification for the Public Hearing ([Attachment B](#)).
- b. The Clerk must distribute this notice at least 30 days prior to the Hearing to the following places:
 - SWWRPC,"
 - Three or more public places,
 - The local newspaper serving your jurisdiction.

**Upon notification of your Public Hearing, SWWRPC will send copies of your recommended comprehensive plan to the distribution list noted in section 1.5 of your Comprehensive Plan's "Issues and Opportunities" Chapter. SWWRPC will also post your Plan to their website for public review: <http://www.swwrpc.org/complan/grant.php>*

Continued on next page

To adopt your comprehensive plan, follow these steps carefully. Pay attention to the order of the steps as this is critical for successful adoption.

Materials and questions should be directed to your SWWRPC representative:

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SWWRPC Fax Number

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5. Town Board Holds Public Hearing

- a. Hearing should be held independent of all other Board meetings.
- b. Hearing must have an agenda, and minutes must be retained for public record. Both should be titled: *"Public Hearing for Town of (NAME) Comprehensive Plan."*
- c. At Hearing, the Town Clerk must document all comments for the minutes.
- d. For more detailed instructions on how to hold a public hearing, see [Attachment C](#).

6. Town Board Adopts Comprehensive Plan

- a. After the Public Hearing, in the posted agenda for next Town Board meeting, include the following, *"Review proposed Town of (NAME) Comprehensive Plan, consider modifications, and adoption - Possible Action"*
- b. At the meeting, Town Board members should motion and vote on modifications to Comprehensive Plan, recording each modification when and if it is approved by majority vote.
- c. When modification motions and votes are completed, a Town Board member should make a motion to adopt proposed Comprehensive Plan with all of the modifications just approved by majority vote.
 - Motion should be stated:
"I make a motion to adopt the Town of (NAME) Comprehensive Plan recommended by the Town of (NAME) Planning Commission, with all of the modifications made tonight by the Town of (NAME) Board."
- d. Once approved by a majority vote, the Town Board and Clerk complete, sign and date the Adoption Ordinance (see [Attachment D](#)).
- e. **At this time, the Town Clerk must immediately send a copy of the approved modifications AND a copy of the signed Ordinance to SWWRPC so that SWWRPC can quickly make the necessary updates, if any.**

7. Grant Close-Out

- a. SWWRPC will update Comprehensive Plan with adopted changes, if any.
- b. SWWRPC will complete Comprehensive Planning Grant Close-Out form and send it to the Town Chair.
- c. The Town Chair must sign the Grant Close-Out form, make a copy of it for the Town's records, and return the original to SWWRPC.
- d. SWWRPC distributes adopted plan to statutory distribution list, described in 1.5 of your Comprehensive Plan "Issues and Opportunities" Chapter.

Included in this packet:

[Attachment A](#): Plan Commission resolution recommending that the Town Board adopt the proposed Comprehensive Plan.

[Attachment B](#): Public Hearing Notice.

[Attachment C](#): Information on how to hold public hearings.

[Attachment D](#): Comprehensive Plan Adoption Ordinance