

Appendix B

Town of Lanark Comprehensive Plan Update: Public Participation Plan

Resolution 06-12-2018 to Adopt Public Participation Plan

Town of Lanark 2019 Comprehensive Plan

Town of Lanark Comprehensive Plan Update: Public Participation Plan

Introduction

The Town of Lanark is in the beginning stages of updating its 2005 Comprehensive Plan pursuant to Wisconsin's Comprehensive Planning Law (section [66.1001](#) of Wisconsin Statutes). This law recognizes the need for effective public participation in deciding a vision for a community's future and requires the adoption of a written Public Participation Plan as stated in subsection 66.1001(4)(a):

“The governing body of a local governmental unit shall adopt written procedures that are designed to foster public participation, including open discussion, communication programs, information services, and public meetings for which advance notice has been provided, in every stage of the preparation of a comprehensive plan. The written procedures shall provide for wide distribution of proposed, alternative, or amended elements of a comprehensive plan and shall provide an opportunity for written comments on the plan to be submitted by members of the public to the governing body and for the governing body to respond to such written comments. The written procedures shall describe the methods the governing body of a local governmental unit will use to distribute proposed, alternative, or amended elements of a comprehensive plan to owners of property, or to persons who have a leasehold interest in property pursuant to which the persons may extract nonmetallic mineral resources in or on property, in which the allowable use or intensity of use of the property is changed by the comprehensive plan.”

This Public Participation Plan offers residents, businesses, and various interest groups, a range of opportunities to participate throughout the Comprehensive Plan update process and subsequently, to help shape the future of the Town. The majority of public participation activities will focus on public education and input.

Public Participation Opportunities

The Town of Lanark has established the following opportunities for public participation in its Comprehensive Plan update process:

A. Plan Commission Meetings and Notification Methods – Plan Commission meetings to review and update the Comprehensive Plan are held the first Thursday of every month at 10:00am at the Town Hall, 7174 County Road TT. All meetings are open to the public. Notices are posted on the Town website (www.townoflanark.org) and at the following locations:

- Town Hall
- Badger Cemetery
- Corner of Spring Creek Road and Clinton Road

Each chapter of the Comprehensive Plan will be reviewed in detail by the Plan Commission. Upon request to the Town Clerk, a copy of the meeting materials will be available electronically at no charge, or printed for a fee.

B. Town Website – The Town will use its website to keep residents informed of the planning process, to encourage public involvement, and to provide an opportunity for residents to

submit questions and comments to the Plan Commission at any time regarding the Comprehensive Plan update process.

- C. Written Comment – Written comments will be collected both electronically and via paper throughout the Comprehensive Plan update process. Electronic comments may be emailed to the Town of Lanark Clerk at townoflanark@gmail.com. Written comments may be directed to the Town Clerk at 7174 County Road TT, Amherst, WI 54406. All comments will be forwarded to the Town of Lanark Plan Commission and County Planner, and will be addressed at a Plan Commission meeting.
- D. Public Hearing – The Town Board will hold at least one public hearing as required by subsection [66.1001\(4\)\(d\)](#) of Wisconsin Statutes. In accordance with Chapter 985 of Statutes, the public hearing will be preceded by a Class 1 notice that is published in the Stevens Point Journal and other local publications at least 30 days before the hearing is held. The notice will contain the following information:
- The date, time and place of the hearing.
 - A summary of the proposed amendment.
 - The name of an individual employed by the Town who may provide additional information regarding the proposed ordinance.
 - Information relating to where and when the proposed amendment may be inspected before the hearing, and how a copy of the amendment may be obtained.

After the notice of the public hearing has been published, written comments will be accepted by the Town Clerk up to one week prior to the hearing. These comments will be addressed at the hearing. The public hearing will be open to the public and additional written and oral testimony will be taken.

A copy of the proposed amendment will be made available for viewing at the Lanark Town Hall and the Portage County Planning and Zoning Department, as well as being posted for viewing on the Town website (www.townoflanark.org) and Portage County website (www.co.portage.wi.us).

In accordance with subsection [66.1001\(4\)\(f\)](#) of Wisconsin Statutes, the Town Clerk will provide a copy of the public hearing notice, including a copy or summary of the proposed amendment, to any person who submits a written request to receive such notice of a proposed amendment at least 30 days before the public hearing is held. The notice will be by mail or in any reasonable form that is agreed to by the person and the Town Clerk, including electronic mail, voice mail, or text message. The Town may charge a fee to cover the cost of providing such notice.

- E. Plan Approval – The Plan Commission will be the first body to act on the amendment. The Plan Commission may only recommend amendment of the Comprehensive Plan by adopting a resolution by a majority vote of the entire Commission. Their vote will be recorded in their official minutes. Upon receiving the Plan Commission’s recommendation, the Town Board will schedule a public hearing according to the procedures listed above. Following the public hearing, the Town Board will vote to approve, deny, or refer the proposed amendment back to the Plan Commission. The Town Board will need to enact an ordinance by a majority vote of its members for the amendment to take effect.

In accordance with subsection [66.1001\(4\)\(b\)](#) of Wisconsin Statutes, the Town Clerk will provide an electronic copy of the amended Comprehensive Plan to the following:

- Every governmental body that is located in whole or in part within the boundaries of the Town of Lanark.
- The clerk of every local governmental unit that is adjacent to the Town of Lanark.
- The Wisconsin Department of Administration.
- North Central Regional Planning Commission.
- Charles M. White Library in Stevens Point, Waupaca Area Public Library in Waupaca, and Lettie W. Jensen Library in Amherst.

RESOLUTION NO. 06-12-2018

ADOPTING A PUBLIC PARTICIPATION PLAN
FOR THE TOWN OF LANARK COMPREHENSIVE PLAN UPDATE

WHEREAS, pursuant to section 66.1001 of Wisconsin Statutes, beginning on January 1, 2010, if a town, village, city, or county enacts or amends an official mapping, subdivision, zoning, or shoreland zoning ordinance, it must be consistent with that community's comprehensive plan; and

WHEREAS, the Town Board of Lanark adopted the Town of Lanark 2005 Comprehensive Plan under the authority of, and procedures established by, subsection 66.1001(4) of the Wisconsin Statutes on August 9, 2005; and

WHEREAS, pursuant to subsection 66.1001(2)(i) of Wisconsin Statutes, a Comprehensive Plan shall be updated no less than once every 10 years; and

WHEREAS, the Town of Lanark Plan Commission is in the beginning stages of updating its 2005 Comprehensive Plan; and

WHEREAS, subsection 66.1001(4)(a) of Wisconsin Statutes, describes written procedures that are designed to foster public participation, including open discussion, communication programs, information services, and public meetings for which advance notice has been provided, in every stage of the preparation of a comprehensive plan; and

WHEREAS, a Public Participation Plan was adopted to foster public participation during the process of creating the Town of Lanark 2005 Comprehensive Plan.

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of Lanark hereby adopts the Public Participation Plan for the Town of Lanark Comprehensive Plan Update, attached hereto, to fulfill the requirements of subsection 66.1001(4)(a) of Wisconsin Statutes.



Michael Pagel, Town Board Chairperson



William McKee, Supervisor



Elmer Garms, Supervisor

Published/Posted this 12th day of June, 2018.

Attest: 

Cheryl Leatherman, Town Clerk