

**TOWN OF UNION
RESOLUTION NO. 2026-03**

RESOLUTION ADOPTING PUBLIC PARTICIPATION PROCEDURES

WHEREAS, the Town of Union is preparing a Comprehensive Plan under Wis. Stats. 66.1001, and;

WHEREAS, the Town of Union may amend the Comprehensive Plan from time to time, and;

WHEREAS, Wis Stats 66.1001 (4) requires a governing body of a local unit of government adopt written procedures designed to foster public participation in the adoption or amendment of a comprehensive plan and;

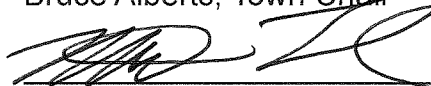
WHEREAS, the Town has prepared such written procedures entitled *Town of Union Comprehensive Plan, Public Participation Procedures*, Exhibit A.

NOW THEREFORE BE IT RESOLVED, the Town Board of the Town of Union officially adopts *Town of Union Comprehensive Plan, Public Participation Procedures*.

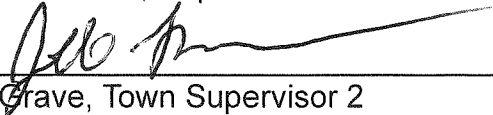
Adopted this 11th day of March, 2026



Bruce Alberts, Town Chair



Matthew Tassoul, Supervisor 1



Jeff LeGrave, Town Supervisor 2

I, Beth Hanson, Clerk of the Town of Union, hereby certify that the above is a true and correct copy of a resolution that was adopted on this 11th day of March, 2026, by the Union Town Board of Supervisors.



Beth Hanson, Town Clerk

EXHIBIT A

The Town of Union Comprehensive Plan Public Participation Procedures

The Town of Union's Comprehensive Plan guides future planning and development in the town and public involvement is the cornerstone of any good community plan. In accordance with Wisconsin State Statute 66.1001(4), which defines "Procedures for Adopting Comprehensive Plans," these adopted written procedures are designed to foster public participation, including open discussion, communication programs, information services, and public meetings and shall apply to the adoption and any amendments to the Town of Union's Comprehensive Plan.

A comprehensive plan, while rooted in technical analysis, is also extensively based on the community's local values. The plan should reflect (1) how the community envisions growing and (2) what they want their community to become. Accordingly, the Town of Union will solicit input from the public, from stakeholders, and from other local officials to ensure the Town of Union's Comprehensive Plan is a statement of the community's desired vision and identity. The planning process may include the consideration of a range of activities and efforts to access that input. Primary activities and efforts typically include:

- Plan Commission meetings
- Community surveys or workshops
- Public meetings/open houses
- Public comment period and public hearing

These primary engagement activities, as well as other secondary activities that may be used, are discussed in more detail in the sections below.

Plan Commission Meetings

The comprehensive plan planning process will involve meetings with the Town's Plan Commission. These meetings provide a forum where citizens can learn about the comprehensive plan, its components, and express their desires of what should be incorporated into the plan. Public notices shall be posted by the Town at appropriate locations to increase the likelihood of public participation.

Commission members may solicit public feedback and make consensus decisions on the elements of the comprehensive plan.

Before or following many of the meetings, Commission members will receive draft elements or components of the comprehensive plan to review and comment on.

Community Survey or Nominal Group Exercise

An online survey may be created for property owners and stakeholders of the Town of Union to provide their insights on the future of the town, what they wish to be incorporated in the plan, and identify points of interest and importance in the town. This insight assists with the creation of the comprehensive plan. Postcards, informational flyers, or other correspondence may be used to promote the link to the survey and instructions for where the public can get a hard copy of the survey, if feasible.

A nominal group exercise can also be utilized to gather public input for the plan. This would involve facilitation of several groups at an open meeting. Issues from each group would be collected and ranked to determine common themes to be considered for the plan.

Project Webpage Updates

The Town of Union may host a project specific webpage on their website. The webpage would provide an opportunity for the community to learn about the project and planning process. It would also allow the Town of Union to provide regular updates on the progress of the comprehensive plan, share current drafts of the plan, and distribute key information.

Informational Flyers

Flyers and pamphlets provide valuable information on the planning process and describe how the public can participate during the comprehensive planning process.

School District

An opportunity for information sharing is possible between the Town of Union and the school district that serves the town. The schools may assist with the planning process by promoting the plan or serving as a secondary source for information distribution.

Public Access and Public Comment on Draft Document

In all cases, Wisconsin's open records law will be complied with. During the public review period for the comprehensive plan, a copy of the draft plan may be made available at the Town of Union Community Center for public inspection, or locations designated by the Town. The public is encouraged to submit written comments on the plan or any suggested amendments to the plan. Written comments should be addressed to the Town Clerk who will record the transmittal and forward copies of the comments to the Plan Commission for consideration. The Plan Commission shall respond to written comments either individually or collectively by type of comments. Plan Commission responses may be in the form of written or oral communication, or by a written summary of the Town's disposition of the comments in the comprehensive plan.

Open House(s)

Open houses provide the opportunity for the public to view and provide comments on the progress and/or final product of the comprehensive planning process. At least one

(1) open house should be considered prior to the required public hearing on the comprehensive plan.

Public Hearing and Public Comment Period

The required public hearing will allow members of the public to make direct comments to the Town on the nature of the comprehensive plan. The public hearing will be preceded by a Class 1 notice under ch. 985 that is published at least 30 days before the hearing is held. The Class 1 notice shall contain at least the following information:

1. The date, time, and place of the hearing.
2. A summary, which may include a map, of the proposed Comprehensive Plan.
3. The name of an individual employed by the Town of Union who may provide additional information regarding the proposed ordinance.
4. Information relating to where and when the proposed comprehensive plan may be inspected before the hearing, and how a copy of the plan may be obtained.

Upon the day of publication of the public hearing notice, copies of the plan would be made available for public review at desired locations in the community or at the Town of Union Community Center. An electronic version of the proposed plan will also be made available to the public via the town's website. Written comments on the plan from members of the public will be accepted by the Plan Commission at any time prior to the public hearing and at the public hearing.

Town of Union Plan Commission Adoption of Plan by Resolution

The Town Plan Commission will recommend the adoption or amendment of the comprehensive plan only by the adoption of a resolution by a majority vote of the entire Commission at a regularly scheduled and publicly noticed meeting of the Plan Commission in accordance with s. 66.1001 (4) b. The vote shall be recorded in the official minutes of the Plan Commission. The resolution shall refer to maps and other descriptive materials that relate to one or more elements of the Comprehensive Plan.

Adoption of Comprehensive Plan by The Town Board

Following at least one public hearing and after adoption of a resolution by the Town Plan Commission, the Town Board will consider the adoption of the Comprehensive Plan by ordinance. A majority vote of the members-elect is necessary for adoption.

Distribution of the Adopted Plan

In accordance with State Statute 66.1001(4), Procedures for Adopting Comprehensive Plans, one copy of the adopted comprehensive plan or amendment shall be sent to the following:

1. Every governmental body that is located in whole or in part within the boundaries of the local governmental unit.

2. Every local governmental unit that is adjacent to the local governmental unit which is the subject of the plan.
3. The Wisconsin Department of Administration
4. The Bay-Lake Regional Planning Commission
5. The public library that serves the Town of Union.

Additional Steps for Public Participation

The Town reserves the right to execute additional steps, means, or methods to gain additional public participation and/or additional understanding of the Comprehensive Plan and the process of its development and adoption.

State Statutes

Where there is a conflict with these written procedures and provisions of s. 66.1001 (4) *Procedures for Adopting a Comprehensive Plan*, the state statutes apply.

Amendments

The Town Board of the Town of Union may amend these procedures from time to time.