

EXHIBIT E

TOWN OF LISBON COMPREHENSIVE DEVELOPMENT PLAN AMENDMENT PROCEDURES*

The Town of Lisbon Comprehensive Development Plan shall be amended in accordance with Section 66.1001 of the Wis Stats and the Town's adopted Public Participation Plan.

Furthermore, any request to amend the Comprehensive Development Plan shall be in accordance with the established application procedures in effect at the time of the request, including the payment of any required fees.

Application procedures

Applicants shall complete and submit to the Town Clerk's office an application packet including:

- (1) The application form entitled "Request to Amend the Town of Lisbon Comprehensive Development Plan".
- (2) A scaled map of the property delineating the proposed change, if the request is for a map amendment, shall accompany the application.
- (3) A mailing list of all property owners within 300 feet of the subject property boundary lines.
- (4) The fee established by the Town.

An application packet will not be accepted or be considered complete unless **all** four of the above items are submitted as one complete packet of information.

Applications are accepted through **September 15th** of the current calendar year. Any applications submitted after the September 15th deadline will be held over until the following year's amendment cycle. Rare and extreme circumstances *may* require an amendment request to be heard out of cycle. In that rare event, out of cycle approval must first be granted by the Town Board and only then with substantial justification from the applicant.

Administrative procedures

Immediately after the September 15th deadline, the Clerk's office prepares a file for each amendment request, and prepares the "Notice of Public Hearing" in compliance with Section 66.1001(4)(d)1-4 in addition to 66.1001(4)(e) (regarding nonmetallic mining operators). **A thirty-day notice is required.** The "Notice of Public Hearing" shall be published in the Sussex Sun **and** the Lake Country Reporter. The public hearing is held by the Town Board, and should be scheduled immediately before the first November Town Board meeting. The timeline will also provide the Plan Commission with an opportunity to forward a resolution regarding the requests. It is suggested, but not required, that the Notice be posted at three public locations in the Town and also posted on the Town's website. The "Notice of Public Hearing" is also mailed (regular mail) to:

- All owners
- All applicants
- Any other known interested parties

The Town Plan Commission may recommend adoption of said amendments, by adoption of a Resolution only, to the Town Board prior to the Board adopting an Ordinance for each amendment. The Resolution must be adopted by a majority vote of the entire Plan Commission, must make reference to the map or text element(s) being amended, and the vote must be recorded in the minutes.

The Town Community Assistance Planner and the Town Engineer/Planner prepare and submit initial comments or reports for each amendment request prior to the public hearing.

An agenda is prepared for the meeting and is mailed out (regular mail) with the packets two weeks prior to the meeting. Packets include the Notice of Public Hearing, the Application form, staff comments/reports, and the maps for each map amendment. The packets are mailed to:

- All Plan Commission members
- All Town Board members
- Town Community Assistance Planner
- Town Engineer/Planner

Public Hearing

The Public Hearings for each amendment are held.

Decision

After the Public Hearing is closed, the Town Board makes a decision, by Ordinance, on each request at their regularly scheduled meeting. The Ordinance must be adopted by a majority vote of the members-elect of the Town Board.

Included in the Ordinance are the actions taken and any conditions of approval or reasons for denial. Each Ordinance is signed by the Town Chairperson and Town Clerk.

The Minutes of the public hearing and the regular meeting following the public hearing are prepared.

The adopted amendments shall be sent to the entities listed in Section 66.1001(4)(b)1-6 Wis Stats.

Copies of all of the Ordinances and the approved minutes shall be forwarded with a cover letter to the County, so the County is aware of the Town's decisions when they begin their amendment process at the beginning of the calendar year. It is the applicant's responsibility to apply for a County Comprehensive Development Plan Amendment, if needed, in accordance with the County's amendment procedures.

*Also see procedures under 2004 LUP/LUP/Annual Amendments pre CDP.