



# Plan Commission Handbook

Second Edition, 2012  
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Center for Land Use Education

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College of Natural Resources  
University of Wisconsin-Stevens Point



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Cover Photo: Chippewa-Falls, Wisconsin, county-seat of Chippewa-County 1886 / [Drawn by] Henry Wellge; Beck & Pauli, litho. Wisconsin Historical Society WHS-11408. Original image has been cropped and printed in grayscale.

## **ABOUT THE AUTHOR**

Rebecca Roberts is a Land Use Specialist with the Center for Land Use Education. She works with local Extension educators and planning staff to provide workshops throughout the state for plan commissioners, zoning board members, and other local government officials. She also assists communities with various aspects of community planning, public participation, land use regulation, and the fiscal impacts of land use decisions. She received a Bachelor of Arts degree in biology and environmental studies from Augustana College and a Master of Urban Planning from the University of Illinois. She is managing editor of the Land Use Tracker newsletter and co-author of the Zoning Board Handbook and Land Use Megatrends series.

## **ACKNOWLEDGEMENTS**

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## INSIDE THE HANDBOOK

The Plan Commission Handbook is designed to orient new members to the roles and responsibilities of the plan commission and to serve as a handy reference for veteran members of the commission. Local government officials, planning and zoning staff, and interested citizens will also benefit from understanding the role of the plan commission and their relationship to it.

### ► Handbook Organization

The handbook is organized into the following chapters:

1. Introduction to the Commission
2. Procedural Responsibilities
3. Community Planning
4. Public Participation
5. Plan Implementation
6. Ordinance Administration
7. Zoning Regulations
8. Subdivision Regulations

Each chapter is accompanied by various resources, including glossaries, worksheets, decision forms, recommended resources, and examples from Wisconsin communities. Many of these resources can be downloaded from the Center for Land Use Education website and modified for use by local communities.

### ► Additional Resources

The following resources are available to supplement the Plan Commission Handbook:

**Workshops:** The Center for Land Use Education offers plan commission workshops serving multi-county areas of Wisconsin. Workshops may be arranged through your county Cooperative Extension office or directly through the Center for Land Use Education. A list of current workshops is provided on our website.

**Newsletter:** The Center for Land Use Education publishes a quarterly newsletter called the Land Use Tracker. The newsletter highlights information relevant to professional planners, plan commission members, zoning board members, and other local government officials. It regularly includes information about upcoming workshops, revisions to important state statutes and case law, and updates to our publications. You may sign up on our website to receive the newsletter electronically.

**Website:** The Center for Land Use Education website contains links to related publications, organizations, data sources, and planning-related events. Please visit our website at: [www.uwsp.edu/cnr-ap/clue](http://www.uwsp.edu/cnr-ap/clue).