

PORTAGE COUNTY COMPREHENSIVE PLANNING JOINT STEERING COMMITTEE BY-LAWS

Section 1: Committee Purpose

Section 1.1 The State of Wisconsin has passed legislation that requires each unit of government within Portage County to adopt a nine element “comprehensive plan” to guide growth and development within their borders. The 28 units of government that make up Portage County have, through action by their Town Board, Village Board, or Common Council, each selected delegates to serve on one of two steering committees that have been given the responsibility of drafting the two documents that will eventually become the adopted Urban Area and Portage County Comprehensive Plans.

The “Urban Area Comprehensive Plan Steering Committee” will be responsible for drafting the plan which covers the land area including the City of Stevens Point, Villages of Plover, Whiting and Park Ridge, and portions of the surrounding Towns of Hull, Stockton, Plover, Linwood, and Carson. The “Portage County Comprehensive Plan Steering Committee” will be responsible for drafting the plan which covers the land area including all 17 of the County’s Towns (Alban, Almond, Amherst, Belmont, Buena Vista, Carson, Dewey, Eau Pleine, Grant, Hull, Lanark, Linwood, New Hope, Pine Grove, Plover, Sharon, Stockton) and six rural Villages (Almond, Amherst, Amherst Junction, Junction City, Nelsonville, Rosholt).

Section 1.2 The two Committees will meet together as a single Portage County Comprehensive Planning Joint Steering Committee (“*Joint Committee*”) through the initial stages (Steps 2, 3 and 4) of the County-wide comprehensive planning process (see Appendix 1). The Joint Committee’s work in Step 3 will include reviewing background information on population demographics and employment within Portage County, as well as inventorying the housing, transportation, utilities and public facilities, agriculture, natural and cultural resource sectors of the County. A report detailing this inventory information, along with population and employment projections will be adopted by the Committee. The inventory and trend information will be the foundation for the visioning process included in Step 4, which will culminate in the adoption of a County-wide Vision Statement. Upon adoption of this Vision Statement, the Joint Committee will split into its two component Committees, who will then proceed with drafting their individual comprehensive plans. Several additional Joint Committee meetings will occur after the split to help ensure consistency between the two planning efforts.

Section 2: Committee Composition

Section 2.1 The Urban Area Steering Committee consists of two (2) members and one (1) alternate from each of the nine communities within the urban area. The Portage County (Rural) Steering Committee consists of one (1) member and one (1) alternate from each of the 17 Towns and 6 rural Villages, plus one member from the Portage County Planning & Zoning Committee. The Joint Committee will include a total of 42 members (18 urban and 24 rural).

Section 2.2 Vacancies shall be filled through new member or alternate appointment by the Town/Village Board or Common Council of the individual communities.

Section 3: Organization

Section 3.1 Leadership. A Joint Committee Chair and Vice-Chair shall be elected by a majority vote of the Joint Committee. The Chair will be responsible for conducting the meetings (carrying out the agenda and resolving any questions regarding parliamentary procedure using Roberts Rules of Order). In the absence of the Chair the Vice-Chair shall function as Committee Chair.

Section 3.2 Subcommittees. The Joint Committee may appoint subcommittees made up of Committee members only as may be necessary to carry out the purposes of the Joint Committee, and shall designate the Chairperson of such subcommittee. No subcommittee shall have the authority to act on behalf of the Joint Committee.

Section 3.3 Planning Staff. The Portage County Planning & Zoning Department will function as the planning staff for the Joint Committee. The Department's Planning Director shall be responsible for directing the planning process, preparing Plan documents and managing the scheduling of planning activities for the preparation of the Portage County and Urban Area Comprehensive Plans.

Section 3.4 Contract Administration. The Portage County Planning & Zoning Department is solely responsible for administering and fulfilling the requirements of the grant-funding contract between the State of Wisconsin and Portage County. The Planning & Zoning Department shall be responsible for ensuring that the nine required comprehensive plan elements are completed in a timely manner.

Section 3.5 Meetings. Regular meetings of the Joint Committee shall be held on the fourth Wednesday of each month, at 6:30 pm in the Portage County Courthouse Annex Building. The meeting agenda will be developed by the Planning Department staff with the assistance of the Joint Committee Chair. The location of the meeting may be changed based on individual meeting requirements. The actual location will be established through the agenda and notice published for each meeting. Additional meetings will be scheduled as a part of the inventory research and visioning process. All meetings are open to the public.

Section 3.6 Quorum. A quorum of the Joint Committee will consist of 22 members.

Section 3.7 Voting. It is the intent of the Joint Committee to reach consensus on issues as it works toward drafting the County-wide Vision Statement. "Consensus" is defined as the assent of all members present. If consensus cannot be reached, then a concurring vote of a three-fourths ($\frac{3}{4}$) majority of the members present and voting shall be required for Joint Committee action. The procedure will be one vote per member. Alternates will not vote unless they are attending the meeting in the place of a regular member.

Section 3.8 Minutes. Minutes of the proceedings and a record of all actions shall be kept showing all votes taken, resolutions, findings, transactions, and recommendations made. Copies of the minutes will be distributed to municipal clerks and posted to the Portage County Comprehensive Plan web site upon approval by the Joint Committee.

Section 4: Public Participation in the Joint Committee Planning Process

Section 4.1 Public access and involvement in the planning process is invited and encouraged. Guidelines for the types and times for public involvement are described in the "Public Participation Plan" adopted by the Joint Committee and attached as Appendix 2.