

**APPENDIX**

**RESOLUTION - 08-08-07**

**ESTABLISHING PUBLIC PARTICIPATION PROCEDURES FOR THE TOWN OF RICHMOND COMPREHENSIVE PLAN**

**WHEREAS,** the Town of Richmond has decided to prepare a comprehensive plan under the authority and procedures of §62.23 (3) and §66.1001, Wisconsin Statutes and in cooperation with the West Central Wisconsin Multijurisdictional Planning Project; and

**WHEREAS,** §66.1001 (4) (a), Wisconsin Statutes, requires that the governing body adopt written procedures designed to foster public participation at every stage of comprehensive plan preparation, and that such written procedures provide for wide distribution of proposed, alternative or amended comprehensive elements, an opportunity for the public to submit written comments on the comprehensive plan, and a process for the local governing body to respond to such comments; and

**WHEREAS,** the Town Board of the Town of Richmond will designate a plan commission for the purposes defined in §62.23 (1), (2), (4) and (5), Wisconsin Statutes; and

**WHEREAS,** the Town Board of the Town of Richmond has reviewed and recommends approval of the Public Participation Procedures for the Town of Richmond Comprehensive Plan; and

**WHEREAS,** the agreement between the Town of Richmond and its planning consultants will include written procedures to foster public participation, ensure wide distribution of draft plan materials, provide opportunities for written comments on draft plan materials, and provide mechanisms to respond to such comments in the attached Public Participation Procedures for the Town of Richmond Comprehensive Plan; and

**WHEREAS,** the Town of Richmond believes that regular, meaningful public involvement in the Town of Richmond Planning Project and the West Central Wisconsin Multijurisdictional Planning Project process is important to assure that the resulting plan meets the wishes and expectations of the public.

**THEREFORE BE IT RESOLVED,** that the Town Board of the Town of Richmond hereby adopts the Public Participation Procedures for the Town of Richmond Comprehensive Plan in the attached document as its minimum public participation procedures meeting the requirements of §66.1001 (4) (a), Wisconsin Statutes.

Dated this 7th day of August, 2008.

Warren Bader, Chair

\_\_\_\_\_  
Donna Preece, Clerk

\_\_\_\_\_  
\_\_\_\_\_

Public Participation Procedures for the  
West Central Wisconsin Multijurisdictional Planning Project

## INTRODUCTION

§66.1001 (4) (a), Wisconsin Statutes, requires that the governing body of the local governmental unit adopt written procedures designed to foster public participation, including open discussion, communication programs, information services and public meetings for which advance notice has been provided, at every stage of comprehensive plan preparation, and that such written procedures provide for wide distribution of proposed, alternative or amended comprehensive elements, an opportunity for the public to submit written comments on the comprehensive plan, and a process for the local governing body to respond to such comments.

***THE GOVERNING BODY OF EACH LOCAL GOVERNMENTAL UNIT PARTICIPATING IN THE WEST CENTRAL WISCONSIN MULTIJURISDICTIONAL PLANNING PROJECT RECOGNIZES THE NEED FOR AN OPEN AND ACTIVE PUBLIC PARTICIPATION PROCESS TO FOSTER A STRONG COMMUNITY COMMITMENT TO THE DEVELOPMENT AND IMPLEMENTATION OF A COMPREHENSIVE PLAN TO GUIDE THE COMMUNITY'S FUTURE GROWTH AND DEVELOPMENT. TO ENSURE THAT THE PUBLIC HAS AN OPPORTUNITY TO BE INVOLVED IN EVERY STAGE OF THE PREPARATION OF THE COMPREHENSIVE PLAN, THE PARTICIPANTS IDENTIFY THE FOLLOWING ACTIONS TO PROMOTE AN ACTIVE PUBLIC INVOLVEMENT PROCESS THAT PROVIDES COMPLETE INFORMATION, TIMELY PUBLIC NOTICE, FULL PUBLIC ACCESS TO KEY DECISIONS, AND SUPPORTS EARLY AND CONTINUING INVOLVEMENT OF THE PUBLIC IN DEVELOPING THE PLAN.***

## PUBLIC PARTICIPATION PROCEDURES

- Each participating local governmental unit shall have a duly appointed Plan Commission pursuant with §66.23 (1) and/or §60.62 (4), Wisconsin Statutes.
- All Plan Commission meetings are open to the public and are officially posted to notify the public as required by law. A period for public comment is provided.
- One Issues and Opportunities Identification workshop where the Plan Commission and the public will participate in a facilitated session to develop and prioritize key issues to be considered in the planning process, explore community values and problems, as well as strengths and weaknesses in being able to address the issues. The workshop is noticed and the public is invited to participate.
- One statistically valid Community Opinion Survey developed with consideration of the Issues and Opportunities Identification workshop outcome.
- One Community Vision and Development Design workshop where the Plan Commission and the public will participate in roundtable discussions, design preference activities and develop a community vision. The workshop is noticed and the public is invited to participate.
- At least one Open House and Information/Education meeting where information about planning activities and plan products will be presented. The meeting is noticed and the public is invited to participate.
- The governmental units of adjacent or overlapping jurisdiction will be notified of the community's undertaking of the preparation of the Comprehensive Plan and their input sought on interjurisdictional issues concerning land use, municipal boundaries and service provision.
- The governing body of the local governmental unit will receive periodic reports from the Plan Commission during the preparation of the plan and will have the opportunity to review and comment on materials developed for incorporation into the Comprehensive Plan.
- Where practicable, provide information about planning activities and plan outcomes on an Internet website. (WCWRPC will assist participants lacking such resources)
- All meetings of the governing body of the local governmental unit are open to the public and are officially posted to notify the public as required by law.
- Draft copies of the recommended Comprehensive Plan will be available at offices of the local governmental unit and other public places for the public to review and to submit written comments.

- A joint Plan Commission and governing body Public Hearing will be conducted on the recommended Comprehensive Plan prior to Plan Commission recommendation and the governing body enacting the plan by ordinance. The Public Hearing will be preceded by Class 1 notice under Chapter 985, Wisconsin Statutes, published at least 30 days before the hearing is held. Additional notice will be provided pursuant to §66.1001 (4) (e), Wisconsin Statutes. The public is invited to comment and submit written comments.
- The governing body will consider and respond to written comments regarding the plan before enacting it by ordinance.
- The adopted comprehensive plan will be distributed to:
  1. Every governmental body that is located in whole or in part within the boundaries of the local governmental unit.
  2. The clerk of every local governmental unit that is adjacent to the local governmental unit which is the subject of the plan.
  3. The Wisconsin Land Council.
  4. The Wisconsin Department of Administration.
  5. The West Central Wisconsin Regional Planning Commission.
  6. The public library that serves the area in which the local governmental unit is located.