

## Appendix D - Public Participation Plan

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Town of Round Lake  
Comprehensive Planning Process  
Public Participation Plan  
October 25, 2006

### PUBLIC PARTICIPATION PLAN

#### INTRODUCTION

The Town of Round Lake has begun the Comprehensive Planning process in conjunction with Wisconsin's "Smart Growth" legislation. The creation and adoption of the Public Participation Plan is the first step in the process as designated in the Comprehensive Planning statute:

"The governing body of a local governmental unit shall adopt written procedures that are designed to foster public participation, including open discussion, communication programs, information services and public meetings for which advance notice has been provided, in every stage of the preparation of a comprehensive plan. The written procedures shall provide for wide distribution of proposed, alternative or amended elements of a comprehensive plan and shall provide an opportunity for written comments on the plan to be submitted by members of the public to the governing body and for the governing body to respond to such written comments." Wis. Stats. §66.1001(4)(a).

This Public Participation Plan is designed to satisfy these statutory requirements and to achieve the highest possible level of public participation. The Town recognizes that public participation is a vital component to a successful planning process. The Town of Round Lake's Public Participation Plan forms the basic framework for achieving an interactive dialogue between local, state, and federal decision-makers and the citizens of the Town of Round Lake. This plan outlines the public participation strategy for the development, evaluation, and eventual adoption of the comprehensive plan for the Town of Round Lake and will apply throughout the local planning process leading to the adoption of the Town of Round Lake Comprehensive Plan.

#### PUBLIC PARTICIPATION GUIDELINES

##### General

The main goal of the Public Participation Plan is to make the citizens of the Town of Round Lake aware of the progress of the comprehensive planning process and to offer the public opportunities to make suggestions and comments during the process. To reach these goals, the Town of Round Lake has adopted the following plan to encourage public participation through the planning process. Taken individually, the activities described in this plan are not expected to reach and inform each and every resident and property owner of the Town of Round Lake. Collectively, however, the plan activities are designed to effectively and efficiently provide a broad-based dissemination of information and maximize the opportunity for citizen involvement and comment.

The majority of the public participation activities will focus on public information, education, and input. Public meetings will provide opportunities for the public to openly discuss comprehensive planning issues with planning committee members, town board supervisors, and consultant staff. Formal public hearings will also be conducted as part of the plan adoption process to allow public testimony to be made regarding the comprehensive plan. During the comprehensive planning process public meetings will be held at the Town Hall, a location convenient to all citizens of the Town of Round Lake. Other public participation activities may be explored to inform and receive input from residents that may not be able to attend public meetings and hearings.

##### Provisions for Open Discussion

The Town of Round Lake will ensure that public meetings allow for an open discussion of the relevant issues at hand and those public hearings allow for appropriate testimony. When public meetings or hearings are conducted, the Town of Round Lake will make every effort to ensure those who choose to participate in the planning process have the opportunity to actually have their opinions heard. To accomplish this, the following actions will be implemented:

- \* An agenda will be established that clearly defines the purpose of the public meeting or hearing, the items to be discussed, and any actions that may be taken.
- \* The scheduled date, time, and place will be convenient to encourage maximum participation by the town residents and property owners.
- \* A clearly identifiable facilitator or chair will conduct the meeting or hearing in an orderly fashion to ensure that all attendees have an opportunity to offer comments, discuss issues, or provide testimony.
- \* The facilitator or chair will provide opening remarks that clearly outline the purpose of the meeting or hearing, describe procedures attendees should use during the meeting or hearing when offering input, and describe how the public input will be used.
- \* As appropriate, an overview of documents or proposals to be considered will be discussed.
- \* All persons attending the meeting or hearing that desire to participate should be allowed to do so. However, specific factors such as the meeting or hearing purpose, number in attendance, time considerations, or future opportunities to participate may require that appropriate constraints be applied. These constraints will be clearly outlined by the facilitator or chair if the need arises. \* All attendees will be encouraged to register using a provided sign in sheet.
- \* Persons speaking or testifying will be encouraged to concisely express their comments and provide specific details on a short form provided including general contact information of the participant.
- \* Meetings and hearings will be recorded by appointed committee members.
- \* Meeting summaries will be transcribed and made available on the website as soon as possible following the meeting or hearing.
- \* Special arrangements will be made under the provisions of the Americans with Disabilities Act (ADA) with sufficient advance notice.

#### Opportunity for Written Comments

Detailed comments can most often be better expressed through written format. To encourage citizens to express written comments throughout the planning process, all meeting and hearing notices will include the website address along with any deadlines for submitting comments, when warranted.

Written comments may be submitted via:

- \* Hand-delivery to the Town Office at 10625N Co. Rd. A, during normal business hours (Thursday 9-11am).
- \* U.S. postal service addressed to Town of Round Lake / Comprehensive Plan / 10625N Co. Rd. A / Hayward, WI 54843.
- \* Email to [town015@centurytel.net](mailto:town015@centurytel.net). The Town shall maintain a file of all submissions.

#### Consideration of and Response to Public Comments

The various methods for involving the public and soliciting public opinions and comments during the comprehensive planning process are defined herein. These methods represent the initial steps for bringing public comment into the decision-making process. The following steps will be taken to ensure that public recommendations and comments are taken into consideration by the decision-makers when developing the comprehensive plan.

- Time will be reserved subsequent to the close of a meeting, hearing, or comment deadline and prior to the actual decision or recommendation being made to ensure that decision makers can adequately review all relevant materials or comments.
- Decision-makers may reconvene a public hearing for the purpose of addressing public comments.
- The record (written comments or testimony, tape recordings, or transcripts) of hearings and meeting summaries will be compiled by appointed committee members and made available to decision makers for their review and consideration.
- Substantive comments pertaining to studies, analysis, or reports, along with appropriate responses, will be included in the published documents itself.
- Relevant comments or testimony will be addressed through the findings-of-fact portion of the decision maker's written decision or recommendation.

### Public Meetings

The Town of Round Lake will hold public meetings to assimilate information collected relevant to the nine elements of the comprehensive plan, including but not limited to issues and opportunities: housing; transportation; economic development; intergovernmental cooperation; land use; utilities and community facilities; natural, agricultural, and cultural resources; and implementation. Through local public meetings, residents will be able to become an instrumental part of their community's planning process. By participating in meetings, citizens can aid their elected officials and planning committee in creating a vision for their community's comprehensive plan. Interested citizens can have input into the planning process.

### Meeting/Hearing Notices

Official meeting notices will be prepared for any public meetings or hearings conducted pertaining to the comprehensive planning process. At a minimum, the requirements of §19.31 pertaining to public meetings and notification will be met. The town clerk or other town staff will place meeting notices at the town's designated posting location(s). In all cases, notices will be forwarded to the town's official paper and other newspapers as deemed appropriate. It is recommended that meeting notices be posted at least one week prior to the meeting. All public hearings will follow the same public notice recommendations except all public hearings will be published as per a Class II notice.

### Civic and Community Presentations

Throughout the planning process, representatives responsible for development of the comprehensive plan will meet with local civic and community organizations to discuss the development of the comprehensive plan.

### Newsletter Mailings

The annual Town Letter will inform residents and property owners about the development of the Town of Round Lake Comprehensive Plan.

### Community Displays

Public displays prepared during the course of the project will be displayed at the Town Hall.

## Periodic Articles

As the public participation process proceeds, interested citizens and community leaders may request more detailed information on land use related topics than desired by much of the general public. To provide more detail to citizens and key officials showing an interest in the comprehensive plan, articles may be prepared from time to time by the committee.

## Planning Document Dissemination

Documents that contain or describe the proposed plan's policies, maps, or recommendations will be made available for public review. Such documents will be made available well in advance of opportunities for public discussion or testimony. Such documents will be made available prior to any public meeting or hearing scheduled for their discussion or a decision.

Documents may be disseminated as follows: • digital versions may be posted on the website;

- a copy will be delivered to each elected official and/or key staff; and
- a copy will be placed at the town hall for citizen review at the Town Office at 10625N Co. Rd. A, during normal business hours (Thursday 9-11am).

## Public Hearings

Once the final draft of the Town of Round Lake Comprehensive Plan is completed, the Town of Round Lake will conduct a public hearing to receive public comment on the proposed plan.

## Hearing Notices

The Town of Round Lake will place legal notice of hearings in the official newspaper. Hearing notices shall be published as required by local and state requirements.

Prior to the town enacting an ordinance approving the comprehensive plan, a hearing shall be conducted preceded by a Class 1 public notice that is published at least 30 days before the hearing is held. The town may also provide notice of the hearing by any other means it considers appropriate. According to the comprehensive planning legislation, the Class 1 notice shall contain at least the following information:

1. the date, time, and place of hearing;
2. a summary, which may include a map, of the proposed comprehensive plan or amendment to such a plan;
3. the name of an individual employed by the local governmental unit who may provide additional information regarding the proposed ordinance; and
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.

## TOWN OF ROUND LAKE COMPREHENSIVE PLAN ADOPTION PROCESS

The Town of Round Lake will follow the procedures for adopting the comprehensive plan as listed in §66.1001. The first step in the adoption process is being met by the adoption of this document that details written procedures that are designed to foster public participation throughout the comprehensive planning process.

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James Henschel, Chairman

Attest: \_\_\_\_\_  
Kathy McCoy, Clerk