

**Resolution No. 2018-03**

**ESTABLISHING PUBLIC PARTICIPATION PROCEDURES  
FOR THE TOWN OF ALGOMA 2040 COMPREHENSIVE PLAN UPDATE**

**WHEREAS**, pursuant to Section 66.1001 of the Wisconsin Statutes, any program or action of a local governmental unit that affects land use, including but not limited to zoning, subdivision regulation and official mapping, shall be consistent with that local governmental unit's adopted comprehensive plan beginning January 1, 2010, and such plan must address the nine elements as required by Wisconsin Statutes Section 66.1001(2); and

**WHEREAS**, the Town of Algoma has prepared the *Town of Algoma Year 2026 Comprehensive Plan*, adopted on February 21, 2007, that will be amended to comply with the authority and procedures established by Section 66.1001 and Section 62.23 of the Wisconsin Statutes; and

**WHEREAS**, Section 66.1001(4)(a) of the Wisconsin Statutes requires that the Town Board adopt written procedures designed to foster public participation at every stage of comprehensive plan preparation including open discussion, communication programs, information services and public meetings for which advance notice has been provided, and that such written procedures shall also provide for wide distribution of draft plan materials, an opportunity for the public to submit written comments on the plan materials, and a process for the governing body to respond to such comments; and

**WHEREAS**, the Town Board of the Town of Algoma believes that regular, meaningful public involvement in the comprehensive planning process is important to assure that the resulting comprehensive plan reflects the desires and expectations of the public; and

**WHEREAS**, the Plan Commission has reviewed the *Public Participation Plan* and has recommended approval; and

**WHEREAS**, the attached "Public Participation Plan" developed for the *Town of Algoma 2040 Comprehensive Plan Update* includes written procedures designed to foster public participation, ensure wide distribution of draft plan materials, provide opportunities for written comments on such materials, and provide mechanisms to respond to such comments.

**NOW, THEREFORE, BE IT RESOLVED** that the Town Board of the Town of Algoma hereby adopts the *Public Participation Plan for the Town of Algoma 2040 Comprehensive Plan Update* as its public participation procedures to fulfill the requirements of Wis. Stats. Section 66.1001 (4)(a).

This resolution was adopted by the Town of Algoma Town Board on the \_\_\_\_\_<sup>th</sup> day of April, 2018:

TOWN BOARD OF THE  
TOWN OF ALGOMA, WISCONSIN

By: \_\_\_\_\_  
Joel Rasmussen, Town Chair

ATTEST:

\_\_\_\_\_  
Deborah Stark, Clerk

## **Public Participation Plan Town of Algoma 2040 Comprehensive Plan Update**

### ***Introduction & Purpose***

Public participation is an important part of the comprehensive planning process as it helps to ensure that the plan accurately reflects the vision of the community. For a plan to develop, decision makers need to hear ideas, thoughts, and opinions from their citizens and stakeholders. The purpose of this public participation plan is to give citizens the opportunity to participate and learn about their community.

Wisconsin's Smart Growth Comprehensive Planning law requires public participation throughout the comprehensive planning process. Wisconsin Statutes, Section 66.1001(4)(a) requires, in part, that,

*“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 a wide distribution of proposed, alternative, or amended elements of a comprehensive plan and shall provide every 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.”*

This Public Participation Plan actively involves the general public and key community interests in identifying major issues, establishing a shared vision for the community, and creating goals, objectives, and policies which help bring that shared vision to fruition. The Town will use this document as a guide to actively involve community members in the comprehensive planning process by providing them numerous opportunities to offer input and become educated via multiple means of communication.

### ***Comprehensive Plan Update Timeline***

Specifically, the update of the Comprehensive Plan will include the preparation of information and analyses as follows. This timeline may be altered based on the pace at which the Town desires to review and address these tasks.

1. (March, 2018) – Adoption of Citizen Participation Plan. Begin work on development of a web based Public Visioning Portal and begin planning for the West Side Growth Area Public Visioning Workshop
2. April-July, 2018) East Central staff will conduct a review of all background elements and will update all pertinent data to the current year (2017), where available, and projected out to the year 2040, where available. GIS maps and data will be updated to reflect current conditions and planned community improvements/changes.
3. (August-October, 2018) A review of the existing plan's vision, goals, objectives, strategies, recommendations, actions or other statements will be conducted for applicability and timeliness with respect to identified issues and opportunities. The background element data, along with information obtained from the Public Visioning Portal and Town Committee/staff input, will be compared to the current plan's vision, goals and objectives in order to provide reasoning for changes to these statements that better reflect the needs and desires of the Town. In addition, trends and topics will be evaluated using the new Local Government Institute's "STEEP" Trends report (<http://bit.ly/2Eanhvi>) as a guide.

4. (May-October, 2018) East Central will identify and analyze the physical infrastructure, long-term maintenance and other development costs related to the new plan goals, strategies and recommendations. With the assistance of Town staff, this information will be put into a spreadsheet format which can be utilized to better examine short and long term costs related to potential growth and development.
5. (May-October, 2018) East Central will conduct an examination of the Town's staffing trends and future capacity as compared to growth and development projections. The overall purpose of this analysis is to improve knowledge and aid in decision-making on the short and long-term provision of government services and functions by the Town as they relate to historic and future growth/land use scenarios;
6. (November-December, 2018) Development of agreed upon Low, Medium, and High Growth Scenarios with input from Town staff and the Plan Commission;
7. (January-April, 2019) Development of an updated Year 2040 Land Use Plan Map (with inset maps as necessary) which depicts future land use opportunities and major infrastructure needs for the selected scenario; Using the aforementioned public input, as well as information generated in the planned 2018 West Side Growth Area Visioning Workshop (to be held in spring/summer of 2018), a conceptual Year 2040 Land Use Plan Map will be developed with significant Town staff and Plan Commission input.
8. (January– April, 2019) The creation of a separate, Town Improvement Plan (play on capital improvement plan) which clearly outlines and contemplates the 'bricks and mortar' projects needed during the first 10 years of the plan's life based on the aforementioned Step #4's spreadsheet analysis, as well as the Year 2040 Land Use Plan Map, which will identify specific areas for development as well as the timing of development. The Town Improvement Plan will also attempt to clearly define those items that are considered to be "needs" versus those that may simply be "desired".
9. (May-October, 2019) East Central will development the final plan document, and coordination of the public review and approval process, including the hosting of an intergovernmental meeting. Once a draft of the plan is complete, an invite will be extended to all adjacent and overlapping units of government for a meeting which solely focuses on the real or perceived impacts of the Town of Algoma's proposed plan on their respective jurisdictions. The Plan Commission will need to consider any feedback prior to the finalization of the plan. East Central will then prepare the final draft plan for public distribution and will assist the Town of Algoma in noticing and posting the required public hearing and presenting the final plan to both the Plan Commission and Town Board. This planning effort will be further enhanced and supported through EC's technical assistance program

### ***Methods of Citizen Participation***

The Town of Algoma will use several methods to encourage public input throughout the comprehensive planning process for any future updates and amendments. The methods to be employed are as follows:

#### *Method 1: Plan Commission & Ad Hoc Members*

The Town of Algoma will utilize the Plan Commission as the main body responsible for development of the Comprehensive Plan Update. The Town may choose to add additional, ad hoc, non-voting members to the Plan Commission to help guide the comprehensive planning process and discussions. The Plan Commission will be responsible for reviewing data,

prioritizing issues and land use alternatives, overseeing the organization of the Plan, and determining goals, objectives and policies based on information gathered from the public.

*Method 2: Public Meetings*

Public meetings provide opportunity for both education and input. All Plan Commission and Town Board meetings are open to the public. All agendas and meeting minutes are posted in advance through the Town of Algoma website and published as required by State law. As each chapter of the comprehensive plan is developed it will be reviewed in detail by the Plan Commission at a meeting that is open to the public. Time for public participation will be set-aside at each meeting.

*Method 3: News Releases/Website/Social Media*

News releases are an effective tool to keep both the public and the press informed about the planning process. The Town of Algoma will utilize news releases to create public awareness about the comprehensive planning process at key times during the process. In addition, the Town will utilize its website and social media (e.g. Facebook and Twitter), and bi-annual newsletter to keep citizens informed on the planning process, to encourage public involvement, and to provide input/comments to Town staff at any time.

*Method 4: Online Public Visioning Portal*

A web-based Public Visioning Portal will be developed and will incorporate survey and GIS mapping technologies (ESRI StoryMaps) to allow residents and stakeholders to participate in a number of exploratory questions and exercises in order to identify specific land use issues, high priority trends, needed physical improvements, and plan implementation opportunities that will be used to maintain or enhance the current Comprehensive Plan. This process will generate materials that will enhance the Town's current comprehensive plan by adding several more layers of 'depth' to addressing current issues, including the application of specific planning and implementation concepts that were not included in the Town's current plan.

*Method 5: Open Houses and Community Events*

The Town of Algoma may choose to sponsor open houses, informational meetings, or attend various community events (e.g. farmer's markets, street festivals, etc.) during the comprehensive planning process. This will provide an informal setting for residents to interact with the Town of Algoma staff and give them the opportunity to gather information, ask questions, react to the information and provide both written and verbal feedback.

*Method 6: Public Hearings*

A public hearing will be held before the Town Plan Commission prior to the adoption of the *2040 Comprehensive Plan Update*. The public hearing will consist of a short presentation summarizing and highlighting the major parts of the planning process and the final draft of the comprehensive plan. Participants will have the opportunity to provide comments about the draft plan. An official public record of the presentation and all comments will be established. The draft plan will be available for review prior to the public hearing. Interested citizens will also have the opportunity to provide written comments prior to the public hearing, which will be read into the hearing.

Future amendments to the Comprehensive Plan will be subject to the public hearing process and the same opportunities for review and comment by the general public as the original approved plan and per Wisconsin Statutes, Section 66.1001(4)(b-d).