

# Procedures for Public Participation for Adoption or Amendment of the Town of Little River Comprehensive Plan

## Introduction

The Little River Planning Process is designed to engage stakeholders and facilitate community involvement. Means of participation outlined in this plan and the Oconto County Public Participation Plan will provide guidance while promoting stakeholders to express ideas, opinions, and expertise throughout the planning process; resulting in a locally supported Comprehensive Plan for the Town of Little River.

The Wisconsin "Smart Growth" or "Comprehensive Planning" planning law requires public participation throughout the planning process. Section 66.1001(4)(a) of the Wisconsin State Statutes states:

"The governing body of a local government 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 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. The written procedures shall describe the methods the governing body of a local governmental unit will use to distribute proposed, alternative, or amended elements of a comprehensive plan to owners of property, or to persons who have a leasehold interest in property pursuant to which the persons may extract nonmetallic mineral resources in or on property, in which the allowable use or intensity of use of the property is changed by the comprehensive plan."

The Town of Little River acknowledging the need for continuous public involvement throughout the planning process and the requirements of 66.1001(4)(a), will adopt these written public participation procedures. These adopted procedures will provide the framework needed to maximize public involvement throughout the planning process and any subsequent amendments to the comprehensive plan.

## Posting/Notification of all Plan Commission Meetings

Public notification for Plan Commission meetings will be posted at the following locations:

- Town Hall
- Other locations specific to the Town

Town Board and Plan Commission members will regularly check these sites to see that posted notifications are replaced if removed. These notifications will be posted during the entire Comprehensive Planning process until the adoption of a comprehensive plan.

## **Meetings**

The Little River Plan Commission will participate in periodic public informational hearings/input sessions held at the cluster and local level during the planning process.

All meetings conducted by Oconto County, UW-Extension, or Bay-Lake Regional Planning Commission staff will be open to the public and posted similar to plan commission meetings.

In addition, the Plan Commission will participate in one public hearing as required by Chapter 66.1001(4)(d). This meeting will be held upon the completion of the Comprehensive Plan and prior to the Town Board voting to accept or deny the Comprehensive Plan. A notice of the hearing must be published at least 30 days prior to the hearing in a newspaper likely to give notice in the area. The notice will meet the requirements for proper notification regarding date, time, location, etc.

## **Open Houses**

A minimum of two (2) "Open Houses" shall be held during the development of the comprehensive plan in order to present information regarding the comprehensive plan and to obtain public comment. One shall be held at the "midway" point to present background information, and the second open house will be held near the end of the planning process to present the plan prior to the required public hearing. The open houses will provide the public with an opportunity to review and comment on work that has been accomplished by the plan commission and the planning team.

## **Notices**

The Plan Commission will prepare and post notices of meetings in the local newspaper and notice the meeting in three locations within the Town.

## **Public Comments**

In all cases Wisconsin's open records law will be complied with. During the preparation of the comprehensive plan, a copy of the draft plan will be kept on file at the Town Hall and will be available for public inspection during normal office hours. The public is encouraged to submit written comments on the plan or any amendments of the plan. Written comments should be addressed to the Town Clerk who will record the transmittal and forward copies of the comments to the Town Board and Oconto County Planning staff for consideration.

The Town Board and the Plan Commission always welcome written comments regarding issues presented. Direct written responses will be made where response is appropriate.

## **Distribution of the Adopted Plan**

In accordance with State Statute (66.1001(4)), Procedures for Adopting Comprehensive Plans, one copy of the adopted plan or amendment shall be sent to the following:

- Every governmental body that is located in whole or in part within the boundaries of the local governmental unit.
- The clerk of every local governmental unit that is adjacent to the local governmental unit that is the subject of the plan that is adopted or amended as described in par.

- After September 1, 2005, the department of administration.
- The regional planning commission in which the local governmental unit is located.
- The public library that serves the area in which the local governmental unit is located.

### **Adoption of Comprehensive Plan by Town Board**

After adoption of a resolution by the Comprehensive Plan Commission, the Town Board will adopt the Comprehensive Plan by ordinance only after holding at least one public hearing at which the ordinance relating to the Comprehensive Plan is discussed. A majority vote of the members-elect is necessary for adoption. That hearing will be preceded by a Class 1 notice under Ch. 985 that is published at least 30 days before the hearing is held. The Class 1 notice shall contain at least the following information:

- The date, time, and place of the hearing
- A summary, which may include a map, of the proposed Comprehensive Plan
- The name of an individual employed by the Town who may provide additional information regarding the proposed ordinance.
- 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.

Upon the day of publication of the public hearing notice, copies of the plan will be made available for public review at the nearest local library of the community, at the Oconto County Planning and Zoning Office and at the Town Hall. Written comments on the plan from members of the public will be accepted by the Town Board at any time prior to the hearing and at the public hearing.

### **Additional Steps for Public Participation**

In addition to public participation measures described in this plan, the Town will utilize further means of obtaining public participation as adopted by Oconto County in the Oconto County Public Participation Plan. The Town reserves the right to execute additional steps, means, or methods in order to gain additional public participation or promote understanding of the Comprehensive Planning process. These optional steps may include ideas or means not identified in this or the county's public participation plans.

### **State Statutes**

Where there is a conflict with these written procedures and provisions of s. 66.1001(4) Procedures for Adopting a Comprehensive Plan, the state statutes shall apply.

### **Amendments**

The Town Board may amend these procedures from time to time.

TOWN OF LITTLE RIVER

RESOLUTION NO. 2018-XXI

**RESOLUTION ADOPTING WRITTEN PUBLIC PARTICIPATION  
PROCEDURES**

**WHEREAS**, the Town of Little River is preparing an update to its Comprehensive Plan under Wis. Stats. 66.1001, and;

**WHEREAS**, the Town of Little River may amend the Comprehensive Plan from time to time and;

**WHEREAS**, Wis Stats 66.1001 (4) requires a governing body of a local unit of government adopt written procedures designed to foster public participation in the adoption or amendment of a comprehensive plan and;

**WHEREAS**, the Town of Little River has prepared and publicly reviewed such written procedures entitled *Procedures for Public Participation for Adoption or Amendment of the Town of Little River Comprehensive Plan*;

**WHEREAS**, these Procedures for Public Participation for Adoption or Amendment of the Town of Little River Comprehensive Plan upon adoption shall replace and effectively rescind any previously adopted public participation procedures;

**NOW THEREFORE BE IT RESOLVED**, the Town Board of Supervisors of the Town of Little River officially adopts *Procedures for Public Participation for Adoption or Amendment of the Town of Little River Comprehensive Plan*.

Adopted this 19<sup>th</sup> day of SEPTEMBER, 2018

Approved:

Michael E. Shan  
\_\_\_\_\_  
Town Chairperson

Attest:

Angie  
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Town Clerk