

**TOWN OF PENSAUKEE**  
**Oconto County**  
**COMPREHENSIVE PLAN**  
**“WRITTEN PROCEDURES TO FOSTER PUBLIC PARTICIPATION”**

---

**PURPOSE**

In accordance with Wisconsin State Statute 66.1001(4), which defines “Procedures For Adopting Comprehensive Plans”, these adopted written procedures will be followed in order to involve the public in the comprehensive planning process to the greatest extent practicable. These procedures are designed to foster public participation, including open discussion, communication programs, information services, and public meetings and shall apply to the adoption and any amendments to the comprehensive plan.

**PLAN COMMITTEE AND COMMITTEE MEETINGS**

The Town of Pensaukee has established a Comprehensive Plan Committee to develop and review a comprehensive plan. This body will adopt the plan by resolution and petition the Town Board to adopt the plan by ordinance.

All meetings of the Comprehensive Plan Committee will be posted in advance and open to the public in accordance with Wisconsin law. The agenda shall provide for comments from the public. To foster intergovernmental cooperation, copies of the agenda will be sent in advance to adjacent municipalities and to Oconto County.

The duties of the Comprehensive Plan Committee may be assumed by the Town Plan Commission.

**COMMUNITY SURVEY AND NOMINAL GROUP EXERCISE**

The Town Wide Survey that was conducted with the assistance of the Oconto County UW-Extension will guide the Comprehensive Plan Committee and Town in developing the comprehensive plan and each of its components. The Town will conduct a nominal group exercise as part of the preparation and update of the Comprehensive Plan and any subsequent updates to the plan as appropriate.

**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 shall be noticed in a local newspaper. In addition, the open houses will be noticed and posted in three locations by the Town Clerk. The open houses will provide the public with an opportunity to review and

comment on work that has been accomplished by the Comprehensive Plan Committee and the Bay-Lake Regional Planning Commission.

### **PUBLIC ACCESS AND PUBLIC COMMENT ON DRAFT DOCUMENT**

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 comment should be addressed to the Town Clerk who will record the transmittal and forward copies of the comments to the Town Board for consideration.

The Town Board shall respond to written comments either individually or collectively by type of comments. Town Board responses may be in the form of written or oral communication, or by a written summary of the town's disposition of the comments in the comprehensive plan.

### **COMPREHENSIVE PLAN COMMITTEE ADOPTION OF PLAN BY RESOLUTION**

The Comprehensive Plan Committee may recommend the adoption or amendment of the comprehensive plan only by the adoption of a resolution by a majority vote of the entire Committee at a regularly scheduled and publicly noticed meeting of the Comprehensive Plan Committee in accordance with s. 66.1001 (4) b. The vote shall be recorded in the official minutes of the Comprehensive Plan Committee. The resolution shall refer to maps and other descriptive materials that relate to one or more elements of the Comprehensive Plan.

### **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:

1. Every governmental body that is located in whole or in part within the boundaries of the local governmental unit.
2. 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 Bay-Lake Regional Planning Commission
6. The public library that serves the Town of Pensaukee.

## **ADOPTION OF COMPREHENSIVE PLAN BY TOWN BOARD**

After adoption of a resolution by the Comprehensive Plan Committee, 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:

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

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 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 public hearing and at the public hearing.

## **ADDITIONAL STEPS FOR PUBLIC PARTICIPATION**

The Town reserves the right to execute additional steps, means, or methods in order to gain additional public participation and or additional understanding of the Comprehensive Plan and the process of its development and adoption. These optional steps may include informational memos, postcards, letters, posters, fliers, or WEB site.

## **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 Pensaukee,**  
Oconto County, Wisconsin  
Resolution No. 2002-1

**RESOLUTION ADOPTING WRITTEN PUBLIC PARTICIPATION PROCEDURES**

**WHEREAS**, the Town of Pensaukee is preparing a Comprehensive Plan under Wis. Stats. 66.1001, and;

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

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

Adopted this 14<sup>th</sup> day of June, 2002

Approved:

Robert E Haben  
Town Chairperson

Attest:

Joyce Stogdane  
Town Clerk

**TOWN OF PENSAUKEE**