

APPENDIX A:

PUBLIC PARTICIPATION PROCEDURES AND PLAN ADOPTION

Introduction

In order for the public to be kept continually informed during the development of the *Town of Winchester Comprehensive Plan*, and to meet the requirements of Wisconsin's "Smart Growth Law" (Ch. 66.1001(4)(a) Wis. Stats.), the Town of Winchester has prepared the following public participation plan.

Smart Growth Law Requirements – Ch. 66.1001(4)(a) Wis. Stats.

“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 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.”

Intent

The Town of Winchester, in its comprehensive planning process, desires to make the opportunity for public participation, input and contribution available to its residents and to all interested and/or potentially affected parties, public and private, within and surrounding the Town of Winchester. The town also seeks to strike a fair consensus-based plan that balances private and community desires in order to achieve the best future for the town.

Public Participation Procedures

The Town of Winchester, Winnebago County, Wisconsin, in order to provide the greatest amount of public involvement possible, and to meet the provisions of Ch. 66.1001(4) (a) Wis. Stats., has adopted the following Public Participation Procedures. It is the intent of these procedures to provide opportunities for the public to be meaningfully involved in efforts throughout the planning process.

The Town Board has designated the Town of Winchester Plan Commission to lead this public involvement effort. It shall be the responsibility of this Commission, through its consultant and other designated parties, to:

- Make available to the public, information about the planning process and copies of plan documents. This information shall be made available in the most suitable variety of media possible, including newsletters, public meetings, workshops and the internet at www.omni.com.
- Prepare meeting summaries that shall be made available to interested individuals upon written request to the Town Clerk at the cost of \$0.25 per page. Requests should be submitted to Sharon Mathison, Clerk, Town of Winchester, 8522 Park Way, Larsen, WI 54947. Copies of meeting summaries will also be posted on the internet.
- Keep meeting attendance sign-in sheets as part of the record for all meetings. Both Plan Commission members and general public in attendance shall be requested to sign in.
- Recommend to the Town of Winchester Board the adoption of the Public Participation Procedures.
- Actively solicit comments and suggestions from the residents, businesses and property owners of the town, Winnebago County, Town of Wolf River, Town of Clayton, Town of Winneconne, Waupaca County, Outagamie County, Town of Dale, Town of Caledonia, New London School District, Winneconne Community School District, East Central Wisconsin Regional Plan Commission, Wisconsin Department of Natural Resources, Wisconsin Department of Transportation, Wisconsin Department of Administration, Wisconsin Land Council and the general public.
- Accept written comments from residents, landowners, and other interested parties throughout the planning process.
- Conduct the required public hearing on the plan.
- Work closely with the consultant hired by the town to prepare the comprehensive plan.

All meetings on the comprehensive plan shall be open to the public and duly posted pursuant to Ch. 985.02(2) Wis. Stats. The public notice announcing the required public hearing on the plan shall be published as a class 1 notice, pursuant to Ch. 985.02(1) Wis. Stats. at least 30 days prior to the hearing. The class 1 notice shall include the following: (1) date, time and place of the hearing, (2) a summary of the *Recommended Town of Winchester Comprehensive Plan*, (3) the name of the town representative who may provide additional information regarding the plan, and (4) where and when a copy of the recommended comprehensive plan may be viewed prior to the hearing, and how a copy of the plan may be obtained.

Copies of the *Recommended Town of Winchester Comprehensive Plan* shall be made available for viewing by the general public at the same time as the hearing notice is published. Copies of the recommended plan shall be available at the office of the Town Clerk, 8522 Park Way, Larsen, WI 54947 and at the Winneconne Public Library, 224 W Main Street, Winneconne, WI 54986. Written requests to the Town Clerk for copies of the recommended comprehensive plan will require payment of duplication costs. Duplication costs shall be charged at a rate of \$.25 per black and white page, \$1.00 per color page, and \$2.00 per 11" x 17" color map. After the notice of the public hearing has been published, those wishing to submit written comments on the plan may do so until one week prior to the public hearing. Written comments on the proposed plan

should be submitted to the Town Clerk. Written comments received prior to the public hearing will be addressed at the hearing and will be given the same weight as oral testimony. A review of all proposed revisions of the *Recommended Town of Winchester Comprehensive Plan* will be completed at the public hearing. All approved revisions will be posted on the internet in the meeting summary and included in the official minutes of the public hearing.

Plan Adoption

Town Board - Based on the recommendation of the Plan Commission and comments received, the Town Board, by majority vote, shall enact an ordinance adopting the *Town of Winchester Comprehensive Plan*. A copy of the ordinance and adopted plan shall be sent to neighboring units of government, school and special purpose districts serving residents of the town, East Central Wisconsin Regional Plan Commission, Wisconsin Department of Natural Resources, Wisconsin Department of Transportation, the Wisconsin Department of Administration and the Wisconsin Land Council. A copy of the adoption ordinance and the plan shall be available for inspection at the office of the Town Clerk. Copies of the *Town of Winchester Comprehensive Plan* may be purchased from the Town Clerk at a cost of \$38.00 each.

Plan Commission – The Town of Winchester Plan Commission shall assist the Town Board in implementing the provisions of the *Town of Winchester Comprehensive Plan*. From time to time, but not less than once every five (5) years, the Plan Commission shall review the comprehensive plan to address potential revisions and amendments. The Plan Commission shall also be responsible for recommending comprehensive plan amendments and revisions to the Town Board on a majority vote of its entire membership.

Amendments would include minor changes to the *Future Land Use Maps* to accommodate individual requests for development and the annual review of the implementation objectives milestone dates to reflect completed actions and new priorities. It is anticipated that amendments will occur regularly to ensure the plan remains an effective tool for development decisions.

Revisions to the plan are more comprehensive in nature. Revisions include updates to population projections, overall goal statement changes, updates of census information (i.e. 2010 Census and 2020 Census), the addition of new maps, inclusion of any new survey data, and the like.