

## **Appendix 1: Public Participation Plan**

**SHEBOYGAN COUNTY  
PUBLIC PARTICIPATION PLAN**

**2008**

Prepared by  
Sheboygan County Planning & Resources Department

Recommended on June 3, 2008 by  
Smart Growth Implementation Committee

Resolution on June 17, 2008 by  
Planning, Resources, Agriculture, and Extension Committee

Adopted on July 15, 2008 by  
Sheboygan County Board of Supervisors

Wisconsin's comprehensive planning law requires public participation throughout each step of the planning process.

Wisconsin State Statutes, Section 66.1001 (4)(a)...*“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.”*

## **INTRODUCTION**

Sheboygan County's comprehensive planning process is committed to providing broad based and regular opportunities for public participation throughout the planning process. The process is designed to be responsive to citizen participants, is committed to utilizing the knowledge and understanding of citizens to address important issues, and offers multiple opportunities for engagement – at varying levels of involvement. The purpose of this Public Participation Plan is to describe how the public may be involved throughout the County's entire comprehensive planning effort.

## **PUBLIC PARTICIPATION IN THE COMPREHENSIVE PLANNING PROCESS**

Sheboygan County has been preparing for the comprehensive planning process by updating and creating plans that will be used in the development of *Common Visions: Sheboygan County Comprehensive Plan*. The adoption of this Plan will be prior to the State Statute imposed deadline; however, prior to adoption an effort will be made to make residents aware that the County is creating a comprehensive plan and that there is public participation involved in its creation. Public participation activities and tools that will be used are listed as follows.

### ***General Awareness Tools***

Sheboygan County will create a Smart Growth Implementation Committee (SGIC) which will help in the entire planning process, as members identify tools designed to create a general awareness of smart growth and the planning process being undertaken by the County. The tools developed may be used before, during, and potentially after the *Comprehensive Plan* development.

## **PUBLIC PARTICIPATION TOOLS THROUGH PLAN ADOPTION**

### **• Creation of the Smart Growth Implementation Committee**

The Smart Growth Implementation Committee (SGIC) will help in the entire planning process, as members assist in the development of a County-wide survey, identify land use conflicts, look for consistency in municipalities' plans, review *Sheboygan County's Comprehensive Plan*, and provide support in other ways throughout the process. Members will consist of people with technical expertise, citizens, and representatives from local municipalities. This committee will make recommendations to the Planning, Resources, Agriculture, and Extension Committee of the County Board. The SGIC may also form subcommittees to work on particular elements of the *Comprehensive Plan*.

- **Public Input at Smart Growth Implementation Committee Meetings**

There will be an opportunity for public input at the beginning of each SGIC meeting. During these times local citizens can speak about local planning-related issues. The SGIC will meet at least once a month throughout the development of the County's plan. Notice of the public meetings will be posted by the County and each municipality in the County.

- **Reporting on Smart Growth Implementation Committee Meetings/Progress at Planning, Resources, Agriculture, and Extension Committee Meetings**

Members of the SGIC and County staff will be intermediaries between the Smart Growth Implementation Committee and the Planning, Resources, Agriculture, and Extension Committee. Activities of the SGIC will be reported on at the Planning, Resources, Agriculture, and Extension Committee Meetings.

- **Minutes of Smart Growth Implementation Committee Meetings**

The SGIC and the Sheboygan County Planning, Resources, Agriculture, and Extension Committee will publicly post their meeting minutes which will include information on the Comprehensive Planning Process. Residents are able to obtain a copy of these minutes from the County's website or by contacting Sheboygan County.

- **County-wide Statistical Survey**

The County will be sending out a survey to random households that will be statistically significant. This survey will be used to gauge the attitudes and concerns of the citizens of Sheboygan County. The survey will be created with the help of the SGIC and the UW-Extension. These survey results will be compared to the previous survey the County conducted in 2004, as well as the municipalities' surveys that were conducted as each community completed their comprehensive planning process.

- **Articles in Community Newsletter/Newspapers**

Articles in the *The Sheboygan Press*, *The Plymouth Review*, and possibly other County newspapers will be used for public awareness and education about planning and planning activities.

- **Community Visioning**

The County will work with the SGIC and UW-Extension to help identify the vision and goal statements for the County. These vision and goals will ultimately guide the *Comprehensive Plan* recommendations. Key stakeholder sessions will also be held in order to review the goals and vision statements and provide feedback.

- **Sheboygan County Website**

During the planning process, the County will use its website ([http://www.co.sheboygan.wi.us/html/d\\_planning.html](http://www.co.sheboygan.wi.us/html/d_planning.html)) to post the *Comprehensive Plan* and planning process information to be available to the public. This information may include the project schedule, meeting agendas and minutes, draft plan elements and reports, maps, photographs, and survey results. The website will serve as a link to residents on the planning activities of the SGIC. Residents will be able to provide input and written comments on the plan

and the planning process to County staff and committee members via an email link on the website.

The final draft of the plan and final adopted version of the plan will be distributed as required by Chapter 66.1001 of the state comprehensive planning law. The draft and final version of the plan will also be placed on the website in order to provide residents access and to receive resident input.

• **Utilize Public Input Gathered with other Planning Efforts**

The County will also use previous plans which have included elements of public input. These plans each had committees and other public input opportunities. Some of these plans include:

- Natural Areas and Critical Resources Plan (2004)
- Farmland Preservation Plan (2005)
- Sheboygan County Outdoor Recreation and Open Space Plan (2007)
- Sheboygan County Pedestrian and Bicycle Comprehensive Plan 2035 (2007)
- Individual Municipalities' Comprehensive Plans

• **Open Houses**

Sheboygan County will hold open houses throughout the County to answer questions and provide opportunities for citizens to review and comment on the *Comprehensive Plan* during the public review period.

• **Public Hearing and Written Comments for Plan Adoption**

Sheboygan County will hold a public hearing on the final draft of the *Comprehensive Plan*. This hearing will have a Class 1 Notice in the County's official newspaper, *The Plymouth Review*. The Planning, Resources, Agriculture, and Extension Committee will meet to review public comments on the final draft of the plan and make a recommendation to the County Board for adoption. Written comments on the plan will be taken from the public for a minimum of 30 days prior to the public hearing. These comments may be sent to the Planning & Resources Department, 508 New York Ave., Sheboygan, WI 53081 or emailed through the link provided on the Planning Department website. These comments will be made available for the public to view. Official responses to certain significant issues that are not already addressed in the *Comprehensive Plan* will be posted publicly for review. Adoption of the *Comprehensive Plan* shall be enacted by ordinance and comply with Section 66.1001 of Wisconsin State Statutes.

**PUBLIC PARTICIPATION TOOLS FOR PLAN IMPLEMENTATION AND AMENDMENTS**

Implementation generally involves revising ordinances and initiating policies and programs to carry out the *Comprehensive Plan*. Any ordinance revisions will be discussed in open meetings and preceded by a public hearing prior to adoption.

The County will hold information and educational meetings throughout the implementation phase of the *Comprehensive Plan*.

Some of the previous tools such as notices in *The Plymouth Review* may be re-used prior to any major amendments.

Before a plan amendment can be adopted, the Planning, Resources, Agriculture, and Extension Committee will need to hold a 30 day minimum public review period and a Class 1 public notice will need to be published before the amendment can be approved. The amendment will need to be passed by resolution by the Planning, Resources, Agriculture, and Extension Committee and by ordinance by the Sheboygan County Board of Supervisors.

**Notice to Non-Metallic Mining Operators or Interests**

To owners of non-metallic mining operations, or to persons who have a leasehold interest in property pursuant to which the persons may extract non-metallic mineral resources in or on property, Sheboygan County will provide a written summary in advance of any proposed, alternative, or amended elements of its comprehensive plan in which the allowable use or intensity of use of the property is changed by the comprehensive plan.

At least 30 days before the hearing described in 66.1001 (4) (d) is held, Sheboygan County shall provide written notice to all of the following:

1. An operator who has obtained, or made application for, a permit that is described under s. 295.12 (3) (d).
2. A person who has registered a marketable non-metallic mineral deposit under s. 295.20.
3. Any other property owner or leaseholder who has an interest in property pursuant to which the person may extract nonmetallic mineral resources, if the property owner or leaseholder requests in writing that the local governmental unit provide the property owner or leaseholder notice of the hearing described in 66.1001 (4) (d).

## **Appendix A – Public Participation Required by Statute**

### **Wisconsin Statutes, Section 66.1001(4)... Procedures for Adopting Comprehensive Plans**

A local governmental unit shall comply with all of the following before its comprehensive plan may take effect:

(a) 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. 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.

(b) The plan commission or other body of a local governmental unit that is authorized to prepare or amend a comprehensive plan may recommend the adoption or amendment of a comprehensive plan only by adopting a resolution by a majority vote of the entire commission. The vote shall be recorded in the official minutes of the plan commission or other body. The resolution shall refer to maps and other descriptive materials that relate to one or more elements of a comprehensive plan. One copy of an adopted comprehensive plan, or of an amendment to such a plan, shall be sent to all of the following:

1. Every governmental body that is located in whole or in part within the boundaries of the local governmental unit.
2. 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. (b) (intro.).
3. After September 1, 2005, the Department of Administration.
4. The regional planning commission in which the local governmental unit is located.
5. The public library that serves the area in which the local governmental unit is located.

(c) No comprehensive plan that is recommended for adoption or amendment under par. (b) may take effect until the political subdivision enacts an ordinance or the regional planning commission adopts a resolution that adopts the plan or amendment. The political subdivision may not enact an ordinance or the regional planning commission may not adopt a resolution under this paragraph unless the comprehensive plan contains all of the elements specified in sub. (2). An ordinance may be enacted or a resolution may be adopted under this paragraph only by a majority vote of the members—elect, as defined in s. 59.001 (2m), of the governing body. An ordinance that is enacted or a resolution that is adopted under this paragraph, and the plan to which it relates, shall be filed with at least all of the entities specified under par. (b).

(d) No political subdivision may enact an ordinance or no regional planning commission may adopt a resolution under par. (c) unless the political subdivision or regional planning commission holds at least one public hearing at which the proposed ordinance or resolution is discussed. That hearing must be preceded by a class 1 notice under ch. 985 that is published at least 30 days before the hearing is held. The political subdivision or regional planning commission may also provide notice of the hearing by any other means it considers appropriate. 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 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.
4. Information relating to where and when the proposed comprehensive plan or amendment to such a plan may be inspected before the hearing, and how a copy of the plan or amendment may be obtained.

(e) At least 30 days before the hearing described in par. (d) is held, a local governmental unit shall provide written notice to all of the following:

1. An operator who has obtained, or made application for, a permit that is described under s. 295.12 (3) (d).
2. A person who has registered a marketable nonmetallic mineral deposit under s. 295.20.
3. Any other property owner or leaseholder who has an interest in property pursuant to which the person may extract nonmetallic mineral resources, if the property owner or leaseholder requests in writing that the local governmental unit provide the property owner or leaseholder notice of the hearing described in par. (d).

## **Appendix B – Contact Information**

### **Sheboygan County Planning and Resources Department**

608 New York Ave.

Sheboygan WI, 53081

Phone: (920) 459-3060

Fax: (920) 459-1332

Website: [http://www.co.sheboygan.wi.us/html/d\\_planning.html](http://www.co.sheboygan.wi.us/html/d_planning.html)

### **Sheboygan County Planning and Resources Department Staff Contacts**

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