

PUBLIC PARTICIPATION PLAN FOR COMPREHENSIVE PLANNING VILLAGE OF COLOMA

INTRODUCTION

The Village of Coloma recognizing the need for comprehensive planning in accordance with the Wisconsin "Comprehensive Planning" legislation, and enjoying a long history of coordination and cooperation with the Town of Coloma, enlisted the aid of the East Central Wisconsin Regional Planning Commission (ECWRPC) in the creation of a Comprehensive Plan consistent with Section 66.1001 of Wisconsin Statutes. The Village and Town will participate in a multi-jurisdictional planning effort, to develop individual comprehensive plans (to be adopted separately by each unit). Separate committees will be formed by the Village and the Town to oversee the comprehensive planning effort and joint meetings will be held for efficiency and communication purposes.

The idea of creating a countywide plan began with the formation of the Waushara County Land Use Committee in 1994. The committee is made up of elected officials and local citizens. The county committee decided the best way to create a countywide plan was to combine the plans of the various municipalities in the county. Because the first groups of municipalities began before the state changed the definition and process to create a plan, a public participation plan was not officially created for these earlier planning efforts. Even though there was no official public participation plan, public participation was a key component in the creation of those plans. The public participation plan that follows has essentially the same public participation methods the county has been using from the beginning, but now meets the requirements of Section 66.1001, Wisconsin Statutes.

In order to facilitate public knowledge and involvement in the Comprehensive Planning process the Village of Coloma has prepared the following public participation plan. The plan was prepared in conformance with Section 66.1001(4)(a) of Wisconsin Statutes which 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 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."

GOALS OF PUBLIC PARTICIPATION PLAN

The major goals of the public participation plan are as follows:

- Provide a range of opportunities and venues for the residents of the Village of Coloma to participate in the Comprehensive Planning Process.
- Meet the standards set forth in Section 66.1001(4)(a), Wisconsin Statutes.
- Establish a formalized and recorded framework for public participation.

- Work with the Village of Coloma Smart Growth Committee, Village of Coloma Plan Commission and Village Board to create a thorough plan that can easily implement the goals and vision of the Village.

PUBLIC PARTICIPATION STRATEGY AND METHODS

Timeline

The comprehensive planning process is divided into the following eight phases or components.

Phase	Timeframe (approximate)	Description/Key Events
Organization	June – July, 2008	<ul style="list-style-type: none"> ▪ Establishment of a Village Smart Growth Committee ▪ Creation and adoption of a Public Participation Plan ▪ Creation of Comprehensive Plan Website (www.eastcentralrpc.org/planvillagecoloma)
Plan Kickoff Meeting & Visioning	August, 2008 – September, 2008	<ul style="list-style-type: none"> ▪ Kickoff meeting with Village Smart Growth Committee ▪ Creation of community questionnaire ▪ Send out press release ▪ Communitywide Vision Session ▪ Meet with Village Smart Growth Committee ▪ Review of visioning session results and development of vision statements
Inventory/Analysis And Issue Identification	August, 2008 – March, 2009	<ul style="list-style-type: none"> ▪ Inventory of the physical, social, and economic resources of the Village ▪ Identification of patterns, trends, needs and opportunities ▪ Development of background maps ▪ Meet with Village Smart Growth Committee (1 or 2 required)

Plan/Goal Alternative Development	January – June, 2009	<ul style="list-style-type: none"> ▪ Development and selection of land use alternatives, maps and the development of draft goals ▪ Meet with Village Smart Growth Committee ▪ Send out press release ▪ Conduct Communitywide Focus Group Meeting to review plan and goal alternatives, and to review of the comprehensive plan status
Plan Implementation	April – August, 2009	<ul style="list-style-type: none"> ▪ Refinement of proposed land use map ▪ Development of suggested development strategies, policies, guidelines, recommendations, timelines, alterations to existing ordinances, and future planning activities to meet established comprehensive plan goals ▪ Meet with Village Smart Growth Committee (1 or 2 required)
Intergovernmental Cooperation	July – August, 2009	<ul style="list-style-type: none"> ▪ Creation of specific techniques, programs, and activities to meet community needs will be developed as they relate to broader jurisdictional planning issues ▪ Conduct meeting with all governmental jurisdictions affected by the plan ▪ Meet with Village Smart Growth Committee
Plan Review, Public Hearing & Adoption	October – December, 2009	<ul style="list-style-type: none"> ▪ Development of draft comprehensive plan document ▪ Meet with Village Smart Growth Committee ▪ Send out press release ▪ Public 30 day public notice ▪ Public Review of draft comprehensive plan document ▪ Public informational meeting ▪ Public hearing ▪ Village Plan Commission recommendation of comprehensive plan ▪ Village Board adoption of comprehensive plan by ordinance
Plan Printing & Distribution Activities	January – March, 2010	<ul style="list-style-type: none"> ▪ Plan printing and delivery

Creation of Village (Citizen) Smart Growth (Comprehensive Planning) Committee

A citizen committee consisting of approximately 12 citizens from a variety of backgrounds will serve as the Village Smart Growth Committee. Members of the Plan Commission and the Village Board may be members of the Village Smart Growth Committee, but the chair of the committee should be a local citizen. It is felt that having a government official, an authority figure, as the chair would discourage people from offering an opposing viewpoint and hinder discussion. The Committee members may choose to invite key citizens and guest speakers to address specific issues. University of Wisconsin-Extension and East Central Wisconsin Regional Planning Commission (ECWRPC) will be available to provide educational information on topics of concern to the committee.

A representative from ECWRPC will facilitate approximately nine joint meetings with the Village Smart Growth Committee and the Town of Coloma Comprehensive Planning Committee with respect to the preparation of the comprehensive plan. Local residents and interested parties are encouraged to attend and participate in the Village Smart Growth Committee meetings throughout the comprehensive planning process. The Village Smart Growth Committee duties will include:

- Review and comment on background information and analysis;
- Assist in the identification of key issues;
- Review and incorporate the results of communitywide level visioning exercise and questionnaire into the plan;
- Review, develop, and select plan alternatives and goals;
- Formulate vision, objective and policy statements;
- Review plan implementation strategies and recommendations;
- Review draft plan document;
- Make recommendation to the Village Plan Commission regarding adoption of the plan.

Notification Methods

All meetings on the comprehensive plan shall be open to the public and the Village of Coloma shall post a notice of all meetings in accordance with Chapter 985.02(2) of the Wisconsin Statutes. An announcement of every meeting will be sent to the local newspaper(s) and radio stations by ECWRPC. Notice will also be provided on the ECWRPC website (www.eastcentralrpc.org) and a meeting agenda shall be posted by the Village Clerk at the Anna Follett Community Center and at the Coloma Post Office. Press releases will be sent by ECWRPC to the Waushara Argus for inclusion at key points in the planning process as identified in the outline above. Notice of the comprehensive planning process will be sent to owners of property, or to persons who have a leasehold interest in property pursuant to which the persons may extract non-metallic mineral resources in or on a property, in which the allowable use or intensity of use of the property is changed by the comprehensive plan (Chapter 66.1001 (4)(a) of the Wisconsin State Statutes. Notification to these individuals will be sent at the beginning of the process and during public comment and review prior to the plan adoption.

Participation at Plan Development Meetings, Informational Meetings and questionnaire

Two communitywide workshops will be held during the planning process to assist in the identification of issues, visioning, and the review of plan alternatives/goals. The first workshop will be held at the beginning of the comprehensive planning process. It will include a description of the comprehensive planning process and a SWOT (strengths, weaknesses, opportunities and threats) exercise. The purpose of the first workshop will be to identify key issues and opportunities as well as to create a vision for the Comprehensive Plan. A second communitywide workshop will be held later in the planning process to review plan alternatives and goals. It will provide an opportunity for the community to comment on the material that has been completed to date.

At the end of the comprehensive plan process a single public informational meeting will be held to provide the community with an opportunity to ask questions and comment on the draft comprehensive plan.

A questionnaire will be developed by ECWRPC and UW-Extension with input from the Village of Coloma Smart Growth Committee to solicit opinions regarding land use from local residents and property owners. This questionnaire will be developed prior to the first communitywide workshop and will be available at the workshop, at the Village of Coloma Offices and UW-Extension.

Written Comments

Written comments will be collected both electronically and on paper throughout the comprehensive planning process. A webpage (www.eastcentralrpc.org/planvillagecoloma) will be created that facilitates the electronic submission of comments. Written comments should be directed to ECWRPC at 400 Ahnaip Street, Suite 100, Menasha, WI 54952-3100, attention Kathleen Thunes or emailed to kthunes@eastcentralrpc.org. Copies of the comments will be routed to the consulting ECWRPC planner, Village of Coloma Smart Growth Committee Chair, Village of Coloma Clerk, Village of Coloma President and UW-Extension. ECWRPC will respond to the written comments by acknowledging receipt of the document and that the comments have been shared with those noted above for consideration in the final plan.

Website and Technology

A website will be created and linked to the existing ECWRPC website (www.eastcentralrpc.org/planvillagecoloma). The Village of Coloma Comprehensive Plan website will contain all documents and maps produced as part of the Comprehensive Planning process. The website will also contain meeting notices, progress reports of the comprehensive planning status and a calendar of comprehensive plan events.

PLAN ADOPTION PROCEDURES

A draft plan when complete shall be available at the Coloma and Wautoma public libraries that serve the Village of Coloma residents, the Village Clerks office, Waushara County UW-Extension Office, and the ECWRPC office. Within 30 days of the public hearing, written notice of when

and where the comprehensive plan can be inspected and how a copy of the plan can be obtained shall be sent to all persons who have registered, obtained, made an application for or received a permit for a non-metallic mining deposit as specified in Chapter 66.1001(4) of the Wisconsin Statutes.

The Village will publish a class one notice at least 30 days prior to the public hearing. The notice shall include the date, time, and place of the public hearing, a summary of the comprehensive plan, as well as where the draft comprehensive plan document can be viewed. ECWRPC shall provide a copy of the draft plan (in CD-ROM form) to adjacent and overlapping governments, WisDOT and DNR as required by statute, and to members of the participating public as requested. ECWRPC may charge the public for paper copies of the comprehensive plan in an amount equal to the costs of time and material to produce such copies. The draft comprehensive plan will also be available on the Village of Coloma Comprehensive Plan website.

The Village of Coloma Plan Commission will adopt a resolution to recommend that the draft plan to both the Village Board, after the public informational meeting and public hearing. A public hearing will be held in accordance with Wisconsin Statutes 66.1001(4)(d) prior to Village Board approval of the comprehensive plan. Staff from ECWRPC will attend the public hearing and present a summary of the draft plan prior to testimony submittal. Subsequent to the Public Hearing and on the recommendation from the Plan Commission, the Village Board shall enact an ordinance adopting the Village of Coloma Comprehensive Plan. The Village of Coloma shall send a copy of the ordinance and a copy of the adopted plan in bound or CD-ROM format to all governmental units located in whole or partially within the boundaries of the Village of Coloma, the clerk of all adjacent governmental units, the Wisconsin Department of Administration, the local public libraries serving the Village of Coloma, WisDOT, WDNR and adjacent regional planning commissions.