

Town of Richford, Waushara County, WI Public Participation Plan

Purpose

The purpose of this Public Participation Plan is to outline the process and ways in which the public will be invited to participate in developing a comprehensive plan in accordance with 66.1001 of the Wisconsin Statutes. The Town of Richford is participating in a countywide comprehensive planning process with Waushara County that includes preparing comprehensive plans for adoption at the local level followed by preparation and adoption of a countywide plan.

Process

Public participation will be largely driven by public meetings. Meetings will be held for each of the participating local municipal governments, in three sub areas, and at the county level. The planning process occurs over three phases.

Phase 1 will begin with a Public Information Meeting in each of the three sub areas. Those communities that have already completed their plans will also be included in the sub area meetings. Everyone will have the opportunity to express their opinions in small groups during this event. After these meetings are complete, there will be Local Kick-Off meetings for the following communities:

- | | |
|-----------------|-------------------|
| - T. Plainfield | - T. Springwater |
| - T. Oasis | - T. Mt. Morris |
| - T. Hancock | - T. Saxeville |
| - V. Hancock | - T. Leon |
| - T. Richford | - Waushara County |

After the Local Kick-Off meetings, Phase 2 will begin. The Town of Richford will meet to review each element of the comprehensive plan as desired. These meetings will be properly noticed and open to the public.

At the mid-point of the process, a second Public Meeting Information meeting will be held in each sub area to discuss the progress of the countywide plan. This meeting will discuss countywide policies and possible ordinances for development based on local plans and countywide needs. After the second Public Information Meeting, the Planning Committee will meet to review the remaining comprehensive plan elements.

When all comprehensive plan elements have been finalized, a third Public Information Meeting will be held in each of the three sub areas to present the Land Use Plan and Implementation Tools.

In Phase 3 local governments will each adopt their plan and distribute draft and final copies to the appropriate state-required entities.

Citizen Comprehensive Planning Committee/ Plan Commission

The Town of Richford will appoint a Planning Committee to oversee the development of the comprehensive plan. If a committee chair is appointed, he or she should be a local citizen. The committee may invite key citizens to participate in discussions based on specific issues. These individuals will not be required to remain active members throughout the process. All Planning Committee meetings will be properly noticed and open to the public. Members of the public are encouraged to attend.

Public Informational Meetings

Local residents, interested parties, and non-committee members are encouraged to participate as equals and attend county public information meetings throughout the process. This is the primary public participation method for disseminating progress made on the countywide comprehensive plan. These meetings will occur at key benchmarks in the planning process with one meeting held in each sub area. Agendas will be posted at the Town Hall or bulletin board. The meeting dates may also be listed on the Waushara County UW-Extension website and announced in local media.

Citizen Questionnaire

As part of the information gathering process, the citizen questionnaires that were previously analyzed for the land management plan will be incorporated into the comprehensive plan. The information will be used to prioritize the state's comprehensive planning goals for local and countywide application. Outcomes of the questionnaire will be tested at the first Kick-Off meeting to ensure current desires still reflect the citizen questionnaire outcome.

Distribution of Draft Copies

Drafts of the plan will be available to local Planning Committees for review after each element has been written. Drafts will also be available electronically on the Waushara County UW-Extension website. Members of the public are encouraged to attend Planning Committee meetings where elements are reviewed. Extra copies of comprehensive planning elements may be available at the municipal building if demand for these documents is observed by the Planning Committee.

County Land Use Committee

The County Land Use Committee will be the steering committee that leads the development of the countywide plan. This committee includes representatives from each municipality in Waushara County. The County Land Use Committee will utilize direction from local plans to review the countywide document. Members of the public are encouraged to attend meetings of the County Land Use Committee. These meetings will be advertised in accordance with county protocol.

Informational Presentations at Local Organizational Meetings

UW-Extension may be invited to speak to local organizations on the planning process and other related issues. Members of local organizations and the citizenry are encouraged to read the papers, look for updates on the UW-Extension Waushara County website, and look at draft copies of the plan to stay informed about the comprehensive planning process.

Informational Brochures and Website on Comprehensive Planning

UW-Extension has produced some general informational brochures on planning and public participation. With the assistance of the Planning Committee, the brochures can be distributed to local libraries, business, and other public locations as desired. In addition, a display with the brochures may be put up at the Waushara County Fair. To keep the public regularly informed, a web site maintained by UW-Extension Waushara County will provide additional information on planning, the meeting dates of the local Planning Committees and the activities of the County Land Use Committee.

Public Hearing

A formal public hearing on the proposed Comprehensive Plan Ordinance will be held by the Town Board prior to recommendation and approval of the Plan.

A public notice containing a summary of the Comprehensive Plan will be published in the Town's official newspaper at least 30 days prior to the Town public hearing.

The entire proposed Comprehensive Plan will be available for public review at the Town Hall Office at least 30 days prior to the Town Board public hearing.

Other ways information will be collected

Written comments will be accepted throughout the planning process either electronically or on paper. Comments may be sent to the consultant, the Waushara County UW-Extension office, the Planning Committee, or the town clerk. For comments sent to the Town, a Town Official will respond by acknowledging receipt of the written comments at a Planning Committee meeting.

Town of Richford Comprehensive Plan Adoption Process

The Town of Richford will follow the procedures for adopting the comprehensive plan as listed in §66.1001(4)(a). The first step in the adoption process is being met by the adoption of this document that details written procedures that are designed to foster public participation throughout the comprehensive planning process.

Robert M. Wedell, Town Chairman

Attest: _____
Julia Staehler, Clerk

Approved by the Town of Richford, Board of Supervisors on: _____