

**APPENDIX A:**  
**CITIZEN PARTICIPATION PLAN**



## **Waushara County Multi-Jurisdictional 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 County is participating in a countywide comprehensive planning process with the other participating local municipal governments that includes preparing comprehensive plans for adoption at the local level followed by preparation and adoption of a countywide plan. Waushara County desires a bottom-up approach that will include consensus and capacity building. The hope is that the combined efforts of the municipal governments and their residents will provide direction for future countywide decision-making.

### **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. Oasis
- T. Hancock
- V. Hancock
- T. Richmond FORD
- T. Springwater
- T. Mount Morris
- T. Saxeville
- T. Leon
- Waushara County

After the Local Kick-Off meetings, Phase 2 will begin. The each town will meet to review each element of the comprehensive plan as desired. These meetings will be properly noticed and open to the public. A meeting to discuss the countywide document will occur after local meetings have been completed.

At the mid-point of the process, a second Pubic 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 County Land Use 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 and the county will each adopt their plan and distribute draft and final copies to the appropriate state-required entities

### **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.

### **Public Informational Meetings (PIM)**

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. The meeting dates will be listed on the Waushara County UW-Extension website and announced in local media including press releases published at least two weeks prior to the meeting date. A summary of the events and outcomes at each PIM will be posted to the website.

### **Citizen Questionnaire**

As part of the information gathering process, the citizen questionnaires that were previously analyzed for municipal land management plans will be evaluated as part of the countywide 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 at each local government to ensure current desires still reflect the citizen questionnaire outcome.

### **Distribution of Draft Copies**

Drafts of the plan will be available to the County Land Use Committee 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 County Land Use Committee meetings where elements are reviewed. Extra copies of comprehensive planning elements may be available at the meeting if demand for these documents is observed by the County Land Use Committee.

### **Informational Presentations at Local Organizational Meetings**

UW-Extension may be invited to speak to local governments on the countywide 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 County Land Use Committee, the brochures may 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 comprehensive planning, the meeting dates, and any other activities deemed appropriate by the County Land Use Committee.

**Public Hearing**

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

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

The entire proposed Comprehensive Plan will be available for public review at the Waushara County Courthouse at least 30 days prior to the public hearing. Additionally, plan copies will be sent to the parties identified in State Statute 66.1001 4(b). These include all adjacent and overlapping jurisdictions, nonmetallic mineral extraction operators, and local libraries. Copies will be sent in digital format unless otherwise specified by the County Land Use Committee.

**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 County Land Use Committee, or the county clerk. All comments received will be acknowledged at a County Land Use Committee meeting and recorded in the minutes.

**Waushara County Comprehensive Plan Adoption Process**

Waushara County 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.

  
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Norm Weiss, County Board Chair

Attest:   
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John Benz, County Clerk

Approved by the Waushara County Board of Supervisors on: December 09, 2008