

Appendix A

Town of Willard Public Participation Procedures

A. Background

The Town of Willard recognizes the need to engage the public in the comprehensive planning process. These procedures set forth the techniques the Town will use to meet the goal of public participation. Therefore, these procedures form the basic framework for achieving an interactive dialog between citizens and local decision-makers. The adoption of written procedures to foster public participation is a task necessary in meeting the requirements of Wisconsin's Comprehensive Planning Legislation (1999 Wisconsin Act 9 and technical revisions). Willard will comply with the procedures as appropriate to the situation. As the planning process develops, it should be expected that deviations from these procedures may occur.

B. Objectives

The following is a list of objectives for public participation that Willard would like to achieve throughout the development and subsequent adoption of the Town of Willard Comprehensive Plan:

- That the residents of Willard become aware of the importance of participating in the development of the Comprehensive Plan.
- That the public participation process be designed to engage all aspects of the Town.
- That the public has opportunities to provide input (both formally and informally) to the local Plan Commission and the Town Board.
- That the public has access to all technical information and any analysis performed throughout the planning process.
- That members or the Town government have input from the broadest range of perspectives and interests in the Town as possible.
- That input is elicited through a variety of means (electronic, printed and oral) in such a way that it may be carefully considered and responded to.
- That this process of public involvement strengthens the sense of community present in the Town of Willard.
- The goal will be to inform, consult and involve the public during each phase of the planning process. Hopefully, this will help balance the issues relating to private property rights.

C. Techniques

The public participation procedures for the comprehensive planning process will incorporate the following techniques:

1. All meetings for the planning process will be open to the public and posted.
2. Periodic press releases to the media and other outlets may occur to promote the meetings.
3. Planning meeting minutes and any proposed, alternative or amended elements of the plan will be maintained and available at the Town Hall.
4. Written notices will be distributed that include proposed, alternative, or amended elements of the plan to owners of property, or to persons who have a leasehold interest in property pursuant to which they may extract non-metallic mineral resources in or on property, in which the allowable use or intensity of use of the property is changed by the Comprehensive Plan.
5. All planning meetings will have comment sheets available.
6. A community survey of residents regarding land uses issues will take place in the early stages of the plan process to seek input.

D. Plan Adoption

The Plan Commission must recommend the adoption or amendment to the Comprehensive Plan to the Town Board of Supervisors only by adopting a resolution by the majority vote of the entire commission. The vote will be recorded in the official minutes of the Plan Commission. The plan that is recommended by the Plan Commission will not take effect until the Town Board of Supervisors holds at least one (1) public hearing at which the proposed ordinance is discussed. After which the board can enact an ordinance that adopts the plan.

Public Hearing Procedures

In accordance with CH. 985 Wis. Statutes, a class 1 notice will be published at least 30 days before the hearing with the Town Board is held with the following information:

1. The date, time, and place of the hearing;
2. A summary, which may include a map, or the proposed Comprehensive Plan or amendment to the plan;
3. The name of an individual who may provide additional information regarding the proposed ordinance or plan; and
4. Information relating to where and when the proposed Comprehensive Plan or amendment to such plan may be inspected before the hearing, and how a copy of the plan or amendment may be obtained.

At least 30 days before the hearing is held, the Town of Willard shall provide written notice to all or the following:

1. An operator who has obtained, or made an 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 who has an interest in property pursuant to which the person may extract non-metallic mineral resources, of the property
3. Any other property owner or leaseholder requests in writing that the Town of Willard provide them with a notice of the public hearing.

After the notice of the hearing has been published, written comments on the plan may be forwarded to the Town Clerk.

1. Written comments will be accepted up until the public hearing and will be addressed at the hearing.
2. One copy of an adopted Comprehensive Plan, or of an amendment to such a plan, shall be sent to all of the following:
 1. Each 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.
 3. 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 government is located.