

Town of Washington Comprehensive Plan

Public Participation Procedures

The Town of Washington's Comprehensive Plan is the document that guides future planning and development in the town. As public involvement is the cornerstone of any good community plan, it will be a critical component for this project as well. In accordance with Wisconsin State Statute 66.1001(4), which defines "Procedures for Adopting Comprehensive Plans," these adopted written procedures are designed to foster public participation, including open discussion, communication programs, information services, and public meetings and shall apply to the adoption and any amendments to the Town of Washington Comprehensive Plan.

A comprehensive plan, while rooted in technical analysis, is also extensively based on the community's local values. The plan should reflect (1) how the community envisions growing and (2) what they want their community to become. Accordingly, the Town of Washington and the Bay-Lake RPC will solicit input from the public, from stakeholders, and from other local officials to ensure the Washington Comprehensive Plan is a statement of the community's desired vision and identity. The planning process will rely on a range of activities and efforts to access that input. Primary activities and efforts typically include:

- Zoning and Planning Committee meetings
- Community surveys/workshops
- Public meetings/open houses
- Public hearing (1) and public comment period

The primary engagement activities, as well as other secondary activities that may be used, are discussed in more detail in the sections below.

Zoning and Planning Committee Meetings

The comprehensive plan planning process will involve meetings with the Town's Zoning and Planning Committee, or other committee as assigned by the Town Board. These public meetings provide a forum where citizens can learn about the comprehensive plan, its components, and express their desires of what should be incorporated into the plan. Public notices shall be posted at appropriate locations to increase the likelihood of public participation.

Committee members will have the opportunity to hear public feedback and make consensus decisions on the elements of the comprehensive plan.

Before or following many of the meetings, committee members will receive draft elements or components of the comprehensive plan to review and comment on.

Town board members are encouraged to attend Zoning and Planning Committee meetings to stay informed on the status of the plan.

Community Survey and Nominal Group Exercise

An online survey may be created for property owners and stakeholders of Washington to provide their insights on the future of the town, what they wish to be incorporated in the plan, and identify points of interest and importance in the town. This insight will help guide the creation of the comprehensive plan. Postcards, informational flyers, or other correspondence may be used to promote the link to the survey and instructions for where the public can get a hard copy of the survey, if necessary.

A nominal group exercise can also be utilized to gather public input for the plan. This would involve facilitation of several groups at an open meeting. Issues from each group would be collected and ranked to determine common themes to be addressed in the plan.

Project Webpage Updates

The Town of Washington may host a project specific webpage on their website. The webpage would provide an opportunity for the community to learn about the project and planning process. It would also allow the Town of Washington to provide regular updates on the progress of the comprehensive plan, share current drafts of the plan, and distribute key information.

Social Media Presence

The Town of Washington maintains a social media presence and may choose to post updates or outreach questions on platforms such as Facebook. The Town of Washington would manage its social media presence or coordinate and cooperate with additional organizations that could assist with providing content.

Informational Flyers

Flyers and pamphlets provide valuable information on the planning process and describe how the public can participate during the comprehensive planning process.

Email and Newsletters

Members of the public who are subscribed to receive regular email updates and newsletters from the town could be sent updates on the plan progress and information on public participation opportunities.

School District

An opportunity for information sharing is possible between the Town of Washington and the Washington Island School District. The school may assist with the planning process by promoting the plan or serving as a secondary source for information distribution.

Public Access and Public Comment on Draft Document

In all cases, Wisconsin's open records law will be complied with. During the public review period for the comprehensive plan, a copy of the draft plan will be made available at the Town Office/Community Center for public inspection, or another location designated by the town. The public is encouraged to submit written comments on the plan or any suggested amendments to the plan. Written comment should be addressed to the Town Clerk who will record the transmittal and forward copies of the comments to Zoning and Planning Committee for consideration. The Zoning and Planning Committee shall respond to written comments either individually or collectively by type of comments. The Zoning and Planning Committee responses may be in the form of written or oral communication, or by a written summary of the town's disposition of the comments in the comprehensive plan.

Open House

An open house provides the opportunity for the public to view and provide comments on the final product of the comprehensive planning process. The open house is typically held prior to the required public hearing.

Public Hearing and Public Comment Period

The required public hearing will allow members of the public to make direct comments to the town on the nature of the comprehensive plan. The public hearing will be preceded by a Class 1 notice under ch. 985 that is published at least 30 days before the hearing is held. 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.
3. The name of an individual employed by the Town of Washington who may provide additional information regarding the proposed ordinance.
4. Information relating to where and when the proposed comprehensive plan may be inspected before the hearing, and how a copy of the plan may be obtained.

Upon the day of publication of the public hearing notice, copies of the plan will be made available for public review at a desired location in the community or at the Town Office/Community Center. An electronic version of the proposed plan will also be made available to the public via the town's website. Written comments on the plan from members of public will be accepted by the Zoning and Planning Committee at any time prior to the public hearing and at the public hearing.

Town of Washington Zoning and Planning Committee Adoption of Plan by Resolution

The town Zoning and Planning Committee will recommend the adoption or amendment of the comprehensive plan only by the adoption of a resolution by a majority vote of the entire Zoning and Planning Committee at a regularly scheduled and publicly noticed meeting of Zoning and Planning Committee in accordance with s. 66.1001 (4) b. The vote shall be recorded in the official minutes of the Zoning and Planning Committee. The resolution shall refer to maps and other descriptive materials that relate to one or more elements of the Comprehensive Plan.

Adoption of Comprehensive Plan by Town Board

Following at least one public hearing and after adoption of a resolution by the Zoning and Planning Committee, the Town Board will adopt the Comprehensive Plan by ordinance. A majority vote of the members-elect is necessary for adoption.

Distribution of the Adopted Plan

In accordance with State Statute 66.1001(4), Procedures for Adopting Comprehensive Plans, one copy of the adopted comprehensive plan or amendment shall be sent to the following:

1. Every governmental body that is located in whole or in part within the boundaries of the local governmental unit.
2. Every local governmental unit that is adjacent to the local governmental unit which is the subject of the plan.
3. The Wisconsin Department of Administration
4. The Bay-Lake Regional Planning Commission
5. The public library that serves the Town of Washington.

Additional Steps for Public Participation

The Town reserves the right to take additional steps, means, or methods to gain additional public participation and/or additional understanding of the Comprehensive Plan and the process of its development and adoption.

State Statutes

Where there is a conflict with these written procedures and provisions of s. 66.1001 (4) *Procedures for Adopting a Comprehensive Plan*, the state statutes apply.

Amendments

The Town Board may amend these procedures from time to time.

ACKNOWLEDGEMENT:

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**Town of Washington
Door County, Wisconsin**

Resolution No. _____

RESOLUTION ADOPTING PUBLIC PARTICIPATION PROCEDURES

WHEREAS, the Town of Washington is preparing a Comprehensive Plan under Wis. Stats. 66.1001, and;

WHEREAS, the Town of Washington may amend the Comprehensive Plan from time to time, and;

WHEREAS, Wis Stats 66.1001 (4) requires a governing body of a local unit of government adopt written procedures designed to foster public participation in the adoption or amendment of a comprehensive plan and;

WHEREAS, the town has prepared and publicly reviewed such written procedures entitled *Town of Washington Comprehensive Plan, Public Participation Procedures*

NOW THEREFORE BE IT RESOLVED, the Town Board of the Town of Washington officially adopts *Town of Washington Comprehensive Plan, Public Participation Procedures*

Adopted this _____ of _____, 2023.

Approved:

Hans Lux, Town Chairperson

Attest:

Alexandria McDonald, Town Clerk/Treasurer