

TOWN OF BRILLION

PUBLIC PARTICIPATION PROCEDURES AND PLAN ADOPTION

Public Participation Procedures

The Town of Brillion, Calumet County, Wisconsin, in order to provide the greatest amount of public involvement possible, and to meet the provisions of Section 66.1001(4) (a) Wis. Stats., has adopted the following Public Participation Procedures. It is the intent of these procedures to provide opportunities for the public to be meaningfully involved in our efforts throughout the planning process.

The Town Board has designated the Town of Brillion Land Use Committee to lead this public involvement effort. This committee includes more than a dozen volunteers from the local business community, farmers, residents from Forest Junction, and the Town Chairman. It shall be the responsibility of this committee to:

- Make available to the public, information about the planning process and copies of plan documents. This information shall be made available in the most suitable variety of media possible, including newsletters, public meetings, workshops and the Internet.
- Recommend the adoption of the Public Participation Procedures.
- Actively solicit comments and suggestions from the residents of the town, neighboring governmental units, school and special purpose districts serving residents of the town, Calumet County, East Central Wisconsin Regional Planning Commission, Wisconsin Department of Natural Resources, Wisconsin Department of Transportation, Wisconsin Land Council, the University of Wisconsin Extension (UW-EX) and the general public. As part of this effort, the committee, in cooperation with the UW-EX shall conduct a survey to obtain resident opinions on comprehensive planning and the town's Strengths, Weaknesses, Opportunities and Threats.
- Work closely with the consultant hired by the town to prepare the Comprehensive Plan.

All meetings on the comprehensive plan shall be open to the public and duly posted pursuant to Ch. 985.02(2). The public hearing shall be published as a class 1 notice, pursuant to Ch. 985.02(1) at least 30 days prior to the hearing. The class 1 notice shall include the following: (1) date, time and place of the hearing, (2) a summary of the proposed Comprehensive Plan, (3) the name of the town employee who may provide additional information regarding the plan, and (4) where and when a copy of the proposed Comprehensive Plan may be viewed prior to the hearing, and how a copy of the plan may be obtained.

Copies of the proposed Comprehensive Plan shall be made available for viewing by the general public at the same time as the hearing notice is published. Copies of the proposed plan shall be available from the Town Clerk and at the City of Brillion Public Library (326 North Main Street, Brillion, WI). After the notice of the public hearing has been published, those wishing to submit written comments on the plan may do so until two weeks prior to the public hearing. Comments on the draft plan should be submitted to: Ms. Mary Eickert, Chair, Town of Brillion Land Use Committee, N8865 Tiffany Lane, Brillion, WI. Written comments will be addressed at the public hearing and will be given the same weight as oral testimony.

Plan Adoption

Town Board - Based on the recommendation of the Land Use Committee and comments received at the public hearing, the Town Board, by majority vote, shall enact an ordinance adopting the Comprehensive Plan. A copy of the ordinance and adopted plan shall be sent to neighboring units of government, school and special purpose districts serving residents of the town, Calumet County, East Central Wisconsin Regional Planning Commission, Wisconsin Department of Natural Resources, Wisconsin Department of Transportation, the University of Wisconsin Extension (UW-EX), the Wisconsin Land Council and the City of Brillion Public Library. A copy of the resolution and adopted plan shall be available for inspection at the office of the Town of Brillion Clerk. Copies of the Comprehensive Plan may be purchased from the Town Clerk at a cost of \$30.00 each.

Planning Commission - To assist the Town Board in implementing the provisions of the Comprehensive Plan, the Town Board shall establish a Planning Commission. The Planning Commission shall consist of five (5) members, serving staggered three-year terms. The Town Board Chair shall appoint Planning Commission members in the month of April at the town's annual meeting. The Town Board Chair shall appoint the Planning Committee Chair from the Planning Commission membership. No more than two members of the commission shall be Town Board members.

From time to time, but not less than once every ten (10) years, the Planning Commission shall review the Comprehensive Plan for potential changes, additions or corrections. The Planning Commission shall also be responsible for recommending Comprehensive Plan amendments to the Town Board on a majority vote of it's entire membership.

CITY OF BRILLION PUBLIC PARTICIPATION PROCEDURES AND PLAN ADOPTION

ADOPTED OCTOBER 8, 2001

Public Participation Procedures

The City of Brillion, Calumet County, Wisconsin, in order to provide the greatest amount of public involvement possible, and to meet the provisions of Section 66.1001(4) (a) Wis. Stats., has adopted the following Public Participation Procedures. It is the intent of these procedures to provide opportunities for the public to be meaningfully involved in our efforts throughout the planning process.

The City Council has designated the City of Brillion Plan Committee to lead this public involvement effort. This committee includes members of the City of Brillion Planning Commission, the Mayor, City Administrator, Director of Community Development, Brillion School District Superintendent, representatives from the local utility providers, residents and business owners. The committee was established by the Planning Commission to include broad representation from the city's varied geographic, political, business, and social circles.

It shall be the responsibility of this committee to:

- Make available to the public, information about the planning process and copies of plan documents. This information shall be made available in the most suitable variety of media possible, including newsletters, public meetings, workshops and the Internet.
- Recommend the adoption of the Public Participation Procedures.
- Actively solicit comments and suggestions from the residents of the city, neighboring governmental units, school and special purpose districts serving residents of the city, Calumet County, East Central Wisconsin Regional Planning Commission, Wisconsin Department of Natural Resources, Wisconsin Department of Transportation, Wisconsin Land Council, the University of Wisconsin Extension (UW-EX) and the general public. As part of this effort, the committee shall conduct a survey to obtain resident opinions on comprehensive planning and the City's Strengths, Weaknesses, Opportunities and Threats.
- Work closely with the consultant hired by the city to prepare the Comprehensive Plan.

All meetings on the comprehensive plan shall be open to the public and duly posted pursuant to Ch. 985.02(2). The public hearing shall be published as a class 1 notice, pursuant to Ch. 985.02(1) at least 30 days prior to the hearing. The class 1 notice shall include the following: (1) date, time and place of the hearing, (2) a summary of the proposed Comprehensive Plan, (3) the name of the city employee who may provide additional information regarding the plan, and (4) where and when a copy of the proposed Comprehensive Plan may be viewed prior to the hearing, and how a copy of the plan may be obtained.

Copies of the proposed Comprehensive Plan shall be made available for viewing by the general public at the same time as the hearing notice is published. Copies of the proposed

plan shall be available from the City Clerk's Office (130 Calumet Street, Brillion, WI 54110) and at the City of Brillion Public Library (326 North Main Street, Brillion, WI). After the notice of the public hearing has been published, those wishing to submit written comments on the plan may do so until two weeks prior to the public hearing. Comments on the draft plan should be submitted to: Ms. Heather Zander, Community Development Director, City of Brillion, 130 Calumet Street, Brillion, WI 54110. Written comments will be addressed at the public hearing and will be given the same weight as oral testimony.

Plan Adoption

City Council - Based on the recommendation of the Brillion Plan Committee and comments received at the public hearing, the City Council, by majority vote, shall enact an ordinance adopting the Comprehensive Plan. A copy of the ordinance and adopted plan shall be sent to neighboring units of government, school and special purpose districts serving residents of the city, Calumet County, East Central Wisconsin Regional Planning Commission, Wisconsin Department of Natural Resources, Wisconsin Department of Transportation, the University of Wisconsin Extension (UW-EX), the Wisconsin Land Council and the City of Brillion Public Library. A copy of the resolution and adopted plan shall be available for inspection at the office of the City of Brillion Clerk. Copies of the Comprehensive Plan may be purchased from the City Clerk at a cost of \$30.00 each.

Planning Commission – The City of Brillion Planning Commission shall assist the City Council in implementing the provisions of the Comprehensive Plan.

From time to time, but not less than once every ten (10) years, the Planning Commission shall review the Comprehensive Plan for potential changes, additions or corrections. The Planning Commission shall also be responsible for recommending Comprehensive Plan amendments to the City Council on a majority vote of its entire membership.