
Town of Buchanan
Smart Growth
Public Participation Plan & Adoption Procedures

Introduction

The purposes of this Public Participation Plan are

- to ensure members of the Buchanan Community have full opportunity to contribute to the development of its *Town of Buchanan Comprehensive Plan* and that “all voices will be heard,”
- to keep the public continually informed during the development of the *Town of Buchanan Comprehensive Plan*, and
- to meet the requirements of Wisconsin’s “Smart Growth Law (Wis. Stat. § 66.1001(4)(a)).

Purpose and Intent

The purpose of this public participation plan is to foster public participation— including open discussion, communication programs, information services and public meetings for which advance notice has been provided—in every stage of the preparation of the *Town of Buchanan Comprehensive Plan*. These written procedures provide for a wide distribution of proposed, alternative or amended plan elements and provide an opportunity for written comments on the plan to be submitted by members of the public to the Town and for the Town to respond to such written comments. The intent of these procedures is to inform the public that resides in and near Buchanan, as well as all other stakeholders and potentially affected entities (both private and public), of opportunities to participate and to provide these people and entities with multiple, alternative methods for participating.

Plan Commission Meetings

The Plan Commission will include opportunities for public participation on the agendas for all of its planning meetings. Meeting agendas will be posted by the commission’s chairperson (or her or his designee) at Town Hall (and other official locations) at least 24 hours before the scheduled start of each meeting.

Kick-Off Meeting

The Plan Commission will use mailed post card invitations to local land owners, the project web site, and a general media release to invite the public to attend a “kick-off” meeting. At this meeting, the public will be informed of future opportunities to participate in the planning process. In addition, those in attendance will be asked to identify qualities of Buchanan that they value and to identify Buchanan’s strength’s, weaknesses, opportunities, and threats. Results from the Town’s survey will also be presented at this meeting along with some basic 2000 U.S. Census Data.

Vision Session

After the Kick-Off Meeting, the Plan Commission, business owners, residents and other stakeholders will work to develop an overall 2025 vision for the Town of Buchanan, as well as, individual visions for each of the required Smart Growth Elements (e.g. housing, transportation, economic development, intergovernmental cooperation, land use, utilities & community facilities, agricultural, natural & cultural resources, implementation). Together, these visions will serve as the mission for planning in Buchanan. They will describe desired future conditions in the Town. This meeting date will be announced at the kick-off meeting and on the project web site.

Intergovernmental Meeting

In addition to an announcement on the project web site and a media release, OMNNI Associates (the Town's planning consultant) will send invitations to the intergovernmental meeting to:

- Wrightstown Community, Appleton, Kaukauna, and Kimberly School Districts;
- Outagamie County, Calumet County, Brown County, City of Appleton, City of Kaukauna, Village of Kimberly, Village of Combined Locks and Town of Kaukauna Clerks.
- East Central Wisconsin Regional Plan Commission;
- The Outagamie County Planner; and
- Representatives of the Wisconsin Department of Transportation and the Wisconsin Department of Natural Resources.

At the meeting, participants will be given the opportunity for mutual exchange of ideas and recommendations to address any conflicts. This meeting will include a "visioning" exercise to facilitate discussion among participants.

Information & Listening Element Workshops

For these meetings, an announcement will be posted on the project web site, an announcement will be officially posted at the Town Hall, and identified stakeholders with an interest in a particular element will be invited to attend the particular plan element that is the subject of the workshop. At each workshop, participants will review and discuss a preliminary draft of the relevant chapter of the plan.

Map Forum

The Plan Commission will use a media release, a mailed postcard invitation to local landowners, and the project web site to invite the public to attend a map forum. During this event, participants will have the opportunity to view maps from the plan. In addition, OMNNI Associates will facilitate a "cognitive mapping" exercise in which participants will be invited to draw their own future land use maps of the Town.

Media Releases and Web Sites

Periodically during the planning process, media releases will be provided to area newspapers to publicize the planning program. In addition, an interactive web site will be provided via links from the OMNNI web site (www.OMNNI.com) in an effort to keep the public informed.

The web page will include meeting schedules, summaries of past meetings, draft maps and plan chapters, and general education materials about the Smart Growth Law. A hyperlink to an e-mail address will be available for interactive feedback on the Comprehensive Plan. The site will be updated at least once a month to ensure that the information was current.

Open House

The purpose of the plan “open house” is to display the plan maps and text in an informal setting. The maps and plan text will be on display for interested residents to review at their own pace. This meeting will allow participants to share their ideas in a setting that is less formal than a public hearing.

Public Hearing

The Town will use the project web site, a media release and official postings to invite the public to attend the public hearing that will precede formal adoption of the plan by ordinance by the Town Board. At the public hearing, the OMNNI Associates will summarize:

- (1) why the project is being done in the first place,
- (2) the range of alternatives along with the recommended alternatives,
- (3) an inventory and evaluation of the impacts of each alternative, including the interests and who will experience those impacts, and
- (4) reactions to the proposed course of action.

Following this presentation, the public will have an opportunity to testify about the plan.

Public Meetings, Notices and Comment

All meetings on the comprehensive plan shall be open to the public and duly posted pursuant to Wis. Stat. § 985.02(2). The public notice announcing the required public hearing on the plan adoption ordinance shall be published as a class 1 notice, pursuant to Wis. Stat. § 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) the adoption ordinance
- (3) the name of the representative who may provide additional information regarding the plan, and
- (4) where and when a copy of the recommended comprehensive plan and ordinance may be viewed prior to the hearing, and how a copy of the plan may be obtained.

Copies of the *Recommended Town of Buchanan Comprehensive Plan* and adoption ordinance shall be made available for viewing by the general public for the full 30-day comment period. Copies of the recommended plan and adoption ordinance shall be

available at the office of the Town Clerk, at the Kaukauna Public Library, 111 Main Street, Kaukauna, Wisconsin 54130, and on the OMNNI web site (www.OMNNI.com). Members of the public who want to obtain their own copy of the recommended plan may submit a written request and pay duplication costs.

A copy of the plan and adoption ordinance shall be sent to neighboring units of government, school districts serving residents of the Town, Outagamie County, Calumet County, Brown County, East Central Wisconsin Regional Plan Commission, Wisconsin Department of Natural Resources, Wisconsin Department of Transportation, the Wisconsin Land Council (c/o the Wisconsin Department of Administration) at least 30-days prior to the plan public hearing. Special notification letters of plan availability will also be sent to local quarry operators.

After the notice of the public hearing has been published, those wishing to submit written comments on the plan may do so until one week prior to the public hearing. Written comments on the recommended plan should be submitted to the Town Clerk and/or OMNNI Associates. Written comments received prior to the public hearing will be addressed at the hearing and will be given the same weight as oral testimony. A review of the proposed revisions of the *Recommended Town of Buchanan Comprehensive Plan* will be completed at the public hearing. All approved revisions will be posted on OMNNI Associates' web site in the meeting summary and included in the official minutes of the public hearing.

Plan Adoption

Town Board –

Based on the recommendation of the Town Plan Commission, the Town Board, will host a public hearing to consider comments on the plan document and the adoption ordinance. By majority vote, the Town Board shall enact an ordinance adopting the *Town of Buchanan Comprehensive Plan*.

A copy of the adopted ordinance and adopted plan shall be sent to neighboring units of government, school districts serving residents of the Town, Outagamie County, Calumet County, Brown County, East Central Wisconsin Regional Plan Commission, Wisconsin Department of Natural Resources, Wisconsin Department of Transportation, the Wisconsin Department of Administration and the Wisconsin Land Council.

Plan Commission –

The Town of Buchanan Plan Commission shall assist the Town Board in implementing the provisions of the *Town of Buchanan Comprehensive Plan*.

From time to time, but not less than once every five (5) years, the Plan Commission shall review the comprehensive plan for potential changes, additions or corrections. The Plan Commission shall also be responsible for recommending comprehensive plan amendments to the Town Board on a majority vote of its entire membership.