

## ***PUBLIC PARTICIPATION PROCEDURES AND PLAN ADOPTION***

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### **Introduction**

In order for the public to be kept informed throughout the process of developing the *Town of Sevastopol Comprehensive Plan*, and to meet the requirements of Wisconsin's "Smart Growth Law" (Ch. 66.1001(4)(a) Wis. Stats.), the Town of Sevastopol has prepared the following public participation plan.

### **Smart Growth Law Requirements – Ch. 66.1001(4)(a) Wis. Stats.**

"The governing body of a local government unit shall adopt written procedures that are designed 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 a comprehensive plan. The written procedures shall provide for wide distribution of proposed, alternative or amended elements of a comprehensive plan and shall provide an opportunity for written comments on the plan to be submitted by members of the public to the governing body and for the governing body to respond to such written comments."

### **Intent**

The Town of Sevastopol, in its comprehensive planning process, desires to make the opportunity for public participation, input and contribution available to its residents and to all interested and/or potentially affected parties, public and private, within and surrounding the Town of Sevastopol. The Town will develop a fair, consensus-based plan that balances private and community interests in order to achieve the desired future for the town.

### **Public Participation Procedures**

The Town of Sevastopol, Door County, Wisconsin, in order to provide the greatest amount of public involvement possible, and to meet the provisions of Ch. 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 the planning process throughout the development of the *Town of Sevastopol Comprehensive Plan*.

The Town Board designated the Town of Sevastopol Planning Committee as the appropriate representative body to initiate this public involvement effort. The Planning committee in accordance, with the requirements of Ch. 66.1001(4)(a) Wis. Stats., through its consultant and other designated parties, will:

- 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 online at [www.omni.com](http://www.omni.com);
- Prepare meeting summaries that shall be posted online at [www.omni.com](http://www.omni.com);
- Record meeting attendance through sign-in sheets as part of the record for all meetings. Each person attending plan process meetings, including Town Board members, Planning Committee members, Plan Commissioners, consultants, and the general public shall be requested to sign in;

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- Recommend to the Town of Sevastopol Board of Supervisors the adoption of the Public Participation Procedures;
- Actively solicit comments and suggestions from the residents and property owners of the town, neighboring towns, City of Sturgeon Bay, Sevastopol School District, Sturgeon Bay School District, Door County, Bay Lake Regional Planning Commission, Wisconsin Department of Natural Resources, Wisconsin Department of Transportation, Wisconsin Department of Administration, Wisconsin Land Council, the general public and all other interested parties;
- Accept written comments from residents, landowners, and other interested parties throughout the planning process;
- Conduct the required public hearing on the plan; and,
- Work closely with the consultant hired by the town to prepare the comprehensive plan.

All meetings related to the comprehensive plan shall be open to the public and duly posted pursuant to Ch. 985.02(2) Wis. Stats. The public notice announcing the required public hearing on the plan shall be published as a Class 1 notice, pursuant to Ch. 985.02(1) Wis. Stats., 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 *Recommended Town of Sevastopol Comprehensive Plan*, (3) the name of the town representative 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 *Recommended Town of Sevastopol 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 at the office of the Town Clerk and at [www.omni.com](http://www.omni.com). Written requests to the Town Clerk for copies of the *Recommended Town of Sevastopol Comprehensive Plan* will require payment of duplication costs. Duplication costs shall be charged at a rate of \$.25 per black and white page, \$1.00 per color page, and \$2.00 per 11" x 17" color map. After the notice of the public hearing has been published, persons wishing to submit written comments on the plan may do so until one week prior to the public hearing. Written comments on the plan should be submitted to the Town Clerk. 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 all proposed revisions to the *Recommended Town of Sevastopol Comprehensive Plan* will be completed at the public hearing. All approved revisions will be posted on the inter-net ([www.omni.com](http://www.omni.com)) in a meeting summary and included in the official minutes of the public hearing.

### **Plan Adoption**

### **Town Board**

The Town Board has established a Town Planning committee in accordance with the requirements of Ch. 66.1001(4)(a) Wis. Stats. This Planning Committee will be responsible for the completion of the Town of Sevastopol Comprehensive Plan and a recommendation to the Town Board for its approval and adoption.

Based on the recommendation of the Town Planning committee and comments received from persons in attendance, the Town Board, by majority vote, shall enact an ordinance adopting the *Town of Sevastopol Comprehensive Plan*. A copy of the ordinance and adopted plan shall be sent to neighboring units of government, local school districts, special purpose districts serving residents of the town, Door County, Bay Lake Regional Planning Commission, Wisconsin Department of Natural Resources, Wisconsin Department of Transportation, Wisconsin Department of Administration and the Wisconsin Land Council. A copy of the adoption ordinance shall be available with the plan for inspection at the office of the Town Clerk. Black and white copies of the *Town of Sevastopol Comprehensive Plan* may be purchased from the Town Clerk at a cost of \$30.00 each. Full color copies may be purchased from the Town Clerk at a cost of \$85.00 each.

### **Planning Committee**

The Town of Sevastopol Planning committee shall assist the Town Board in implementing the provisions of the *Town of Sevastopol Comprehensive Plan*.

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