

In accordance with the requirements of Wisconsin's Smart Growth Planning Law, the Town of Oshkosh Planning Advisory Committee recommended and the Town Board subsequently adopted this "Public Participation Procedures and Plan Adoption" document.

The Public Participation Procedures and Plan Adoption document outlines different means by which the public may participate in the planning process, receive copies of planning materials, and submit comments to the Planning Advisory Committee. This document was developed based on the ideas and concerns of the Planning Advisory Committee with guidance provided by both Mike Koles, UW-Extension Agent for Winnebago County and OMNI Associates.

This Public Participation Procedures and Plan Adoption document will be reproduced as an appendix to the final *Town of Oshkosh Comprehensive Plan*.

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

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### **Introduction**

In recognition of the Smart Growth Law public participation requirements and the realization that successful development and implementation of a comprehensive plan requires consensus-based decision making, the Town of Oshkosh has prepared the following public participation plan.

### **Smart Growth Law Requirements – 66.1001(4)(a)**

"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 Oshkosh, 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 Oshkosh. The Town also desires to strike a fair, compromised, consensus-based plan that balances private and community desires in order to achieve the best future for the Town.

## **Public Participation Procedures**

The Town of Oshkosh, Winnebago County, Wisconsin, in order to provide the greatest amount of public involvement possible, and to meet the provisions of Sections 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 efforts throughout the planning process.

The Town Board has designated the Town of Oshkosh Comprehensive Planning Advisory Committee to lead this public involvement effort. 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.
- Prepare meeting summaries that shall be made available to interested individuals upon written request to the Comprehensive Planning Advisory Committee Secretary at the cost of \$0.25 per page. Requests should be submitted to the Town of Oshkosh Hall, 230 E. County Road Y, Oshkosh, WI 54901.
- Keep meeting attendance sign in sheets as part of the record for all meetings. Both Comprehensive Planning Advisory Committee members and general public in attendance shall be requested to sign in.
- Recommend to the Town of Oshkosh Board the adoption of the Public Participation Procedures.
- Actively solicit comments and suggestions from the residents and property owners of the town, neighboring governmental units, school and special purpose districts serving residents of the town, Winnebago 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.
- Conduct, in cooperation with the UW-EX, a survey to obtain resident opinions on comprehensive planning and the town's strengths, weaknesses, opportunities and threats. The Town of Oshkosh shall keep and administer the Citizen Opinion Survey for the sole purpose of getting information from local landowners and residents. The survey will be used in the planning process to help decide the best future direction for the Town of Oshkosh.
- Accept written comments from residents and landowners throughout the planning process.

- 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 required public hearing on the plan 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 Oshkosh Public Library (106 Washington Avenue, Oshkosh, WI). Written requests to the Comprehensive Planning Advisory Committee Secretary for copies of the proposed 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, those wishing to submit written comments on the plan may do so until two weeks after the public hearing. Comments on the proposed plan should be submitted to: Mr. John Gronlund, Chair, Town of Oshkosh Comprehensive Planning Advisory Committee, 4914 Island View Drive, Oshkosh, WI 54901. Written comments received prior to the public hearing will be addressed at the hearing and will be given the same weight as oral testimony.

## **Plan Adoption**

**Town Board** - Based on the recommendation of the Comprehensive Planning Advisory Committee and comments received, 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, Winnebago 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 Oshkosh Public Library. A copy of the adoption ordinance and the plan shall be available for inspection at the office of the Town of Oshkosh Clerk. Copies of the Comprehensive Plan may be purchased from the Town Clerk at a cost of \$30.00 each.

**Planning & Zoning Commission** – The Town of Oshkosh Planning & Zoning Commission shall assist the Town Board in implementing the provisions of the Comprehensive Plan.

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