

Appendix A:

# PUBLIC PARTICIPATION PLAN



Wis. Stat. 66.1001(4)(a) requires that the governing body of a local governmental 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 following appendix provides the Public Participation Plan adopted by the City Council at the start of the process to create this plan.

## City of Brodhead 2017-2037 Comprehensive Plan Public Participation Plan

The City of Brodhead last updated its Comprehensive Plan December 12, 2005. State Statute 66.1001(2)(i) requires municipalities to update their comprehensive plan every 10 years. The City Council has also identified a need to update the plan to address changes in the community and marketplace that have occurred since 2005 and to reassess policies to guide future community development. The City has hired MSA Professional Services, Inc. to coordinate the update of the plan.

The City Council has elected to use an Ad-hoc Comprehensive Plan Steering Committee to work with MSA Professional Services, Inc. to update the City's Comprehensive Plan. The Steering Committee will be comprised of a diversity of members of the community, as selected by the City Council, which will aid in bringing various opinions and viewpoints to the discussion and update of the plan. The Steering Committee will have the responsibility for developing the draft comprehensive plan in coordination with MSA, following the scope of services outlined in the Professional Services Agreement between MSA and the City. The City Council shall have the authority to adopt the final 2017-2037 Brodhead Comprehensive Plan.

The City has developed guidelines for involving the public as part of the requirements of the Comprehensive Planning Process (Wis. Stat. 66.1001(4)(a)). The goal of a 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 a comprehensive plan.

The City of Brodhead will develop its Comprehensive Plan with opportunities for public participation as follows:

- **Project Meetings:** It is anticipated that the project will take nine meetings to complete. Seven of the nine meetings will be working sessions with the Steering Committee to develop the draft plan. The purpose of the working sessions is to review, discuss, and create project material related to the creation of the draft Comprehensive Plan. An eighth meeting will occur with the City's Plan Commission to review the draft plan developed by the Steering Committee. The final meeting will occur before the City Council to adopt the Comprehensive Plan, following a public hearing.
- **Public Notice:** Meeting times will be published and posted in accordance with City procedures and State law. All Steering Committee, Plan Commission and City Council meetings are open to the public unless otherwise indicated in the posted meeting notice. Public attendees will be provided an opportunity to voice their ideas, opinions, and concerns at each meeting according to meeting procedures and agendas.
- **Project Website:** The City of Brodhead maintains its own website ([www.cityofbrodheadwi.us](http://www.cityofbrodheadwi.us)). The website may be used to post draft plan materials and meeting notices as they become available to keep the public informed of the planning project.
- **Community Survey:** Using an online web survey the City will invite the public to submit ideas for making Brodhead a better place to live, work shop, play, and stay. The City will use various outreach methods (e.g. press releases, social media, email, newsletters, etc.) to inform residents of the community regarding the availability of the survey. The results of the survey will be incorporated into the updated Comprehensive Plan.
- **Public Hearing:** One public hearing will be held on the updated Comprehensive Plan prior to adoption.

*Other public participation activities may be added as deemed necessary by the Steering Committee with approval of the City Council as required.*

### Plan Adoption Procedures:

- The Steering Committee, by majority vote, shall recommend a Draft Comprehensive Plan for adoption by the City Council.
- The Plan Commission shall, by majority vote, adopt a resolution recommending that the City Council pass an ordinance to adopt the Draft Comprehensive Plan as required under Wis. Stat. 66.1001(4)(b). The Plan Commission may at its discretion recommend modifications to the Draft Comprehensive Plan developed by the Steering Committee.
- The City Council, by a majority vote, shall enact an ordinance as required under Wis. Stat. 66.1001(4)(c) adopting the Comprehensive Plan. The City Council may at its discretion approve modifications to the Draft Comprehensive Plan developed by the Steering Committee, as reviewed by the Plan Commission.
- Prior to adopting the plan, the City Council or Plan Commission shall hold a Public Hearing on the Draft Comprehensive Plan, as stated in Wis. Stat. 66.1001(4)(d). The hearing must be preceded by a Class 1 notice under ch.985.
- The City shall make a hard copy of the Draft Comprehensive Plan available for review by the public at City Hall and the Brodhead Public Library, during normal business hours.
- At least 30 days before the public hearing is held the City shall provide written notice to all of the following, as stated in Wis. Stat. 66.1001(4)(e) and (f):
  - An operator who has obtained, or made application for, a permit that is described under s. 295.12(3)d, within the jurisdiction of the City.
  - A person who has registered a marketable nonmetallic mineral deposit under s. 295.20 within the jurisdiction of the City.
  - Any other property owner or leaseholder within the jurisdiction of the City who has an interest in property pursuant to which the person may extract nonmetallic mineral resources, if the property owner or leaseholder requests in writing that the City of Brodhead provide the property owner or leaseholder notice of the hearing.
  - Any person who has submitted a request to receive notice of any proposed ordinance that affects the allowable use of property owned by the person within the City.
- An electronic (CD) copy of the Draft Comprehensive Plan, or notification on how to view/download a copy of the plan online, will be disseminated to neighboring jurisdictions and appropriate governments, as stated in Wis. Stat. 66.1001(4)(b), providing an opportunity to submit written comments. A copy of the Draft Comprehensive Plan will be sent to:
  - The Clerk for the following local governmental units shall receive a copy of the plan:
    - Green County
    - Town of Decatur
    - Rock County
    - Town of Spring Valley
  - Administrator for the Brodhead School District
  - Executive Director of the Southwest Wisconsin Regional Planning Commission
- Any written comments submitted to the City by the above-mentioned governing bodies, property owners, or public, will be read into the minutes during the Public Hearing, evaluated, and incorporated as determined by the City Council into the Comprehensive Plan. A summary of comments and subsequent action will be provided upon request.

- An electronic (CD) copy of the adopted plan and ordinance, or notification on how to view/download a copy of the plan online, will be disseminated to the above-mentioned governing bodies, as stated in Wis. Stat. 66.1001(4)(c). The City shall also send an electronic copy of the final adopted plan to the Wisconsin Department of Administration – Division of Intergovernmental Relations.

Vote: Yes 4 No 0

Adopted this 20<sup>th</sup> day of September, 2016.

Attest:



Douglas Pinnow, Mayor



Teresa Withee, Clerk/Treasurer