

PUBLIC PARTICIPATION PLAN

Comprehensive Plan
Polk County, Wisconsin

May 27, 2009

STATE OF WISCONSIN

POLK COUNTY

POLK COUNTY
RESOLUTION NO. _____
APPROVING A PUBLIC PARTICIPATION PLAN FOR THE
POLK COUNTY COMPREHENSIVE PLAN

WHEREAS, the Polk County Board or Supervisors has approved a 30-month timeline to generate the Polk County Comprehensive Plan which conforms with Wisconsin Planning statutes § 66.1001; and

WHEREAS, the Wisconsin Planning statute § 66.1001(4)(a) requires that a public participation plan be approved by the County Board of Supervisors for the comprehensive planning process; and

WHEREAS, it is the desire of the Polk County Board of Supervisors that the public participation process for the Polk County Comprehensive Plan provide reasonable opportunities for effective citizen input and involvement throughout the planning process; and

WHEREAS, development and adoption of a comprehensive plan will assist with the guiding and accomplishing of coordinated, adjusted and harmonious development of the County which will, in accordance with existing and future needs, best promote public health, safety, morals, order, convenience, prosperity or the general welfare, as well as efficiency and economy in the process of development; and

WHEREAS, the Polk County Plan Commission collectively reviewed and recommended approval of the public participation plan at their **INSERT DATE** meeting; and

WHEREAS, the Polk County Board of Supervisors reviewed the public participation plan on **INSERT DATE**; and

NOW, THEREFORE, BE IT RESOLVED by the County Board of Supervisors of Polk County that the public participation plan for the Polk County Comprehensive Plan is approved.

DATED this _____ day of Month 2009.

ATTEST:

APPROVE:

Carole Wondra, County Clerk

Bryan Beseler, County Board of Supervisors - Chair

INTRODUCTION

The purposes of this Public Participation Plan are:

- To ensure that members of the Polk County community have various opportunities to contribute to the development of the Comprehensive Plan,
- To ensure that residents and plan participants remain informed during the development of the Comprehensive Plan, and
- To meet the requirements of Wisconsin's Comprehensive Planning Legislation (Wis. Stat. § 66.1001(4)(a)).

STATUTORY 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."

OBJECTIVES

- Ensure that all planning decisions are open to public comment;
- Produce better planning decisions;
- Support and add credibility to all County decision-making processes;
- Provide different types of opportunities for public involvement to increase the number of participants
- Provide opportunities to disseminate information about the Plan and process to all segments of the County; and,
- Strengthen the relationship between decision makers and citizens

Polk County has designated the Plan Commission (Land Information Committee) to lead the comprehensive planning effort and public involvement in it.

Polk County will utilize a variety of methods to involve citizens at differing levels – from passive to active – developed by the Community, Natural Resource and Economic Development Program Area at the University of Wisconsin-Extension.

- Public awareness of the comprehensive planning process and opportunities to participate in the process will be generated through the use of news releases and mass media.

- Public education will provide citizens with balanced and objective information to assist them in understanding issues and alternatives for addressing them. Public meetings will be held as one approach to providing education.
- Public input is an important part of participatory efforts. Feedback at public meetings will be critical in assessing needs and providing input on alternatives developed to address them.
- Public decision-making interaction will permit the public to contribute to the decision-making process before the proposed planning tasks or products are submitted to the Plan Commission.

The following activities have been developed to encourage public participation. It is possible that additional opportunities for public participation may be identified and made available during the planning process.

PUBLIC PARTICIPATION ACTIVITIES

Listed below are the various methods that will be used by the County to obtain public participation.

AWARENESS AND EDUCATION

Public Education meetings

Comprehensive Planning educational workshops for local plan commissions were held from 2004-2008 monthly in the evening. Topics included understanding the Comprehensive Planning legislation and Grant Program, and 10 workshops over the four year period addressing each individual element required in the Comprehensive Planning Legislation. Numerous presentations were also made to local units of government to explain the Comprehensive Planning Legislation and Department of Administration Comprehensive Planning Grant Program.

In addition, the initial meeting of the Polk County Comprehensive Plan will be devoted to an overview of the planning process including: the roles and responsibilities of involved parties, the use of a bottom-up approach in planning, development of the Urban Plan Commission and the Rural Plan Commission, common themes of local level plans, review of the 2003 Polk County Land Use Plan, and the Comprehensive Planning Legislation

Media

Internet: The Polk County Planning Division's website will contain a link to the County's plan as well as pertinent planning documents. This information may include the project schedule, meeting notes and agendas, draft plan elements and reports, maps, photographs and survey results.

Newspapers: Polk County will utilize its standard newspaper, the Inter-County Leader, to advertise meetings and other pertinent information related to the Comprehensive Planning effort. Most of these same posting will also be placed in the free Advertiser paper.

PUBLIC INPUT

Surveys

Community-wide Survey: The County Planner will work to utilize the surveys already sent out to communities throughout the county as part of the local level comprehensive planning effort that aimed to engage a broad spectrum of the County population. Polk County is using a bottoms-up approach that builds on the ideas set forth at the local level. These surveys elicited values and ideas of the community as they pertain to the elements of the comprehensive plan. The results of these surveys will be made available to the public at the Polk County Government Center in the Land Information Office or on the website. In addition, Polk County underwent a Strategic Planning Effort in 2007 for which a survey was developed, sent out, and the results tabulated. The results of these efforts are also included in the development of the Polk County Comprehensive Plan.

Public Postings

Suggestion Box: A suggestion box located at the Polk County Government Center will be used to collect comments throughout the planning process. Also, on the Polk County website in the Planning section of the Land Information Department, there will be a comment form for filling out and emailing, faxing, and printing.

PUBLIC DECISION MAKING

Plan Development Meetings

All meetings on the Comprehensive Plan shall be open to the public and posted pursuant to Wis. Stat. § 985.02(2).

Plan Development Meeting #1: This meeting will be the informational and educational meeting that kicks off the planning process. The planning process for the development of Polk County's Comprehensive Plan will be outlined. The Urban Plan Commission

(UPC) and Rural Plan Commission (RPC) (sub-Committees of the Polk County Plan Commission) will be established.

Subsequent Plan Development Meetings: These meetings will be to gather public input on the strengths, weaknesses, opportunities, and threats (SWOT) of the County in each element. These issues will then be used to develop goals, objectives, and policies that reflect the values identified in the SWOT Analysis. Once the goals, objectives and policies are developed, they will be reviewed as the full group of UPC, RPC, and PCPC to ensure completeness and consistency. The goals, objectives, and policies will also be reviewed against the goal, objectives, and policies developed at the local level to ensure that the Polk County Comprehensive Plan sufficiently addresses as well as does not contradict the local level concerns and desires.

Public Hearings

The Polk County Plan Commission will host a series of public hearings on the draft Comprehensive Plan at to-be-determined locations throughout the County to provide further opportunity for individuals to testify about the Plan. The format of the presentation will include (1) a summary of the purpose and need for the Plan, (2) planning process and public involvement, (3) the primary components of the nine required plan elements, (4) the recommended future land use map and (5) comments received during the 30-day comment period.

The public notice announcing the required public hearings on the plan 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:

- date, time and place of the hearing,
- a summary of the Draft Polk County Comprehensive Plan,
- the name of the County representative who may provide additional information regarding the Plan, and
- where and when a copy of the recommended Comprehensive Plan may be viewed prior to the hearing, and how a copy of the plan may be obtained.

The Polk County Draft 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 recommended plan shall be available on the Polk County website and physical location(s) to be determined. Members of the public who wish to obtain a hard copy of the recommended Plan may submit a written request and pay duplication costs. In addition, copies of the draft will be sent to all the institutions that the final plan will be sent to, which are listed below, for their review and comments.

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 shall be submitted to the Urban Plan Commission, the Rural Plan Commission, the Polk County Plan Commission, and the County Board. Written comments received prior to the public hearing will be addressed

at the hearing and will be weighted equally to oral testimony. A review of the proposed revisions of the Draft Polk County Comprehensive Plan will be completed at the public hearing. All approved revisions will be posted in the meeting summary and included in the official minutes of the public hearing.

Prior to adoption, the Comprehensive Plan will require recommendation by the Polk County Plan Commission. Additionally, all criteria established by the Wisconsin Department of Administration for Comprehensive Plans will be met.

After the public hearing is completed, the County Board will take action on adopting the comprehensive plan by ordinance. Future amendments to the Polk County Comprehensive Plan will follow the same procedure.

In accordance with State Statute 66.1001(4), one copy of the adopted plan (or future amendments to the plan) shall be sent to the following:

1. Every governmental body that is located in whole or in part within the boundaries of Polk County.
2. The clerk of every governmental unit that is adjacent to Polk County.
3. The Wisconsin Land Council.
4. The Wisconsin Department of Administration.
5. The Wisconsin Department of Natural Resources.
6. The Wisconsin Department of Transportation.
7. The West Central Wisconsin Regional Planning Commission.
8. The Polk County Public Library.

ESTIMATED TIMELINE

PUBLIC PARTICIPATION SCHEDULE	2009											
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Public Education Meeting												
Suggestion Box												
Plan Meeting #1												
Plan Meeting #2												
Plan Meeting #3												
Plan Meeting #4												
Plan Meeting #5												
Public Hearing												
Plan Adoption												