

# **Procedures for the Public Participation for Adoption of the Town of Cleveland Comprehensive Plan Amendments**

## **Introduction**

The Town of Cleveland is in the process of reviewing the Town's Comprehensive Plan pursuant to the State's Comprehensive Planning Law, Section 66.1001 of the Wisconsin Statutes. Section 66.1001(4)(a) of Wisconsin Statutes specifically requires the governing body of the local government unit to adopt written procedures designed to foster public participation, including open discussions, communication programs, information services, and public meetings for which advance notice has been provided, in every stage in the preparation or amendment of the comprehensive plan. These written procedures contained within this Public Participation Plan satisfy this requirement. This Public Participation Plan will guide public participation throughout the Town of Cleveland's Comprehensive Planning Amendment Process.

## **Background**

The Plan Commission will continue to work with the public to gather and respond to said comments until draft(s) of the Town of Cleveland Comprehensive Plan or its Amendment are recommended to the Town Board by the Plan Commission for review and recommendation by the Town Board.

## **Ongoing Public Information and Participation**

1. Meeting Notices: The Town of Cleveland will post meeting notices for each meeting and event in a timely manner at accessible locations (the Cenex C-Store, outside the Town Hall and Bloom's Country Inn), and the notices will meet the requirements for proper notification regarding date, time, location, etc.
2. Plan Commission Meetings: Amendments to the Town of Cleveland Comprehensive Plan will be developed at a series of meetings of the Town of Cleveland Plan Commission. The meetings, unless otherwise noted, will be open to the public and allow opportunities for public comments pursuant to the policies set forth by the Town Board. The meetings will focus on the development of plans, policies, and programs to implement the community defined vision. Meeting agenda and minutes will be posted on the Town website and kept at the Town Clerk's office. All Plan Commission meetings will have a public attendance sign in sheet for records.

Written Comments: Written comments from the public may be submitted to any member of the Town Board or Plan Commission at any time during the planning process.

3. Public Open House: A public open house and workshop will be held to present a public review of the draft Comprehensive Plan Amendments to the public. After the workshops, the Plan Commission can recommend changes to the Comprehensive Plan based on public comment. This provides citizens the opportunity to gather information, ask questions, react to the

information, provide both written and verbal feedback, and interact with the Plan Commission. Open house postcards will be mailed to town residents.

4. **Formal Public Hearing:** The Town Board, will hold a public hearing on the ordinance to adopt the Town of Cleveland Comprehensive Plan or its Amendment. All members of the public will have a chance to voice comments on the plan. The public hearing will be noticed by a Class 1 notice as required by Wis. Stat. ss66.1001. This is the final formal opportunity for public comment before the ordinance adopting the Town of Cleveland Comprehensive Plan or its Amendment is considered by the Board.
5. Draft(s) of the Town of Cleveland Comprehensive Plan or its Amendment may be obtained by going to the Town of Cleveland website or obtaining a copy from the Plan Commission Clerk, Phil Hazard. Upon request to the Town Clerk from the property owners or leaseholders who have an interest specified in ss 66.1001(4), the Town Clerk shall distribute the Plan or its Amendment to the “owners of property, or to persons who have a leasehold interest in property pursuant to which the persons may extract nonmetallic mineral resources in or on property in which the allowable use or intensity of use of the property is changed by the comprehensive plan,” as is required under Wis Stats. Ss 66.1001(4).
6. The Plan Commission may, at its discretion, recommend the Town Board to hold a non-binding advisory referendum regarding the proposed comprehensive plan amendments.
7. **Other:** Planning is a continuous process that does not end with the adoption or amendment of the Plan. Unforeseen issues at the time this Plan was prepared, or as future issues arise, the Plan Commission may organize additional public participation activities as it considers specific planning issues and amendments to the Comprehensive Plan. The topics of the meetings or open houses will depend on these issues and will be designed to feature opportunities for public education, input, and interaction.

## **Adoption Procedure**

### **A. Plan Commission Adopts the Plan by Resolution**

In accordance with the Smart Growth legislation and using the input received during the public participation process, the Plan Commission develops the elements of the Comprehensive Plan and presents them to the Town Board as a recommendation for the Boards consideration. A 30-day notice period is required before the Town Board may hold a public hearing and adopt the Plan by ordinance.

### **B. Town Board adopts the Plan by Ordinance**

The Plan Commission recommends that the Town Board enact an ordinance adopting the Amendments as the Town’s official Comprehensive Plan. Before the Comprehensive Plan Amendments can be adopted, an open house and public hearing must be held before the Town Board. Copies of the draft Comprehensive Plan Amendments should be made available for inspection at several locations that can include Cenex C-Store, outside the Town Hall and Bloom’s Country Inn and Town website during the required 30-day notice period.

Adopted this 13th day of January, 2015.

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Town Chairperson

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Town Clerk