

**RESOLUTION #2017-01**

**ESTABLISHING PUBLIC PARTICIPATION PROCEDURES  
FOR THE TOWN OF BUCHANAN 2040 COMPREHENSIVE PLAN UPDATE AND  
AMENDMENTS**

**WHEREAS**, pursuant to Section 66.1001 of the Wisconsin Statutes, any program or action of a local governmental unit that affects land use, including but not limited to zoning, subdivision regulation and official mapping, shall be consistent with that local governmental unit's adopted comprehensive plan beginning January 1, 2010, and such plan must address the nine elements as required by Wisconsin Statutes Section 66.1001(2); and

**WHEREAS**, the Town of Buchanan has prepared the *Town of Buchanan Year 2030 Comprehensive Plan*, originally adopted in October, 2007, that will be amended to comply with the authority and procedures established by Section 66.1001 and Section 62.23 of the Wisconsin Statutes; and

**WHEREAS**, Section 66.1001(4)(a) of the Wisconsin Statutes requires that the Town Board adopt written procedures designed to foster public participation at every stage of comprehensive plan preparation including open discussion, communication programs, information services and public meetings for which advance notice has been provided, and that such written procedures shall also provide for wide distribution of draft plan materials, an opportunity for the public to submit written comments on the plan materials, and a process for the governing body to respond to such comments; and

**WHEREAS**, the Town Board of the Town of Buchanan believes that regular, meaningful public involvement in the comprehensive planning process is important to assure that the resulting comprehensive plan reflects the desires and expectations of the public; and

**WHEREAS**, the Plan Commission has reviewed the *Public Participation Plan* and has recommended approval; and

**WHEREAS**, the attached "Public Participation Plan" developed for the *Town of Buchanan 2040 Comprehensive Plan Update* includes written procedures designed to foster public participation, ensure wide distribution of draft plan materials, provide opportunities for written comments on such materials, and provide mechanisms to respond to such comments.

**NOW, THEREFORE, BE IT RESOLVED** that the Town Board of the Town of Buchanan hereby adopts the *Public Participation Procedures for Amending or Updating the Town of Buchanan 2040 Comprehensive Plan* as its public participation procedures to fulfill the requirements of Wis. Stats. Section 66.1001 (4)(a).

This resolution was adopted by the Town of Buchanan Board on the 17th day of January, 2017:

TOWN BOARD OF THE TOWN OF BUCHANAN,  
WISCONSIN

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Mark McAndrews, Town Chairperson

**ATTEST:**

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Cynthia Sieracki, Clerk/Treasurer

Motion to Approve Resolution 2017-01 made by: Lawrence/Kavanaugh

Votes:

Title	Name	Aye	Nay	Other
Supervisor I	Lawrence	X		
Supervisor II	Reinke	X		
Supervisor III	Kavanaugh	X		
Supervisor IV	Walsh	X		
Chairperson	McAndrews	X		

Posted: January 24, 2017

# PUBLIC PARTICIPATION PROCEDURES FOR AMENDING OR UPDATING THE TOWN OF BUCHANAN COMPREHENSIVE PLAN

## INTRODUCTION AND BACKGROUND

On April 17, 2007, the Town Board adopted a comprehensive plan under Section 66.1001 of the Wisconsin Statutes which is called, *Town of Buchanan Comprehensive Plan*. The comprehensive plan was prepared in accordance with a public participation plan adopted by the Town Board that included activities to foster public participation in the preparation of the comprehensive plan. Under Section 66.1001(4)(a) of the Wisconsin Statutes, future amendments or updates to the comprehensive plan must also be carried out in accordance with a public participation plan, adopted by the Town Board, designed to foster public participation in the amendment/update process.

In 2016, the Town contracted with the East Central Wisconsin Regional Planning Commission to initiate a formal update of the comprehensive plan beginning in 2017. As the *Year 2040 Comprehensive Plan Update* is prepared, it will be critical to actively involve the general public and key community interests in identifying major issues, reviewing the shared vision for the community, and updating goals, objectives, and policies which help bring that shared vision to fruition. The Town of Buchanan will use this document as a guide to actively involve community members in the comprehensive plan update process by providing them numerous opportunities to offer input and become informed via multiple means of communication.

The balance of this document describes the process to be followed by the Town to foster public participation in the consideration of amendments/updates to the comprehensive plan.

## COMPREHENSIVE PLAN UPDATE TIMELINE

The following timeline for major tasks and activities associated with the update of the Comprehensive Plan has been developed and will be used as a guide for progress.

Phase	Timeframe (Approximate)	Description/Key Events
<b>Organization</b>	December, 2016 / Jan. 2017	<ul style="list-style-type: none"> <li>• Creation &amp; Adoption of Public Participation Plan</li> <li>• Establishment of Comprehensive Plan Update Webpage</li> <li>• Appoint Ad Hoc Members to Plan Commission</li> <li>• Prepare Prelim. Demographic Info</li> </ul>
<b>Plan Kickoff Meeting &amp; Visioning</b>	January – March, 2017	<ul style="list-style-type: none"> <li>• <b>Kickoff Meeting with the Town Plan Commission</b> <ul style="list-style-type: none"> <li>▪ Present Prelim. Demographic Info</li> </ul> </li> <li>• <b>Town-wide Visioning Session</b></li> </ul>

<b>Inventory/Analysis &amp; Issue Identification/Vision &amp; Goal Development</b>	January – July, 2017	<ul style="list-style-type: none"> <li>• Update inventory of the physical, social, and economic resources of the Town</li> <li>• Development of background maps</li> <li>• <b>Meet with Town Plan Commission</b> <ul style="list-style-type: none"> <li>▪ Review Focus Group results</li> <li>▪ Identify and prioritize issues (needs) and opportunities</li> <li>▪ Develop Vision Statements &amp; Plan Goals</li> </ul> </li> </ul>
<b>Plan Alternative, Strategies &amp; Recommendations</b>	August – October, 2017	<ul style="list-style-type: none"> <li>• Develop Plan alternatives and draft strategies and recommendations</li> <li>• <b>Meet with Town Plan Commission to review and develop land use map in workshop format</b></li> <li>• <b>Hold Intergovernmental Meeting &amp; Public Informational Meeting</b></li> </ul>
<b>Plan Implementation</b>	November, 2017 – January, 2018	<ul style="list-style-type: none"> <li>• Develop final plan, strategies and recommendations</li> <li>• Develop final future land use map</li> <li>• <b>Meet with Town Plan Commission</b></li> <li>• Develop draft plan</li> <li>• <b>Meet with Town Plan Commission (approve draft plan for public review)</b></li> </ul>
<b>Plan Review, Public Hearing &amp; Adoption</b>	February – March, 2018	<ul style="list-style-type: none"> <li>• Develop press release</li> <li>• Publish 30 day public notice</li> <li>• <b>Hold Public Hearing / Town Plan Commission recommendation of comprehensive plan amendment</b></li> <li>• <b>Town Board adoption of plan update (amendment) by ordinance</b></li> </ul>
<b>Plan Printing &amp; Distribution Activities</b>	March 30, 2018	<ul style="list-style-type: none"> <li>• Plan printing and delivery</li> </ul>

## **PUBLIC PARTICIPATION ACTIVITIES AND PROCEDURES FOR COMPREHENSIVE PLAN AMENDMENTS/UPDATES**

The Town will provide opportunities for public input and the review of materials describing all proposed amendments/updates to the comprehensive plan, including utilization of the following methods:

### **Method 1: Plan Commission & Ad Hoc Members**

The Town of Buchanan will utilize the Plan Commission as the main body responsible for development of the Comprehensive Plan Update. The Town may choose to add additional, ad hoc, non-voting members to the Plan Commission to help guide the comprehensive planning process and discussions. The Plan Commission will be responsible for reviewing data, prioritizing issues and land use alternatives, overseeing the organization of the Plan, and determining goals, objectives and policies based on information gathered from the public.

### **Method 2: Public Meetings**

Public meetings provide opportunity for both education and input. All Plan Commission and Town Board meetings are open to the public. All agendas and meeting minutes are posted in advance through the Town of Buchanan website and published as required by State law. As each chapter of the comprehensive plan is developed it will be reviewed in detail by the Plan Commission at a meeting that is open to the public. Time for public participation will be set-aside at each meeting.

### **Method 3: News Releases/Website/Social Media**

News releases are an effective tool to keep both the public and the press informed about the planning process. The Town of Buchanan will utilize news releases to create public awareness about the comprehensive planning process at key times during the process. In addition, the Town will utilize its website ([www.townofbuchanan.org](http://www.townofbuchanan.org)) and social media (e.g. Facebook and/or Twitter) to keep citizens informed on the planning process, to encourage public involvement, and to provide input/comments to Town staff at any time. Additionally, printed copies of materials describing a proposed plan amendment/update will be made available at the Town Hall. Electronic copies of materials describing a proposed plan amendment/update will be posted to the Town's website ([www.townofbuchanan.org](http://www.townofbuchanan.org)) and can be provided via e-mail when requested.

### **Method 4: Public Visioning Workshop**

Specific to update of the Comprehensive Plan, the Town, with the assistance of East Central Wisconsin RPC, will host a community-wide visioning workshop - to be held around February, 2017 - which would last for approximately 2-3 hours. This visioning workshop will evaluate a number of issue areas within both the context of the nine traditional elements of a comprehensive plan. Participants will explore a number of visual and form-based exercises in order to identify specific issues, high priority trends, needed physical improvements, and implementation opportunities that will be used to maintain or enhance some of the following areas:

- *livability and quality of life;*
- *environmental qualities and functions;*
- *transportation, mobility and multi-modal enhancements;*
- *recreation and health;*
- *housing needs and changing markets;*
- *community services provision;*
- *economic development and tourism;*
- *growth, development, and re-development interests.*
- *regional collaboration*

#### **Method 5: Public Informational Meeting**

The Town Board, at its option, may schedule a public informational meeting to be held prior to the required public hearing. The public informational meeting will provide an opportunity for the public to review maps and other information related to the proposed amendment. No formal procedures or notice requirements are required for the informational meeting; however, the Town will provide notice of the meeting through its website and through publication or posting.

#### **Method 6: Public Hearing & Plan Approval**

As required by Section 66.1001(4)(d), the Town will hold a public hearing on each proposed amendment to the comprehensive plan. The hearing may be held by the Plan Commission, Town Board, or jointly by the Plan Commission and Town Board. The hearing will include a presentation by the applicant or Town Administrator or Consultant describing the proposed plan amendment followed by an opportunity for the public to comment on the proposed amendment. The Plan Commission and Town Board will consider public testimony provided at the hearing and any written comments submitted to the Town at or prior to the hearing during their deliberations on the proposed plan amendment.

The public hearing will be preceded by a Class 1 notice that is published at least 30 days before the hearing is held. In accordance with Section 66.1001(4)(d), the notice will include the date, time, and place of the hearing; a brief summary of the proposed comprehensive plan amendment and/or a map illustrating the proposed amendment; a local contact who may be contacted for additional information on the proposed plan amendment and to whom written comments regarding the plan amendment may be submitted; and information regarding where and when the proposed plan amendment may be inspected before the hearing and how a copy of the proposed plan amendment may be obtained.

The Town Clerk-Treasurer will provide a copy of the public hearing notice and the proposed amendment at least 30 days prior to the public hearing to any person who submits a written request to receive notice of a proposed amendment under Section 66.1001(4)(f). The Town may charge a fee to cover the cost of providing such notice. In accordance with Section 66.1001(4)(e), the Town Clerk-Treasurer will also provide notice to nonmetallic mining operators within the Town; to persons who have registered a marketable nonmetallic mineral deposit within the Town; or to persons who own or lease

property on which nonmetallic minerals may be extracted, if such person has requested notification in writing. The Town Clerk-Treasurer will maintain a list of persons who have submitted a written request to receive notices of public hearings under Section 66.1001(4)(e)(3) and Section (4)(f).

Following the public hearing, the Plan Commission will make a recommendation to the Town Board to approve, deny, or modify the proposed amendment. The Plan Commission's recommendation will be in the form of a resolution approved by a majority of the full membership of the Plan Commission.

Following Plan Commission action, the Town Board will consider the amendment/update and the Plan Commission's recommendation and approve, deny, or refer the proposed amendment/update back to the Plan Commission. If approved, Town Board approval will be in the form of an ordinance adopted by a majority of the full membership of the Town Board.

If approved by the Town Board, printed or electronic copies of the amendment will be sent by the Town Clerk-Treasurer to the parties listed in Section 66.1001(4)(b).

Approved by Town Plan Commission: 01/09/17

Approved by Town Board: 01/17/2017 (Resolution 2017-01)