

# PUBLIC PARTICIPATION PLAN FOR THE TOWN OF MEDARY COMPREHENSIVE PLAN PROCESS

## I. Introduction.

The Town of Medary has jointly applied with the Townships of Bangor, Barre, Campbell, Greenfield, Hamilton, Holland, Shelby, and Washington, and the Village of West Salem and the Village of Bangor for a State of Wisconsin Planning Grant to update their individual Comprehensive Plans pursuant to the State's Comprehensive Planning Law, Section 66.1001 of the Wisconsin Statutes. The Town of Medary did not receive a State of Wisconsin Planning Grant in 2005. However, the Town has decided to begin the comprehensive plan process in anticipation of such funding in 2006.

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 of the comprehensive plan. These written procedures contained within this Public Participation Plan (hereinafter referred to as the "Plan") satisfy this requirement. This Plan will guide public participation throughout the Town of Medary Comprehensive Planning Process.

This Public Participation Program offers all citizens, businesses, interest groups, housing authorities, affected units of government, and other parties a range of opportunities to participate through the planning process in a meaningful way to shape the future of the Town and region. Effective public input is critical for the success of this planning process because it is our citizens, businesses, and groups that will experience the Plan's costs and benefits on a daily basis for many years. This Plan will, in part, determine where and how our residents live, work and play, and how they travel from one place to another.

Our participation program is creative, inclusive, and persistent. It employs the use of innovative, unique, and thoughtful ways to encourage people to participate in the process and to maximize the effectiveness of their contributions. The opportunities are open to everyone with a stake in the outcome of the comprehensive plan. And, several participation opportunities are available to a wide range of citizens—people with different incomes, races, ages, and occupations—in all stages of the planning process.

Our public participation process will:

- Ensure all planning decisions are open to public comment;
- Produce better planning decisions;
- Support and add credibility to all Town decision-making processes;
- Provide opportunities to disseminate information about the Plan and process to all segments of the Town;
- Strengthen the relationship between our decision makers and citizens; and,
- Develop a shared vision for the future of the Town of Medary and La Crosse County.

## II. Public Participation Opportunities.

The Town of Medary has established the following list of public participation opportunities because these techniques are designed to maximize public participation in every stage of our planning process. This collection of opportunities will meet both the letter and spirit of Wisconsin's Comprehensive Planning Legislation and will include the following:

### 1. **Community Survey.**

A community survey will be distributed to all Town of Medary households. The survey will be designed to obtain public opinions and preferences on key subjects addressed in each of the nine comprehensive plan elements.

### 2. **Newsletter.**

The Town Board along with the Plan Steering Committee will provide information in the quarterly newsletter for distribution to all property owners within the Town of Medary.

### 3. **Visioning Meeting 1: Issue Identification.**

The visioning meeting will create public awareness of and provide education about the planning process and to answer

questions. It will also facilitate a goal setting exercise. Steering Committee members and La Crosse County Planning will lead an exercise that will engage community participants in a discussion about issues and opportunities that should be addressed in the comprehensive planning process. Participants will also set their top priorities for the process and Town of Medary over the next twenty (20) years by ranking issues and opportunities. The results of this exercise will provide the foundation for the development of project and Town goals and objectives.

**4. Stakeholder Interviews.**

The Town Steering Committee will conduct interviews to gain additional input and support for the comprehensive planning process.

**5. Website.**

The Town of Medary will post on its website the Town of Medary Comprehensive Plan and planning process information. This information may include the project schedule, agendas, draft plan elements and reports, maps, photographs, and survey results.

**6. Press Releases.**

The Town of Medary will, as appropriate, produce press releases and other public information pieces at key points to facilitate widespread awareness and education of events and overall plan creation progress.

**7. Past Planning Accomplishments Memorandum.**

The Plan Steering Committee and Town Board will prepare a public document that highlights previous planning efforts in the Town and the outcomes of such plans. This report will contribute to the public awareness and successes of past plans. This information will be included as part of the Town website.

**8. Public Comments.**

The Town Board and the Plan Steering Committee will always welcome written comments regarding issues presented. Direct written responses will be made where a response is appropriate. Comments will always be addressed and discussed at meetings.

**9. Meeting Notices.**

The Town of Medary will post meeting notices for each meeting and event in a timely manner at accessible locations, and

the notices will meet the requirements for proper notification regarding date, time, location, etc.

**10. Plan Steering Committee Meetings.**

The nine elements of the Town of Medary Comprehensive Plan will be developed at a series of meetings of the Plan Steering Committee. La Crosse County may participate in these meetings as well. The meetings, unless otherwise noted, will be open to the public and allow opportunities for public comments. The meetings will focus on the development of plans, policies, and programs to implement the community defined vision.

**11. Open House to Review Draft Plan.**

The Comprehensive Planning Law requires municipalities to hold at least one (1) formal public hearing with a Class 1 public notice prior to adoption of the “Final Comprehensive Plan.” Prior to adoption of the Final Comprehensive Plan, the Town of Medary will conduct an open house that will be chaired by the Plan Steering Committee. The intent of the community open house is to provide an opportunity for the public to review and comment on the complete “Draft Comprehensive Plan.”

**12. Public Hearing on Final Plan Adoption.**

The final step in the Plan adoption process is for the Town Board to hold a public hearing on the proposed “Final Comprehensive Plan” adoption ordinance and the “Final Comprehensive Plan” document. The Town Board is required to consider any comments received on the Recommended Comprehensive Plan prior to adopting a Final Comprehensive Plan. After adoption of the ordinance for the Final Comprehensive Plan, the Plan and adoption ordinance shall be distributed by the Town to recipients listed in Section 66.1001(4)(b) of the Wisconsin Statutes.

**13. Other.**

Planning is a continuous process that does not end with the adoption of the Plan. If unforeseen issues arise, the Town of Medary may organize additional public participation activities to consider specific planning issues and amendments to the Comprehensive Plan. The topics of these activities will depend on these issues and will be designed to feature opportunities for public education, input, and interaction.

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III. Adoption.

This Plan was adopted by the Town of Medary Board on this \_\_\_\_\_  
day of \_\_\_\_\_, 2005.

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Terry M Houlihan, Town Chairman

(SEAL)

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Terry J Houlihan, Town Clerk