**RESOLUTION 2023-1**

**ESTABLISHING PUBLIC PARTICIPATION PROCEDURES**

**FOR AN UPDATE TO THE TOWN OF MAZOMANIE COMPREHENSIVE PLAN**

**WHEREAS**, §66.1001(2)(i), Wisconsin Statutes, requires that the Town of Mazomanie, Wisconsin update its comprehensive plan at least once every ten years; and

**WHEREAS,** the Town intends to prepare and adopt an update to the Town of Mazomanie Comprehensive Plan (“Plan”), last updated in 2012 and amended in 2014, under the authority of and procedures established by §66.1001(4), Wisconsin Statutes; and

**WHEREAS,** §66.1001(4)(a), Wisconsin Statutes requires that the Town Board adopt written procedures designed to foster public participation at every stage of the Plan update process, and that such written procedures 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 Board to respond; and

**WHEREAS,** public involvement in processes to update the Plan is important to ensure that it meets the wishes and expectations of the public and remains pliable to future changes in conditions and opinions; and

**WHEREAS,** the attached “Public Participation Strategy and Procedures for the Town of Mazomanie Comprehensive Plan” includes procedures to foster public participation, ensure distribution of draft Plan materials, provide opportunities for written comments, and provide mechanisms to respond to such comments.

**NOW, THEREFORE, BE IT RESOLVED,** that the Town Board of the Town of Mazomanie, Wisconsin hereby adopts the attached “Public Participation Strategy, Town of Mazomanie Comprehensive Plan” as its public participation procedures for its Plan update, and for subsequent periodic amendments to such updated Plan, meeting the requirements of §66.1001(4)(a), Wisconsin Statutes.

Passed by a majority vote of the Town Board on November 13, 2023.

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Fred Wolf, Town Board Chairman

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Courtney Beuthin, Town Clerk

# **Public Participation Strategy**

**Town of Mazomanie Comprehensive Plan**

# Introduction

Section 66.1001 of Wisconsin Statutes—the State’s comprehensive planning legislation—requires that community stakeholders be involved throughout the process to prepare, update, or amend a local comprehensive plan. Participation helps to ensure that the resulting comprehensive plan reflects the vision, goals, and values of the community.

Section 66.1001(4)(a) requires the Town of Mazomanie to adopt, by resolution, written procedures designed to foster public participation at every stage in the update to and subsequent amendment of its Comprehensive Plan. The written procedures must provide for wide distribution of the draft Plan, an opportunity for the public to submit written comments on the draft Plan, and provisions for local response to such comments.

This document is intended to fulfill this statutory requirement. It outlines the procedures that will be followed to consider and adopt an update to the 2012/2014 version of the Town of Mazomanie Comprehensive Plan, and subsequent periodic amendments to that new update, until such time as the Town once again participates in another full update to the Comprehensive Plan.

# Goals Addressed by this Public Participation Strategy

* Provide opportunities for people to participate in processes to consider and adopt an update and subsequent amendments to the Town Comprehensive Plan.
* Adopt provisions in the Plan update and subsequent amendments that reflect the ideas, desires, and objectives of most residents and property owners.
* Use meetings of the Town’s Comprehensive Plan Update Committee, Town Plan Commission, and Town Board to guide the Comprehensive Plan update and subsequent amendment processes.
* Meet the requirements set forth in Section 66.1001 of Wisconsin Statutes.
* Recognize that the goals expressed above must be balanced with the need to complete the Comprehensive Plan update and subsequent amendments within a reasonable timeframe and a limited budget.

Public Participation Techniques

The process to complete the update to the Town of Mazomanie Comprehensive Plan will include the following techniques to obtain public input during the Plan update process and each subsequent Plan amendment process:

* Ensure that all Plan Commission and Town Board meetings held to consider, discuss, and adopt the Comprehensive Plan update/amendments are open to the public, and are noticed as required by State open meeting regulations.
* Provide at least some opportunity at all public meetings for public comment, at the discretion of the Plan Commission or Town Board, while recognizing that the Commission and Board will need time at each meeting to concentrate on completing tasks without interruption.
* Hold one formal public hearing on the proposed Comprehensive Plan update and all subsequent amendments prior to adoption. The public will have an opportunity to present testimony and offer comments at the public hearing. The public hearing will be noticed and held per the requirements of Wisconsin Statutes, Section 66.1001.

# Opportunities for Comments on the Draft Comprehensive Plan Update/Amendments

The Town will have available copies of draft Plan update/amendment materials at the Town Hall during normal business hours, and on or through the Town’s Web page. The Town will also provide copies of the Plan update/amendments to adjacent and overlapping governments as required by statute, and to members of the participating public and others listed in the statute as requested. The Town may charge for copies an amount equal to the costs of time and materials to produce such copies.

Public comments will be solicited and accepted during Plan update/amendment processes. Written comments on the Comprehensive Plan update/amendments may also be delivered, mailed, or e-mailed to the Town Clerk. The Town will respond to written comments via mail, e-mail, telephone, meeting, and/or through consideration of appropriate changes to the Comprehensive Plan.