

PUBLIC PARTICIPATION PLAN

City of Fort Atkinson Comprehensive Plan

Section 1: Introduction

In Spring 2006, the City of Fort Atkinson, working with other Jefferson County municipalities, was awarded a Comprehensive Planning Grant from the Wisconsin Department of Administration to develop comprehensive plans that comply with Wisconsin's comprehensive planning law. A key component of preparing a comprehensive plan is actively involving community stakeholders in its preparation. Participation ensures that the plan reflects the community's vision.

Section 2: Purpose

Based on Section 66.1001(4)(a), Wisconsin Statutes, the purpose of the Public Participation Plan is to outline the procedures to be used in the planning process to foster public participation, including open discussion, communication programs, information services and public meetings, to ensure that there are opportunities for public participation at every stage of the preparation of comprehensive plan. Through execution of this Public Participation Plan, the City intends actively involve the public and key community interests in identifying major issues, establishing a community vision, identifying a preferred growth future, and selecting strategies to achieve that desired vision and growth future.

Section 3: Policy Guidelines for Public Participation

To foster public participation in the planning process, the following guidelines will be followed:

- All public meetings will be publicized in advance and open to the public. These meetings will be held to discuss the nine elements of the comprehensive plan and other related issues.
- The community will utilize City staff and consultants to prepare and disseminate information to the public on the planning efforts for the comprehensive plan.
- Updates on the planning efforts and encouragement of public participation in the plan creation will be enhanced through the use of the internet. See the City's Web site: www.fortatkinsonwi.net.
- Public comments will be solicited and responded to at every stage of plan creation through techniques such as the use of mailing and email lists of interested persons.
- The community will utilize a comprehensive planning committee comprised of Fort Atkinson citizens to provide policy guidance in the plan preparation. The committee will meet in a public setting at least six times during the course of the comprehensive planning process, and will provide an opportunity for public comment at each meeting.
- The comprehensive planning committee will direct three main public events during the course of the planning process: A Community Vision Workshop (late Spring 2007), a Futures Open House (early Fall 2007), and an Open House for Draft Plan (Winter 2008). The committee, city staff, and consultants will prepare publicity materials to encourage broad public input at those meetings, and carefully compile and review results.
- The City will also conduct two intergovernmental meetings with adjoining town government representatives, and engage in updates on the planning process at regular City Plan Commission and Common Council meetings.
- The City Plan Commission will be asked to recommend adoption of the draft comprehensive plan to the Common Council. If necessary, further modifications will be made to the draft plan prior to preparation of the ordinance and the holding of the public hearing that precedes final adoption of the plan by the City Council.
- A public hearing on the draft comprehensive plan will be held to provide further opportunity for community feedback prior to plan adoption. Following this public hearing, revisions will be made as necessary. A Class 1 hearing notice in the City's official newspaper of record will be published at least 30 days prior to the public hearing.
- The timeline and meeting schedule for completion of the comprehensive plan is included on the following pages. The timeline and meeting schedule will be subject to adjustment over the course of the planning process as the need arises, with updates provided on the City's Web page.