

RESOLUTION 2011-\_\_\_\_\_

ESTABLISHING PUBLIC PARTICIPATION PROCEDURES  
FOR CITY OF SHEBOYGAN COMPREHENSIVE PLAN UPDATE

WHEREAS, the City of Sheboygan has decided to update its comprehensive plan under the authority of and procedures established by §66.1001(4), Wisconsin Statutes; and

WHEREAS, §66.1001(4)(a), Wisconsin Statutes, requires that the governing body of the local governmental unit adopt written procedures designed to foster public participation at every stage of comprehensive plan preparation, and that such written procedures shall 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 City of Sheboygan believes that regular, meaningful public involvement in the comprehensive plan process is important to assure that the resulting plan meets the wishes and expectations of the public; and

WHEREAS, the “Public Participation Plan: City of Sheboygan Comprehensive Planning Project” includes written procedures 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 City Council of the City of Sheboygan hereby adopts the written procedures included in the “Public Participation Plan: City of Sheboygan Comprehensive Planning Project” as its public participation procedures meeting the requirements of §66.1001(4)(a), Wisconsin Statutes.

Resolution Adopted: \_\_\_\_\_, 2011

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

# Public Participation Plan: City of Sheboygan Comprehensive Planning Project

## Introduction

In 2011, the City of Sheboygan began updating its Comprehensive Plan (adopted in 2000) to comply with Wisconsin's comprehensive planning law update requirement. A key required component of the state's planning legislation is to actively involve local residents and community stakeholders throughout the comprehensive planning process. Encouraging public participation is a key goal in the City's planning effort. This document is an attempt to chart out the City's approach and specific opportunities for community visioning and public input on the content of the Comprehensive Plan.

This document also meets statutory requirements. Section 66.1001(4)(a) of Wisconsin Statutes specifically requires the City's governing body to adopt by resolution written procedures designed to foster public participation—including open discussions, communication programs, information services and public meetings for which advance notice has been provided—at every stage in the preparation of the comprehensive plan. The written procedures must provide for wide distribution of the comprehensive plan, an opportunity for the public to submit written comments on the plan, and provisions for the City's response to such comments.

## Approach

The City of Sheboygan has agreed on a set of participation activities designed to foster public participation throughout the comprehensive planning process. These activities are described in the following sections of this document. The City's public participation activities have been selected because they typically return strong levels of participation with relatively modest public expenditures.

By actively involving and engaging the public, the City will meet both the letter and spirit of Wisconsin's comprehensive planning legislation and will follow these general approaches:

- The City recognizes that public involvement is essential for innovative yet implementable plans. The City will encourage the widest degree of public involvement possible within budget constraints, to arrive at a shared community vision and produce a plan that truly reflects the ideas, desires, and objectives of most residents, property owners, and businesses.
- All City committee, Common Council, Plan Commission, and Comprehensive Plan Committee meetings are open to the public, and will be noticed as required by state open meeting regulations.
- Public meetings will provide an opportunity for public comment. Several of the meetings are particularly meant to encourage wide participation from the public. A formal public hearing with notice will be held near the end of the process. Other meetings are intended to be work sessions for the Plan Commission, Comprehensive Plan Committee, and other City committees and will operate per current procedures.
- In addition to legal posting and publishing requirements, the City will provide notices of meetings and other related information to the local media and post such on the City's website. This will allow the publicizing of the planning process and open public meetings to the greatest number of residents possible.
- The City will use its website—[www.ci.sheboygan.wi.us](http://www.ci.sheboygan.wi.us)—to publicize and promote the planning process, provide information on upcoming meetings, allow for interaction feedback on the planning process, and supply the results of meetings and other participation activities. Drafts of the Plan will also be posted on the City's website for public review and comment.

- The City will use the Comprehensive Plan Committee as a conduit for collecting and interpreting public input received during the process, with input from the City's standing committees and departments. The Committee members will be encouraged to outreach with the community.
- The City will inform neighboring and overlapping governments, including the Sheboygan School District, to encourage regional cooperation and sharing of information.

### Public Participation Activities

The City will use the following activities to obtain public participation throughout the process.

1. Plan Commission and Committee Meetings: Several Plan Commission and Committee meetings will be held over the course of the planning process. All Plan Commission and Committee meetings will be noticed and held as open public meetings. Some meetings are specifically intended to solicit public input, while others will be work sessions with a limited public comment period.
2. Other City Committee, Board, and Staff Meetings: Meetings with other standing City committees will be held over the course of the planning process. These meetings are intended to elicit input on the City's vision, growth alternatives, and background information that will be used to prepare the Comprehensive Plan. Normal public input processes associated with these meetings will be utilized.
3. Common Council: Each Council meeting has an opportunity for public comment, including meetings where comprehensive planning results are discussed.
4. Community and Student Visioning Workshops: The City will host three visioning workshops – one for the general community and two for students. The purpose of the workshops will be to help the public find and express common interests and agreement on the future vision for the City. The workshops will feature highly interactive and hands-on processes involving facilitated small- and large-group sessions, maps, and graphics. Comment sheets will be available for public comment.
5. Focus Groups and Community Leader Interviews: One-on-one interviews and small group meetings will be conducted with stakeholders in the community. The focus of these meetings will be to assemble impressions and ideas on future community opportunities, identify challenges that will be necessary to overcome to realize those opportunities, refine a community vision, and obtain direction and input on future growth. Comment sheets will be available for public comment.
6. Draft Plan Open House: The City will host an open house to present the draft Comprehensive Plan for public review and to gather community feedback on consensus points and recommended revisions. This two hour drop-in session will involve question and answer exchanges as well as Plan review summaries and displays. Exhibits and comment forms will accompany and presentation and interactive techniques will be used to gauge levels of support for Plan elements, ideas, and implementation strategies. Comment sheets will be available for public comment. The draft Plan will be available in advance of the Open House at the City Clerk's department, the Planning and Development Department, and at the Mead Public Library.
7. Public Hearing: The City will arrange for a formal public hearing before the Plan Commission or Common Council as required by State Statutes near the end of the planning process.

8. Techniques to Notify Public of Participation Activities: The City will use the following methods to ensure public awareness of the above activities. Not all methods will be used for each activity.
- Contacts with the local media to make them aware of events and ask for their assistance in informing the public.
  - Postings on the City's website, at regular legal notice posting locations, and at other commonly visited places throughout the community.
  - Distribution of notices to a voluntary e-mail list in advance of public activities.
  - Individual invitations to interviews, focus groups, and other events on a limited basis.

The results of these public participation activities will be recorded and available for public review via the City's website or by contacting the City's Planning and Development Department at [development@ci.sheboygan.wi.us](mailto:development@ci.sheboygan.wi.us) or (920) 459-3377 or 828 Center Avenue, Suite 104, Sheboygan, WI 53081. The results will also be summarized in the Comprehensive Plan, which will be available for public review and input before it is finalized via the City's website, City Hall, and the Mead Public Library.