

## **PUBLIC PARTICIPATION PLAN**

### **City of Jefferson Comprehensive Plan**

#### **Section 1: Introduction**

In 2006, the City of Jefferson was awarded a Comprehensive Planning Grant from the Wisconsin Department of Administration to develop a community plan that complies with Wisconsin's comprehensive planning law. One of the key components of preparing a comprehensive plan is actively involving community stakeholders as the plan is being developed. Public participation helps to ensure that the plan accurately reflects the vision of the community.

#### **Section 2: Purpose**

Pursuant to Sec. 66.1001(4)(a), Wis. Stats., the purpose of the Public Participation Plan is to **outline the procedures that will 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 comprehensive plan.

This Public Participation Plan will actively involve the general public and key community interests in identifying major issues, establishing a vision statement, creating goals and objectives, and selecting strategies to achieve those goals and objectives.

#### **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 each 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.
- The community will utilize a **comprehensive planning committee** comprised of Jefferson citizens appointed by the Mayor to provide policy guidance in the plan preparation.
- The committee will hold **monthly public meetings** to address the nine plan elements and solicit public input at every stage of the planning process. The committee will also conduct a **community wide survey** to obtain input on general community goals and perform initial testing of various planning and development policy alternatives.
- An **Issues, Opportunities, and Policies Meeting** will be held to present a draft of the Plan's goals, objectives, and policies.
- The **Internet** will be utilized to educate and inform the public throughout the project.
- An **Open House** will be held to present for **public review the draft Comprehensive Plan** and gather community feedback on consensus points and recommended revisions in advance of the formal public hearing process. Exhibits and comment forms will accompany the presentation. A Class I hearing notice in the City's official newspaper of record will be published prior to each public hearing.
- Following initial review by the Committee, a **revised draft of the Comprehensive Plan (DRAFT #2)** will be provided for **public review**. This version of the draft Plan will also be presented at a **public Open House**.
- A **Full Draft Plan Review Meeting with Intergovernmental Contacts** will be held to review the draft Plan and to discuss areas of mutual interest. This meeting will help gauge the preferences of neighboring communities to the various planning alternatives developed by each community.
- A second **Regional Steering Committee Meeting** will be held to provide an opportunity for participating communities to discuss Plan recommendations, especially areas of conflict. This will allow the Plan Commission to address issues prior to making a recommendation to the Council.
- The City of Jefferson's **Plan Commission will be asked to recommend adoption** of the **Comprehensive Plan (DRAFT #2)** 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**.