

# 2004 Public Participation Plan<sup>1</sup>

The purposes of this Public Participation Plan are:

- to ensure members of the Richfield Community have opportunity to contribute to the development of its Town of Richfield Comprehensive Plan,
- to keep the public continually informed during the development of the Town of Richfield Comprehensive Plan, and
- to meet the requirements of Wisconsin's "Smart Growth Law (Wis. Stat. § 66.1001(4)(a)).

## **Legal Requirements – Ch. 66.1001(4)(a) Wis. Stats.**

"The governing body of a local government unit shall adopt written procedures that are designed to foster public participation, including open discussion, communication programs, information services, and public meetings for which advance notice has been provided, in every stage of the preparation of a comprehensive plan. The written procedures shall provide for wide distribution of proposed, alternative or amended elements of a comprehensive plan and shall provide an opportunity for written comments on the plan to be submitted by members of the public to the governing body and for the governing body to respond to such written comments."

## **Purpose and Intent**

The Town of Richfield, in its comprehensive planning process, desires to make the opportunity for public participation, input and contribution available to its residents and to all interested and/or potentially affected parties, public and private, within and surrounding the Town of Richfield. The Town also seeks to strike a fair plan that balances private and community desires in order to achieve the best future for the Town.

The intent of these procedures is to inform the public that resides in and near Richfield, as well as all other stakeholders and potentially affected entities (both private and public), of opportunities to participate and to provide these people and entities with multiple, alternative methods for participating.

## **Public Participation Procedures**

The Town of Richfield Planning Commission will lead this public involvement effort. It shall be the responsibility of the Planning Commission, through its consultant, Town staff, and other designated parties, to:

- Make available to the public, information about the planning process and copies of plan documents. This information shall be made available in the most suitable variety of media possible, including newsletters, public meetings, workshops and the Internet.
- Prepare meeting summaries that shall be made available to interested individuals upon written request to the Town Clerk at the cost of \$0.25 per page. Requests should be submitted to Pamela Spranger, Town Clerk, 4128 Hubertus Road, Hubertus, WI 53033. Copies of meeting summaries will also be posted on the Town's website: [www.Town-Richfield.com](http://www.Town-Richfield.com).
- Keep meeting attendance sign-in sheets as part of the record for all meetings. Both Planning Commission members and general public in attendance shall be requested to sign in.
- Recommend to the Town of Richfield Board the adoption of this Public Participation Plan.
- Actively solicit comments and suggestions from Richfield residents, businesses owners and property owners, local civic groups, Washington County, neighboring towns, local school districts, the Southeast Wisconsin Regional Plan Commission, Wisconsin Department of Natural Resources, Wisconsin Department of Transportation, Wisconsin Department of Administration and the Wisconsin Land Council. This effort shall involve meeting notices, mailed invitations, media releases and articles in the Town Newsletter and local papers, facilitation of an "intergovernmental meeting" with adjoining municipalities and affected local government agencies, individual interviews with community "stakeholders", a community-wide survey/questionnaire, the forwarding of draft chapters for review by affected agencies and the required recommended plan distribution and comment period.

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<sup>1</sup> As required by state requirements, the Town of Richfield adopted a public participation plan in 2004 that identified the ways in which the public would be involved in the preparation, review, and adoption of the comprehensive plan. As such, some of the content in this plan is dated.

- Distribute a planning program orientation newsletter prior to the first scheduled public planning meeting, send a postcard invitation prior to the scheduled Mid-Course Meeting, and send a copy of the Draft Future Land Use Map to every household.
- Accept written comments (via hand delivery, mail, FAX, and e-mail) from residents, landowners, and other interested parties throughout the planning process.
- Host a public hearing on the plan.
- Work closely with the consultant hired by the Town to prepare the comprehensive plan.

The Planning Commission will include opportunities for public participation on the agendas for all of its regular meetings. Meeting agendas will be posted at least 24 hours before the scheduled start of each meeting.

### **Public Planning Opportunities**

What follows is a profile of the major opportunities for public participation and input into the development of the Town of Richfield Comprehensive Plan.

**Vision, Value and SWOT Workshop** A comprehensive planning orientation newsletter will be distributed to all households in the Town of Richfield to invite residents, landowners and other stakeholders to participate in this initial public event. At this workshop, participants will be asked to identify qualities of Richfield that they value and to identify Richfield's strengths, weaknesses, opportunities, and threats. Participants will also have the opportunity to participate in a visioning exercise, the results of which will serve as the foundation for preparing a vision for each of the nine (9) required plan elements. The public will also be informed of future opportunities to participate in the planning process as a part of this workshop.

**Intergovernmental Meetings** The Town of Richfield, in cooperation with the UW-Extension, will conduct individual or one-on-one interviews with key personal and/or elected officials representing adjoining municipalities, and, distribute invitations to the Intergovernmental Meeting to members of the local school boards, the supervisors and clerks of neighboring towns, the Washington County Supervisors who represent the Town of Richfield, the Washington County Planning Commission, the Southeast Wisconsin Regional Plan Commission, and representatives of the Wisconsin Department of Transportation and the Wisconsin Department of Natural Resources. At the meeting, participants will be given the opportunity for mutual exchange of ideas and recommendations to address any conflicts with respect to mutual interactions and the Draft Future Land Use Map.

**Element Meetings** The Town of Richfield will send invitations to specific "stakeholders", residents and others with an interest in the particular plan elements that are the subject of the scheduled meetings. At each of these Element Meetings, participants will review and discuss the various issues related to the various elements, provide direction for potential plan alternatives, and a preliminary draft of the relevant chapter of the plan to frame the plan element.

**Mid-Course Meeting / Map Forum** A postcard invitation will be mailed to all households to advertise this special public event. During this event, participants will have the opportunity to view and comment on draft maps from the plan. A "cognitive mapping" exercise in which participants will be able to draw their own Future Land Use Maps of the Town will be the focus of the meeting.

**Media Releases and Web Site** Periodically during the planning process, media releases will be provided to local newspapers and included in the Town Newsletter. In addition, an interactive web site will be provided via links from the consultant's web site and the Town of Richfield web site in an effort to keep the public informed. The web site will include meeting schedules, summaries of past meetings, draft maps and plan chapters, and general education materials about the Smart Growth Law. A hyperlink to an e-mail address will be available for interactive feedback on the plan. The site will be updated at least once a month to ensure that the information is current.

**Community-Wide Survey** With the assistance and advice of the UW-Extension, a community-wide survey will be developed and distributed to provide an opportunity for direct resident input into the planning process. The results of the survey will be presented throughout the plan.

**Open House** The purpose of the plan "open house" is to display the plan maps and text in an informal setting. The maps and plan text will be on display for interested residents to review at their own pace. This meeting will allow participants to share their ideas in a setting that is less formal than a public hearing.

**Public Hearing** The Planning Commission will host the public hearing. Media releases and web postings will also be used to publicize the public hearing. At the public hearing, a presentation will be given to summarize:

- (1) why the project was being done in the first place,
- (2) the overall planning program and the range of activities used to solicit public involvement,
- (3) the key components of the nine (9) required plan elements
- (4) the recommended future land use map
- (5) comments received during the 30-day comment period

Following this presentation, the public will have an opportunity to testify about the plan.

### **Public Meetings, Notices and Comment**

All meetings on the comprehensive plan shall be open to the public and duly posted pursuant to Wis. Stat. § 985.02(2). The public notice announcing the required public hearing on the plan shall be published as a class 1 notice, pursuant to Wis. Stat. § 985.02(1), at least 30 days prior to the hearing. The class 1 notice shall include the following:

- (1) date, time and place of the hearing,
- (2) a summary of the Recommended Town of Richfield Comprehensive Plan,
- (3) the name of the Town representative who may provide additional information regarding the plan, and
- (4) where and when a copy of the recommended comprehensive plan may be viewed prior to the hearing, and how a copy of the plan may be obtained.

Copies of the Recommended Town of Richfield Comprehensive Plan shall be made available for viewing by the general public at the same time as the hearing notice is published. Copies of the recommended plan shall be available at the Town Hall 4128 Hubertus Road, Hubertus, WI, at the Germantown Public Library, N112 W16879 Mequon Road, Germantown, Wisconsin 53022, the Hartford Public Library, 109 N. Main Street, Hartford, Wisconsin 53027, and from the Internet Project Web Site. Members of the public who want to obtain their own copy of the recommended plan may submit a written request and pay duplication costs to obtain a copy.

After the notice of the public hearing has been published, those wishing to submit written comments on the plan may do so until one week prior to the public hearing. Written comments on the recommended plan should be submitted to the Town's Consultant. Written comments received prior to the public hearing will be addressed at the hearing and will be given the same weight as oral testimony. A review of the proposed revisions of the Recommended Town of Richfield Comprehensive Plan will be completed at the public hearing. All approved revisions will be posted on the Internet Project Web Site in the meeting summary and included in the official minutes of the public hearing.

### **Plan Adoption and Updates**

**Town Board** Based on the recommendation of the Planning Commission and comments received and after the Public Hearing, the Town Board, by majority vote, shall enact an ordinance adopting the Town of Richfield Comprehensive Plan. A copy of the ordinance and adopted plan shall be sent to neighboring units of government, school and special purpose districts serving residents of the Town, Southeast Wisconsin Regional Plan Commission, Wisconsin Department of Natural Resources, Wisconsin Department of Transportation, the Wisconsin Department of Administration and the Wisconsin Land Council. A copy of the adoption ordinance and the plan shall be available for inspection at the Town Hall. Copies of the Town of Richfield Comprehensive Plan may be purchased from the Town Clerk.

**Planning Commission** The Town of Richfield Planning Commission shall assist the Town Board in implementing the provisions of the Town of Richfield Comprehensive Plan.

From time to time, but not less than once every five (5) years, the Planning Commission shall review the comprehensive plan to address potential revisions and amendments. The Planning Commission shall also be responsible for recommending comprehensive plan amendments and revisions to the Town Board on a majority vote of the Plan Commission membership. Amendments would include minor changes to the Future Land Use Maps to accommodate development approvals and the annual review of the implementation objectives milestone dates to reflect completed actions and new priorities. It is anticipated that amendments will occur regularly to ensure the plan remains an effective tool for development decisions. Revisions to the plan are more comprehensive in nature. Revisions include updates to population projections, overall goal statement changes, updates of census information (i.e., 2010 Census and 2020 Census), the addition of new maps, inclusion of any new survey data, and the like.