

## APPENDIX 15-3

### **PUBLIC PARTICIPATION PLAN FOR THE KENOSHA COUNTY MULTI-JURISDICTIONAL COMPREHENSIVE PLAN**

#### **INTRODUCTION**

This public participation plan for the Multi-Jurisdictional Kenosha County Comprehensive Plan is intended to serve two (2) purposes. First, it will provide opportunities for public input throughout the comprehensive planning process. Second, adoption of a public participation plan is a requirement of the Wisconsin Comprehensive Planning Law. Section 66.1001 (4) (a) of the *Wisconsin Statutes* requires that:

*“The governing body of a local governmental 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. The written procedures shall describe the methods the governing body of a local governmental unit will use to distribute proposed, alternative, or amended elements of a comprehensive plan to owners of property, or to persons who have a leasehold interest in property pursuant to which the persons may extract non-metallic mineral resources in or on property, in which the allowable use or intensity of use of the property is changed by the comprehensive plan.”*

#### **PUBLIC PARTICIPATION PLAN**

##### **Multi-Jurisdictional Advisory Committee and Ad Hoc Groups**

A Kenosha County Multi-Jurisdictional Advisory Committee (MJAC) was formed at the outset of the comprehensive planning process. The MJAC is comprised of one (1) representative appointed by each of the participating local governments and one (1) member of the Kenosha County Board Land Use Committee. The MJAC is advisory to the planning process and may make recommendations to the Land Use Committee, including a recommended Multi-Jurisdictional Comprehensive Plan for Kenosha County. The MJAC provides a formal role for participating local governments to work with County officials to shape the recommended County comprehensive plan.

The MJAC will hold regular meetings during the planning process. All meetings will be open to the public, and an opportunity for public comment will be provided during all meetings. Meeting agendas and minutes will be available at the office of the Kenosha County Planning and Development Department and on the comprehensive planning website ([www.co.kenosha.wi.us/plandev/land\\_dev/smart\\_growth.html](http://www.co.kenosha.wi.us/plandev/land_dev/smart_growth.html)).

The MJAC may establish one (1) or more ad hoc work groups, if necessary, to provide technical expertise in developing particular plan elements or to develop recommendations on specific planning issues for consideration by the MJAC.

##### **Kenosha County Public Participation Plan Summary**

The following table provides an overview of public participation activities and a timeline for implementation, and is followed by a description of each of the activities.

| Participation Phase            | General Timeline             | General Public Activities  | Key Stakeholder Activities   | Municipal Official Activities  |
|--------------------------------|------------------------------|--|--|--|
| Public education and awareness | Throughout the process       | <ul style="list-style-type: none"> <li>➤ Newsletters</li> <li>➤ Website</li> <li>➤ Press releases and feature articles</li> <li>➤ Presentations to interested organizations</li> <li>➤ Meetings and open houses</li> <li>➤ Publications</li> <li>➤ Cable television</li> </ul> | <ul style="list-style-type: none"> <li>➤ Those already noted</li> <li>➤ Identification of key stakeholder representatives</li> </ul>   | <ul style="list-style-type: none"> <li>➤ Educational overviews and presentations at municipal meetings</li> <li>➤ Educational tours</li> <li>➤ Educational workshops related to planning elements, GIS, Planning Dept. resources and impacts of growth</li> </ul>  |
| Public dialogue                | June 2006 – July 2008        | <ul style="list-style-type: none"> <li>➤ Web-based feedback forums</li> <li>➤ End-of-session feedback from presentations</li> <li>➤ Meetings and open houses</li> </ul>  | <ul style="list-style-type: none"> <li>➤ Interactive “Kenosha County Café” - based on the World Café Model of public dialogue toward building relationships, understanding perspectives, and creating a common vision</li> <li>➤ Those already noted</li> </ul>  | <ul style="list-style-type: none"> <li>➤ Participation in the Kenosha County Café</li> <li>➤ Coordination activities for neighboring and overlapping jurisdictions</li> <li>➤ Coordination of resources available within the Planning Dept. and SEWRPC</li> </ul>  |
| Deliberation of alternatives   | January 2007 – December 2008 | <ul style="list-style-type: none"> <li>➤ Participation in interactive issue forums</li> <li>➤ Meetings and open houses</li> </ul>  | <ul style="list-style-type: none"> <li>➤ Active participation as panelists and participants in Kenosha County Issue Forums that will be taped and broadcast on cable television – forum topics may include subdivision design, agriculture and natural resource protection and stormwater management</li> <li>➤ May serve on issue committees</li> </ul> | <ul style="list-style-type: none"> <li>➤ Identification and framing of key issues of deliberation which may include specific design standards, agriculture and natural resource preservation, and inventories of key issues and opportunities</li> <li>➤ May serve as issue committee chairs or members</li> </ul> |
| Final adoption                 | February – June 2009         | Participation in public hearings   | Participation in public hearings   | Participation/Presentations in public hearings.  |

**Public Meetings and Forums**

Meetings will be held throughout the comprehensive planning process to provide opportunities for open discussion of the issues at hand. All meetings on the comprehensive plan will be open to the public. For all meetings, attendance sign-in sheets will be made part of the record. In addition to regular MJAC meetings, a series of public meetings will be held, which will include:

- A Kenosha County Comprehensive Plan “Kickoff Meeting” will be held in early 2007. The purpose of this meeting will be to provide background on the Comprehensive Planning Law and planning process.
- The public and identified members of key stakeholder groups will be invited to participate in a “Kenosha County Café” in Spring 2007. The Kenosha County Café is an interactive visioning process designed to allow participants to interact with several other participants to learn about the comprehensive planning legislation, the process, learn about different perspectives related to growth, and generate ideas leading to a shared vision.
- Three (3) issue forums will be held in conjunction with the drafting and completion of the following elements: Issues and Opportunities, Economic Development, and Land Use. Key stakeholders will be invited to present current trends related to these elements as well as their perspectives regarding hopes and concerns about the topic. The public will be invited to attend the moderated forums, which will be taped and submitted for broadcast on public access channels.

- A public informational meeting will be held in each participating local government and at the Kenosha County Center to present the results of inventories and analysis conducted in support of the comprehensive planning process and to obtain public input on land use-related issues in each community. MJAC members will provide regular updates on plan progress and status to the community they represent.
- An open house/intergovernmental meeting will be held upon completion of drafts of the seven (7) planning elements. The seven (7) planning elements include: Issues and Opportunities; Housing; Transportation; Utilities and Community Facilities; Agricultural, Natural, and Cultural Resources; Economic Development; and Land Use. The open house will be widely advertised, and notice will be sent to participating local governments, County and local governments adjacent to the County, special-purpose units of government (school districts and lake districts, for example), State agency staff, and interested groups.
- An open house to present and receive public comment on the draft comprehensive plan, containing all nine (9) required elements, will be held in each participating local government upon completion of a draft plan. Citizens will have an opportunity to review the Multi-Jurisdictional Comprehensive Plan and/or the local government plan and recommendations specific to their community, and to ask questions and provide input in an informal setting.
- Copies of the draft comprehensive plan will be provided to all local governments in the County and will be available for review at public libraries in the County, at the Kenosha County Planning and Development Department, and on the project website. A summary of the plan will be prepared and provided to all adjacent county and local governments and all parties that receive the draft plan, and will be posted on the project website.
- Consistent with the requirements established in Section 66.1001 of the *Wisconsin Statutes*, a public hearing on the recommended comprehensive plan will be held in each participating town, village, and city. The public hearings will be noticed as a Class I notice pursuant to Chapter 985 of the *Statutes* at least 30 days prior to the hearing. The public hearing will consist of a presentation summarizing the planning process and the recommended comprehensive plan. Citizens will have the opportunity to provide formal comments. An official public record including all comments received will be created for each public hearing and included in the final draft of the comprehensive plan. Copies of the recommended comprehensive plan will be available for viewing prior to the public hearings at municipal halls, the Kenosha County Planning and Development Department office, and at the area libraries.
- A copy of the adopted plan will be provided to the parties listed in Section 66.101 (4) (b) of the *Statutes*.

### **Ongoing Efforts**

Ongoing public participation efforts are proposed to take place throughout the comprehensive planning process. These efforts are informative or policy oriented in nature. Ongoing public participation efforts will provide Kenosha County citizens with general education about the comprehensive planning process, provide information about upcoming participation sessions, and update the public on plan progress. Ongoing public participation efforts include the following:

- The Kenosha County Planning and Development Department will maintain a comprehensive planning website ([www.co.kenosha.wi.us/plandev/land\\_dev/smart\\_growth.html](http://www.co.kenosha.wi.us/plandev/land_dev/smart_growth.html)). Updates regarding comprehensive plan progress, upcoming public participation sessions, Multi-Jurisdictional Advisory Committee agendas and minutes, PowerPoint presentations from public meetings, public notices, and newsletters will be posted on the website. The site will include a web-based feedback form where visitors will have the ability to

post comments related to the planning process. Public access to the Internet is available at public libraries throughout the County for residents without other Internet access.

- A comprehensive planning newsletter will be produced and distributed to area libraries, local government officials, municipal halls, the Kenosha County Planning and Development office, and to citizens and interest groups upon request.
- New releases and feature articles regarding the comprehensive planning process and plan progress will be provided to local newspapers, radio and television stations, local governments, the Kenosha County Multi-Jurisdictional Advisory Committee, and posted on the project website.
- Upon request, Kenosha County, Extension, or SEWRPC staff will make presentations about the comprehensive plan to Kenosha County community groups, business or professional organizations, nonprofit agencies, and local governments. Presentations will be made to the Multi-Jurisdictional Advisory Committee throughout the planning process.
- Educational tours and workshops for County and local officials will be held as needed.
- The Kenosha County Multi-Jurisdictional Advisory Committee and Kenosha County, Extension, and SEWRPC staff will actively solicit comments and suggestions at appropriate stages in the development of the comprehensive plan from County residents, local business and civic organizations, the Farm Bureau, Realtors Association, Builders Association, the Kenosha County unit of the Wisconsin Towns Association, conservancy and environmental organizations, non-metallic mining interests and organizations, State and Federal Agencies, school districts, utility companies, participating and non-participating local governments, lake, sanitary, and utility districts, community development authorities, and adjacent County and local governments.

**ADOPTION OF PUBLIC PARTICIPATION PLAN**

This Public Participation Plan was approved by the Kenosha County Multi-Jurisdictional Advisory Committee on November 28, 2006. The Public Participation Plan was approved by the Land Use Committee of the Kenosha County Board on January 10, 2007, and by the Kenosha County Board on January 16, 2007.

The plan was adopted by the participating local governments on the following dates:

| Local Government                           | Date Adopted  |
|--|---|
| Common Council, City of Kenosha            | December 18, 2006   |
| Village Board, Village of Pleasant Prairie | November 20, 2006 (with additional Village-specific activities) |
| Village Board, Village of Silver Lake      | December 20, 2006   |
| Town Board, Town of Brighton               | December 11, 2006   |
| Town Board, Town of Bristol                | January 22, 2007  |
| Town Board, Town of Paris                  | November 28, 2006   |
| Town Board, Town of Salem                  | December 11, 2006   |
| Town Board, Town of Somers                 | January 23, 2007  |
| Town Board, Town of Wheatland              | January 8, 2007   |