

TOWN OF PRIMROSE PUBLIC PARTICIPATION PLAN

The purposes of the *Public Participation Plan* are three-fold:

- To provide a variety of forums and formats that ensure quality participation by Town permanent or temporary residents, citizens and landowners.
- To keep Town permanent or temporary residents, citizens and landowners updated on the progress of the planning process.
- To meet the requirements of Wis. Stat. §66.1001(4)(a):

“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 mended 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.”

In accordance with Wisconsin’s Comprehensive Planning legislation, Wis. Stat. §66.1001(4)(a), the Town of Primrose will follow the *Public Participation Plan* detailed below:

- **Plan Steering Committee:** The current Town Planning Commission and Town Board shall serve as the Comprehensive Plan Steering Committee. The committee will direct the planning process, and hold regular meetings to discuss and generate goals, objectives, and policies for each of the nine required elements. These will occur primarily during Planning Commission meetings which are generally scheduled for the first Monday of every month, and Town Board meetings, held the third Tuesday of each month. Public meeting notices will be posted in several locations around the Town, the Town website, and appear in one or more local newspapers.
- **Newsletter:** A Town newsletter will provide initial information on the Public Participation Plan, as well as details on obtaining comprehensive planning documents, updates, and methods to provide input.
- **Website:** Comprehensive Plan Steering Committee meeting agendas and minutes (incorporated into Town Board and Planning Commission agendas and minutes), as well as draft town plan documents, will be posted on the Town’s website (<http://tn.primrose.wi.gov/>). Additional

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information and resources can also be found at the county's comprehensive plan website (www.daneplan.org).

- **“Town Square:”** A feature of the Town website that will provide an open electronic forum to discuss all aspects of the comprehensive planning process. The Town Square forums will be recognized and appropriately noticed as official public meetings, although decisions will not be made through this medium. Community members without private internet access are encouraged to utilize the available internet terminals at local public libraries.
- **Community Survey:** A community survey of Town permanent or temporary residents, citizens and landowners will be developed to assess the community's attitudes and opinions on issues affecting the Town's quality of life and future. The survey results will be used to guide the goals and objectives of the Town's comprehensive plan.
- **Community House Meetings:** Members of the Primrose community will be encouraged to organize House Meetings to discuss issues related to each of the *Plan* elements, and provide suggestions and input to the Steering Committee. A standard form will be available and used to submit input. Groups and individuals may also be called upon to research, collect and assemble data and information that is needed to develop the *Plan*.
- **Draft Plan Open House:** An open house will be held to present the draft version of the new *Comprehensive Plan* to the community. Text and maps will be displayed and citizen input and feedback requested.
- **Public Hearing:** As specified in Wisconsin's comprehensive planning legislation, the Town will hold a public hearing on the ordinance to adopt the *Comprehensive Plan*. All members of the public will have a chance to voice comments on the *Plan*. In addition, written comments will be accepted and considered. The public hearing will be published as a class 1 notice at least thirty days prior to the hearing, pursuant to Wis. Stat. § 985.02(1). The published notice shall include the following information:
 1. Date, time and location of the public hearing
 2. Brief summary of the comprehensive plan.
 3. Contact information for persons who can provide additional information regarding the proposed ordinance.
 4. Information relating to where and when the proposed comprehensive plan may be inspected before the hearing, and how a copy may be obtained.