

## Town of Primrose

### **Procedures for Implementation of Public Participation Plan for Comprehensive Planning Process**

#### *Steering Committee*

- Designate members to serve as Chair, Vice Chair and Secretary of Committee
- Determine rules of order for Committee sessions, including public participation, and electronic communication among Committee
- Approve and publish public notice of “electronic meeting” for Town Square
- Prepare list of Town permanent or temporary residents, citizens and landowners, (this group will be hereafter referred to as the Town of Primrose “Community”)
- Develop and approve Community Survey
- Determine process and schedule for completion of Comprehensive Plan (CP) elements

#### *Newsletter*

- Should be mailed to Community before work on CP elements begins
- Details on availability of CP documents, and updates
- Details on procedures outlined in this document

#### *Website*

- Website will be updated on a regular basis as new documents are available
- CP documents to be available:
  - Public Participation Plan and Procedures
  - Minutes of meetings
  - Community Survey and Results
  - Drafts and final versions of CP elements
  - Notices of, and Reports from Community House Meetings
  - Other written public comments received

#### *Town Square*

- Participation will be open to all Community members
- Request for participation sent to Town Clerk or designee for approval
- Each member must use standardized user name, e.g. FirstName.LastName, or can participate anonymously through assigned and verified ID code.
- Forums will be created for:
  - Steering Committee discussions
  - Public discussions on each CP element
  - General comments on CP process

- Other topics as needed

### *Community Survey*

- Survey should focus on general opinions of Town's future
- Template from Dane County Planning and Development
- Additional questions from surveys from other municipalities
- Demographic questions for reference for CP elements
- Could be mailed with Public Participation Plan Newsletter

### *Community House Meetings*

- Can be organized by any individual or group in Community
- Can be held at any location, e.g. Town Hall or houses
- Notice of meetings can be posted on Web and at Town Hall
- Meeting report, with standard sections below, should be filed with Town Clerk
  - Date, time and place of meeting
  - Community members in attendance
  - CP element discussed
  - Suggested input for CP element

### *Draft Plan Open House*

- Draft plan and other materials will be available on Web and Town Hall
- Date and Time to be determined

### *Public Hearing*

- Final plan will be available on Web and Town Hall
- Date and Time to be determined