

Citizen Participation Plan

Town of Excelsior Comprehensive Planning Process

PURPOSE

In order for the Town of Excelsior to operate effectively, and to address the needs of the citizens of the Town, the entire population must be kept informed through the Comprehensive Planning process. The decision-making process must be open and consistent with State regulations and local policy. To accomplish this, the following plan will be followed:

PROGRAM OVERSIGHT

1. The Town Plan Commission shall be responsible for implementation of the Citizen Participation Plan, as well as overseeing the Town Plan Commission update process.
2. To ensure responsiveness to the needs of its citizens, the Town Plan Commission shall provide for and encourage citizen participation.

NOTICE OF HEARINGS

1. Official notice of hearings will be by public notice in the Reedsburg Independent, official newspaper for the Town of Excelsior, at least thirty (30) days prior to the hearing via a Class I Notice. In addition, the public notice shall be posted at the Town Hall. These notices will include time, place and date of meetings, as well as a brief agenda.
2. All notifications of meetings and available assistance will be worded in such a way as to encourage citizen participation. In addition, all meeting announcements shall include, where and during what hours, information and records relating to the proposed and actual Comprehensive Plan amendments may be found.
3. All persons or entities affected by a proposed amendment such as those having a leasehold interest in property with nonmetallic mineral resources or in which an allowable use or intensity, if changed, shall be notified by mail at least 30 days prior to any public hearing in which the amendment is discussed.

PUBLIC MEETINGS

Public meetings shall be held to obtain citizen views and to enable them to respond to proposals at all stages of the Comprehensive Planning process, including the development of needs, the review of proposed activities and the review of program performance. Meetings shall be held after adequate notice, at times and locations convenient to potential or actual beneficiaries and with accommodations for the handicapped, and if needed, for non-English speaking persons.

1. Meetings shall be held at the Town of Excelsior Town Hall located at 100 East Broadway Street, Rock Springs, WI 53961.
2. All meeting agendas shall be posted at least 24 hours in advance on the Town of Excelsior's website and at the Town Hall. Each agenda will list the specific sections of the plan to be discussed at that meeting.
3. Meetings shall be held the last Wednesday of the month at 6:30 p.m. All meetings will be open to the public and allow for period of public comment.
4. All meeting minutes will be posted on the Town's website following Plan Commission approval.

PROGRAM INFORMATION/FILES/ASSISTANCE

1. Assistance will be provided to any citizen who requests information about the planning process or proposed amendments. Assistance will be provided by the Town Clerk or any member of the Town Plan Commission as designated by the Chair. Citizens may contact the clerk via email, phone, or in person at Plan Commission meetings.
2. The Town will maintain, in the Clerk's office, a record of all citizen participation efforts including minutes of meetings, newspaper clippings, and copies of notices and citizen communications.
3. Citizens will be invited to make comments, suggestions or questions on the planning process or proposed plan amendments. Inquiries submitted in writing, will have a written response submitted within 15 days. Every effort will be made to respond to all inquiries prior to the final action on the subject. All written inquiries will also be addressed at meetings of the Town Plan Commission.
4. All proposed amendments to the Comprehensive Plan shall be posted on the Town's website and copies will be available for viewing at the Town Hall.

COMPLAINTS

The Town Clerk should be the first contact for complaints. The clerk will handle citizen complaints about the planning process in a timely manner and will respond in writing to all written letters of complaint within 15 days after receipt of the complaint. The nature and disposition of verbal complaints will be reported in a complaint log.