

Town of Oakland Comprehensive Plan Public Participation Plan

The Town of Oakland has developed guidelines for involving the public as part of the requirements of the Comprehensive Planning Process (Section 66.1001(4)(a), Stats.). The goal of a public participation plan is 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 Town of Oakland elects to use the Planning Committee to work with MSA Professional Services, Inc. to develop the Comprehensive Plan. The Planning Committee will have the responsibility for developing the Comprehensive Plan. The Town Board shall have the authority to adopt the Comprehensive Plan.

The following details the public participation plan the Town of Oakland will use for developing its Comprehensive Plan.

- **Project Meetings:** It is anticipated that the project will take four meetings to complete. Two of the four meetings will be working sessions with the Planning Committee. The purpose of the working sessions is to review, discuss, and create project material related to the creation of the Draft Comprehensive Plan.
- **Public Notice:** Meeting times will be published and posted in accordance with Town procedures and State law. All Planning Committee meetings are open to the public unless otherwise indicated in the posted meeting notice. Public attendees are encouraged to voice their ideas, opinions, and concerns at each meeting.
- **Other:** The Town of Oakland may elect to administer a community survey to gain input from residents for goals, objectives, and policies outlined in the Comprehensive Plan.

Adoption Procedures:

- The Planning Committee shall, by majority vote, adopt a resolution recommending that the Town Board pass an ordinance to adopt the Draft Comprehensive Plan. (Statute 66.1001 (4)(b)).
 - A Public Informational Meeting (PIM) will be held upon completion of the Draft Plan. Residents will be encouraged to provide comments before the Planning Committee recommends a resolution to the Town Board for the approval of the Draft Plan. All written comments, which should be forwarded to the Town Clerk, will be consolidated and presented at the Planning Committee meeting.
- An electronic (CD) copy of the Draft Plan will be disseminated to neighboring jurisdictions and appropriate governments, as stated in Statutes 66.1001 (4)(b)(e)(f), providing 30 days for written comments. In addition, a copy of the Draft Plan will be accessible at the local library.
 - The Clerk for the following local governmental units shall receive a copy of the plan:
 - Dane County
 - Jefferson County
 - Village of Cambridge (Dane Co.)
 - Town of Christiana (Dane Co.)
 - Town of Lake Mills (Jefferson Co.)
 - Town of Jefferson (Jefferson Co.)
 - Town of Sumner (Jefferson Co.)
 - The Wisconsin Department of Administration
 - Administrator for the Cambridge Area Public School District

- Administrator for the Lake Mills Public School District
 - Administrator for the Jefferson Public School District
 - Administrator for the Fort Atkinson Public School District
- The Town Board, by majority vote, shall enact the ordinance adopting the recommended plan (Section 66.1001 (4)(c), Stats.). The Adopted Plan and adopting ordinance will be disseminated to the same neighboring jurisdictions, County, and State governments as stated in Wisconsin Statute 66.1001(4)(b), and listed above.
- Before Town Board adoption, a Public Hearing will be held for presentation of the Recommended Draft Comprehensive Plan as stated in Stat. 66.1001(4)(d). The hearing must be preceded by a Class 1 notice under ch.985.
- At least 30 days before the hearing is held the Town of Oakland shall provide written notice all of the following:
 - An operator who has obtained, or made application for, a permit that is described under s. 295.12(3)(d).
 - A person who has registered a marketable nonmetallic mineral deposit under s. 295.20
 - Any other property owner or leaseholder who has an interest in property pursuant to which the person may extract nonmetallic mineral sources, if the property owner or leaseholder requests in writing that the Town of Oakland provide the property owner or leaseholder notice of the hearing.
 - Any person who has submitted a request to receive notice of any proposed ordinance that affects the allowable use of property owned by the person.
- Any comments by the above mentioned governing bodies, or public, will be read into the minutes during the Public Hearing, evaluated, and incorporated as necessary by the Town Board into the Adopted Comprehensive Plan. A summary of comments and subsequent action will be provided upon request.

Other public participation activities may be added as deemed necessary by the Town Board.

Vote: Yes 4 No 0 Abstain 0 Absent 0

Adopted this 15th day of April, 2008.

Attest:

Erin Karp
Town Chairperson

Veronica Heenan
Town Clerk