

PUBLIC PARTICIPATION PLAN FOR COMPREHENSIVE PLANNING TOWN OF BYRON

INTRODUCTION

The Town of Byron recognizing the need for comprehensive planning in accordance with the Wisconsin “Comprehensive Planning” legislation has created a Comprehensive Plan consistent with Section 66.1001 of Wisconsin Statutes. Per the Wisconsin Statutes, the Town will provide updates to its comprehensive plan at a minimum of every ten (10) years. The Town Board or its appointed designee administers the Public Participation Plan.

In order to facilitate public knowledge and involvement in the Comprehensive Planning process the Town of Byron has prepared the following public participation plan. The plan was prepared in conformance with Section 66.1001(4)(a) of Wisconsin Statutes which states: “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 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.”

GOALS OF PUBLIC PARTICIPATION PLAN

The major goals of the public participation plan are as follows:

- Provide a range of opportunities and venues for the residents of the Town of Byron to participate in the Comprehensive Planning Process.
- Meet the standards set forth in Section 66.1001(4)(a), Wisconsin Statutes.
- Establish a formalized and recorded framework for public participation.
- Work with the Town of Byron Board of Supervisors or its appointed designee and the Town Plan Commission to create a thorough plan that can implement the goals and vision of the Town.

PUBLIC PARTICIPATION STRATEGY AND METHODS

The public participation strategy provides a timeline, outlines notification methods and identifies how to submit written comments.

Timeline

The project timeline is project specific. It provides an approximate timeframe and a description of the key events and opportunities for public participation. See Attachment A, if required.

Program Oversight

The Town Board or its appointed designee shall work with the Plan Commission to develop a comprehensive plan and/or update to the existing comprehensive plan. Local residents and interested parties are encouraged to attend and provide input at Plan Commission meetings

throughout the comprehensive planning process. Once the draft plan is complete, the Plan Commission shall recommend adoption of the plan to the Town Board.

Notification Methods

All meetings on the comprehensive plan and/or amendment shall be open to the public and the Town of Byron shall post a notice of all meetings in accordance with Chapter 985.02(2) of the Wisconsin Statutes. A meeting agenda shall be posted at the Town Hall, N3097 State Road 175, Fond du Lac, WI 54937, the Town of Byron website at <http://townofbyron.com>, Kelley Country Creamery, W5215 County Road B, Fond Du Lac, WI 54937 and the South Byron Posting at W6648 County Y, Brownsville, WI 53006. Press releases will be provided at key points in the planning process. Notice of the comprehensive planning process will be sent 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 a property, in which the allowable use or intensity of use of the property is changed by the comprehensive plan and/or amendment (Chapter 66.1001 (4)(a) of the Wisconsin State Statutes). Notification to these individuals will be sent at the beginning of the process and during public comment and review prior to the plan adoption.

Written Comments

Written comments will be collected both electronically and on paper throughout the comprehensive planning process. Electronic comments should be emailed to the Town of Byron Clerk at clerk@townofbyron.com, unless otherwise specified in Attachment A. Written comments should be directed to the Town Clerk at N3438 Maple Ln, Fond du Lac, WI 54937. Copies of the comments will be routed to the Town of Byron Plan Commission, Town of Byron Chairman and project consultant (if utilized). The Town Clerk will respond to the written comments by acknowledging receipt of the document and that the comments have been shared with those noted above for consideration in the final plan and/or amendment.

Website and Technology

The planning process will utilize the Town of Byron's website at <http://townofbyron.com>, unless otherwise specified in Attachment A. The Town of Byron's website will contain all documents and maps produced as part of the Comprehensive Planning process. The website will also contain meeting notices, progress reports of the comprehensive planning status and a calendar of comprehensive plan events.

PLAN ADOPTION PROCEDURES

A draft plan and/or amendments, when complete, shall be available at the Fond du Lac Public Library¹, the Town Hall and on the Town of Byron's website. At least 30 days before the public hearing, written notice of when and where the comprehensive plan and/or amendment can be inspected and how a copy of the plan and/ or amendment can be obtained shall be sent to all of the following as specified in Chapter 66.1001(4) of the Wisconsin Statutes: An operator who has registered, obtained, made application for or received a permit for a non-metallic mining deposit; Any other property owner or leaseholder who has an interest in property pursuant to which the person may extract nonmetallic mineral resources, if the property owner or leaseholder requests in writing that the local governmental unit provide the property owner or leaseholder notice of

¹ Minor amendments shall be available at the Town Hall and on the Town of Byron's website only.

the hearing; and A political subdivision shall maintain a list of persons who submit a written request to receive notice of any proposed ordinance, for the adoption of a comprehensive plan or amendment, that affects the allowable use of the property owned by the person. Written notice and the proposed ordinance shall be provided, either by mail or in any reasonable form that is agreed to by the person and the political subdivision. The political subdivision may charge each person on the list who receives a notice a fee that does not exceed the approximate cost of providing the notice to the person. Additionally, written notice shall be sent to every governmental body that is located in whole or part within the boundaries of the Town of Byron and the clerk of every local governmental unit that is adjacent to the Town of Byron.

The Town will publish a class one notice at least 30 days prior to the public hearing. The notice shall include the date, time, and place of the public hearing; a summary, which may include a map, of the comprehensive plan or amendment to such a plan; the name of an individual employed by the local governmental unit who may provide additional information regarding the proposed ordinance; information relating to where and when the comprehensive plan or amendment to such a plan may be inspected before the hearing, and how a copy of the plan or amendment may be obtained.

The Town of Byron Plan Commission will adopt a resolution to recommend the draft plan and/or amendment to the Town Board, after the public hearing. A public hearing will be held in accordance with Wisconsin Statutes 66.1001(4)(d) prior to Town Board approval of the comprehensive plan and/or amendment. Subsequent to the public hearing and on the recommendation from the Plan Commission, the Town Board shall enact an ordinance adopting the Town of Byron Comprehensive Plan and/or amendment. The Town of Byron shall send one copy of the adopted comprehensive plan, or an amendment of the plan to all of the following: every governmental body that is located in whole or part within the boundaries of the Town of Byron, the clerk of every local governmental unit that is adjacent to the Town of Byron, the Wisconsin Department of Administration, East Central Wisconsin Regional Planning Commission and the local public libraries serving the Town of Byron.

ATTACHMENT A

TOWN OF BYRON YEAR 2040 COMPREHENSIVE PLAN UPDATE

The project will initiate on January 1, 2016 and be completed over a 15 month period ending with delivery of the final documents by March 31, 2017 as shown in Figure 1.

Figure 1 – Tasks & Timeframes for Town of Byron Comprehensive Plan Update

Phase	Timeframe (Approximate)	Description/Key Events
Organization	Jan. – Feb., 2016	<ul style="list-style-type: none"> • Creation & Adoption of Public Participation Plan • Establishment of Comprehensive Plan Update Webpage • Appoint Ad Hoc Members to Plan Commission • Prepare Prelim. Demographic Info
Plan Kickoff Meeting & Visioning	Jan. – Mar., 2016	<ul style="list-style-type: none"> • Kickoff Meeting with the Town Plan Commission (Feb.) <ul style="list-style-type: none"> ▪ Present Prelim. Demographic Info • Visioning Session (Mar.)
Inventory/Analysis & Issue Identification/Vision & Goal Development	Jan. – June, 2016	<ul style="list-style-type: none"> • Update inventory of the physical, social, and economic resources of the Town • Development of background maps • Meet with Town Plan Commission (June) <ul style="list-style-type: none"> ▪ Review Focus Group results ▪ Identify and prioritize issues (needs) and opportunities ▪ Develop Vision Statements & Plan Goals
Plan Alternative, Strategies & Recommendations	June – Oct., 2016	<ul style="list-style-type: none"> • Develop Plan alternatives and draft strategies and recommendations • Develop draft land use plan map • Meet with Town Plan Commission to review draft alternatives and strategies and land use plan map (Oct.)

Phase	Timeframe (Approximate)	Description/Key Events
Plan Implementation	Oct. – Dec., 2016	<ul style="list-style-type: none"> • Develop final plan, strategies and recommendations • Develop final future land use map • Hold Intergovernmental Meeting & Public Informational Meeting (Dec.) • Meet with Town Plan Commission to Approve Draft for Public Review (Dec.)
Plan Review, Public Hearing & Adoption	Dec., 2016 – Feb., 2017	<ul style="list-style-type: none"> • Develop press release • Publish 30 day public notice • Hold Public Hearing / Town Plan Commission recommendation of comprehensive plan amendment (Jan.) • Town Board adoption of plan update (amendment) by ordinance (Feb.)
Plan Printing & Distribution Activities	Mar., 2017	<ul style="list-style-type: none"> • Plan printing and delivery

Planning Approach

An update of all factual information contained within the existing Town of Bryon Comprehensive Plan adopted in February 14, 2006 will be completed. This information will be shared with community leaders and the general public to ensure that the updated comprehensive plan is current and well-connected to short and long term trends and challenges.

Public participation and engagement will be generally sought in two basic forms:

- 1) Traditional, yet well publicized, public comment opportunities will be provided at regular Plan Commission meetings during the process, and;
- 2) Through the hosting of a Community-Wide Visioning Workshop which will assist in providing input and direction for community level physical improvements and changes that will be required to meet the established land use vision which is described in more detail in the next section.

At the end of the comprehensive planning process, a single public informational meeting will be held to provide the community an opportunity to ask questions and comment on the draft comprehensive plan amendment.

Community-Wide Planning Workshop

A large community-wide planning event will be held in March of 2016 to evaluate a number of issue areas within both the context of the nine traditional elements of a comprehensive plan as well as those that specifically relate to the Town's overall sense of place.

Participants will engage in a number of visual and exploratory exercises in order to identify specific issues, high priority trends, needed physical improvements, and implementation opportunities that will be used to maintain or enhance the specific planning topic areas: livability and quality of life; environmental qualities and functions; transportation and mobility and multi-modal enhancements; recreation and health; housing and changing markets; community services provision; economic development; and growth and development interests.

Website and Technology

A website will be created and linked to the existing ECWRPC website (<http://www.ecwrpc.org/programs/comprehensive-planning/town-of-byron/>). A link to the website will be available on the Town of Byron website at <http://townofbyron.com>. The Town of Byron Comprehensive Plan Update website will contain all documents and maps produced as part of the comprehensive planning process. The website will also contain meeting notices, progress reports of the comprehensive planning status and a calendar of comprehensive plan events.