

# **PUBLIC PARTICIPATION PLAN FOR COMPREHENSIVE PLANNING**

## **TOWN OF OAKFIELD, FOND DU LAC COUNTY, WI**

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### **INTRODUCTION**

The Town of Oakfield 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 Oakfield 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 Oakfield 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 Oakfield 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**

An update of all factual information contained within the existing Town of Oakfield Comprehensive Plan will be completed and 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 three basic forms:

- 1) Traditional, yet well publicized, public comment opportunities will be provided at regular Plan Commission meetings during the process, and;

- 2) The use of a short on-line (web-based) and hard copy survey that will be prepared and promoted so that the Town's citizens and businesses can share their insights on issues of interest as they pertain to comprehensive planning topics. The survey will be available and promoted for several months and will be summarized for use by the Plan Commission during the development of the Comprehensive Plan.
- 3) 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. 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. The project will initiate on January 1, 2019 and be completed over a 15 month period ending with delivery of the final documents by May, 2020 as shown in Figure 1.

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

<b>Phase</b>	<b>Timeframe (Approximate)</b>	<b>Description/Key Events</b>
<b>Organization</b>	Jan.-Feb., 2019	<ul style="list-style-type: none"> <li>• Creation &amp; Adoption of Public Participation Plan</li> <li>• Establishment of Comprehensive Plan Update Webpage</li> <li>• Appoint Ad Hoc Members to Plan Commission</li> <li>• Prepare Prelim. Demographic Info</li> </ul>
<b>Plan Kickoff Meeting &amp; Visioning</b>	Jan.-May, 2019	<ul style="list-style-type: none"> <li>• <b>Kickoff Meeting with the Town Plan Commission</b> <ul style="list-style-type: none"> <li>▪ Present Prelim. Demographic Info</li> <li>▪ SWOT Analysis with Plan Commission</li> <li>▪ Development/implementation of on-line survey</li> </ul> </li> </ul>
<b>Inventory/Analysis &amp; Issue Identification/Vision &amp; Goal Development</b>	Jan. – Aug., 2019	<ul style="list-style-type: none"> <li>• Update inventory of the physical, social, and economic resources of the Town</li> <li>• Development of background maps</li> <li>• <b>Meet with Town Plan Commission (3 meetings)</b> <ul style="list-style-type: none"> <li>▪ Identify and prioritize issues (needs) and opportunities</li> <li>▪ Develop Vision Statements &amp; Plan Goals</li> </ul> </li> </ul>
<b>Plan Alternative, Strategies &amp; Recommendations</b>	Sept.-Oct., 2019	<ul style="list-style-type: none"> <li>• Develop Plan draft strategies and recommendations</li> <li>• Develop draft land use plan map</li> <li>• <b>Meet with Town Plan Commission to review draft strategies, recommendations and land use plan map</b></li> </ul>

<b>Plan Implementation</b>	Nov., 2019 – Jan., 2020	<ul style="list-style-type: none"> <li>• Develop final plan, strategies and recommendations</li> <li>• Develop final future land use map</li> <li>• <b>Meet with Town Plan Commission to Approve draft plan for Public Review</b></li> </ul>
<b>Plan Review, Public Hearing &amp; Adoption</b>	Feb. - April, 2020	<ul style="list-style-type: none"> <li>• Develop press release</li> <li>• Publish 30 day public notice</li> <li>• <b>Hold Public Hearing / Town Plan Commission recommendation of comprehensive plan amendment</b></li> <li>• <b>Town Board adoption of plan update (amendment) by ordinance</b></li> </ul>
<b>Plan Printing &amp; Distribution Activities</b>	May, 2020	<ul style="list-style-type: none"> <li>• Plan printing and delivery</li> </ul>

### **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 Oakfield shall post a notice of all meetings in accordance with Chapter 985.02(2) of the Wisconsin Statutes. A meeting agenda shall, at a minimum, be posted at the Town Hall, N3349 Oak Center Rd Oakfield WI 56065, and on the Town of Oakfield website at <http://townofoakfield.org>. Press releases will be provided at key points in the planning process to the Fond du Lac Reporter. 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 Oakfield Clerk at [townoakfield.wi.clerk@gmail.com](mailto:townoakfield.wi.clerk@gmail.com). Written comments should be directed to the Town Clerk at W8965 Oak Center Rd Oakfield WI 56065. Copies of the comments will be routed to the Town of Oakfield Plan Commission, Town of Oakfield Chairman and project consultant. 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 a website page created by the ECWRPC and linked to the existing Town of Oakfield website [www.townof oakfield.org](http://www.townof oakfield.org). The Town of Oakfield Comprehensive Plan Update website page will contain all documents and maps produced as part of the comprehensive planning process. The website will contain all documents and maps produced as part of the Comprehensive Planning process and will be updated periodically to reflect new draft plan materials. The website will also contain meeting notices a calendar of comprehensive plan events as deemed appropriate.

### **PLAN ADOPTION PROCEDURES**

A draft plan and/or amendments, when complete, shall be available at the Oakfield Public Library<sup>1</sup>, the Town Hall and on the Town of Oakfield'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 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 Oakfield and the clerk of every local governmental unit that is adjacent to the Town of Oakfield.

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.

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<sup>1</sup> Minor amendments shall be available at the Town Hall and on the Town of Oakfield's website only.

The Town of Oakfield 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 Oakfield Comprehensive Plan and/or amendment. The Town of Oakfield 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 Oakfield, the clerk of every local governmental unit that is adjacent to the Town of Oakfield, the Wisconsin Department of Administration, East Central Wisconsin Regional Planning Commission and the local public libraries serving the Town of Oakfield.