

PUBLIC PARTICIPATION PLAN FOR COMPREHENSIVE PLANNING

TOWN OF CALEDONIA, WAUPACA COUNTY, WI

INTRODUCTION

The Town of Caledonia 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 Caledonia 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 Caledonia 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 Caledonia 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 Caledonia 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 five basic forms:

- 1) Traditional, yet well publicized, public comment opportunities will be provided at regular Plan Commission meetings during the process; Such meetings will be posted publicly as required by the Town;
- 2) Through the timely posting of draft and final Comprehensive Plan Update materials to a publicly accessible website, accessed through the Town’s existing website;

- 3) Through the potential addition of suitable citizens as “ad hoc” members (no voting rights) of the Plan Commission for the purpose of providing additional perspective during the comprehensive plan update.
- 4) In September 2017, town residents provided input in two ways: via a printed survey mailed to each household in the town and through an online survey. Results from the citizen survey will be used to identify key issues and needed physical improvements that will be used to maintain or enhance the Town’s quality of life.
- 5) Upon completion of the initial draft Comprehensive Plan, the Plan Commission will schedule an Intergovernmental Meeting and Public Informational Meeting that will be held prior to the required public hearing. Notification of this meeting will be sent to all adjacent and overlapping governmental jurisdictions with an invitation to attend and participate in a review and discussion about the draft plan, with an opportunity to voice any initial concerns, or opportunities for collaboration. The Town will also post this public meeting as required in four locations: online on the Town’s website, on an outdoor glass-enclosed board directly in front of the Town’s Community Center, on a glass-enclosed bulletin board in front of the CHS Co-op office on Mill Street in North Readfield, and on a bulletin board in the entrance to the Readfield Post Office.
- 6) At the end of the comprehensive planning process, a single public informational meeting will be held to provide the community an opportunity to offer comment on the draft comprehensive plan amendment (plan update). 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, 2020 and be completed over a 15 month period ending with delivery of the final documents by May, 2021 as shown in Figure 1. Significant alterations to this schedule, if any, will be made known to the public to the Town’s best ability.

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

Phase	Timeframe (Approximate)	Description/Key Events
Organization	Jan.-Feb., 2020	<ul style="list-style-type: none"> • Creation & Adoption of Public Participation Plan • Establishment of Comprehensive Plan Update Webpage • Prepare Prelim. Demographic Info
Plan Kickoff Meeting & Visioning	Jan.-Mar, 2020	<ul style="list-style-type: none"> • Kickoff Meeting with the Town Plan Commission <ul style="list-style-type: none"> ▪ Present Prelim. Demographic Info ▪ SWOT Exercise • 2017 Survey Review/Report
Inventory/Analysis & Issue Identification/Vision & Goal Development	Jan. – Sept., 2020	<ul style="list-style-type: none"> • Update inventory of the physical, social, and economic resources of the Town • Develop background maps • Meet with Town Plan Commission <ul style="list-style-type: none"> ▪ Review 2017 survey and SWOT Exercise results

		<ul style="list-style-type: none"> ▪ Review background data for each element ▪ Identify and prioritize issues (needs) and opportunities ▪ Develop Vision Statements & Plan Goals
Plan Framing Concepts, Strategies & Recommendations	Sept.-Nov., 2020	<ul style="list-style-type: none"> • Develop Plan Framing Concepts, draft strategies & recommendations • Develop draft land use plan map • Meet with Town Plan Commission <ul style="list-style-type: none"> ▪ Review Framing Concepts, strategies and land use plan map
Plan Implementation	Dec., 2020 – Feb., 2021	<ul style="list-style-type: none"> • Develop final plan Framing Concepts, strategies & recommendations • Develop final future land use map • Hold Intergovernmental Meeting & Public Informational Meeting • Meet with Town Plan Commission to Approve Public Review
Plan Review, Public Hearing & Adoption	Mar. - April, 2021	<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 • Town Board adoption of plan update (amendment) by ordinance
Plan Printing & Distribution Activities	May, 2021	<ul style="list-style-type: none"> • Plan printing and delivery

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 Caledonia 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 on an outdoor glass-encased board directly in front of the Town’s Community Center, in a glass-enclosed bulletin board in front of the CHS Co-op office on Mill Street in North Readfield, and on a bulletin board in the entrance to the Readfield Post Office and on the Town of Caledonia website at <https://townofcaledonia.com/>. Press releases will be provided at key points in the planning process to the Waupaca County Post, a print and online publication. 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 Caledonia Clerk at caledoniatownclerk@gmail.com. Written comments should be directed to the Town Clerk at P.O. Box 190, Readfield, WI 54969. Copies of the comments will be routed to the Town of Caledonia Plan Commission, Town of Caledonia Chair 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 Caledonia website: <https://townofcaledonia.com/>. The Town of Caledonia 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 links to meeting notices and upcoming comprehensive plan events, as deemed appropriate.

PLAN ADOPTION PROCEDURES

A draft plan and/or amendments, when complete, shall be available at a minimum, at the Caledonia Community Center by appointment with the Town Clerk and on the Town of Caledonia'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. 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, which 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 Caledonia and the clerk of every local governmental unit that is adjacent to the Town of Caledonia.

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 Caledonia 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 Caledonia Comprehensive Plan and/or amendment. The Town of Caledonia shall send a letter with a link to the comprehensive plan update to all of the following: every governmental body that is located in whole or part within the boundaries of the Town of Caledonia, the clerk of every local governmental unit that is adjacent to the Town of Caledonia, the Wisconsin Department of Administration, East Central Wisconsin Regional Planning Commission and the local public libraries serving the Town of Caledonia.

TOWN OF CALEDONIA, WAUPACA COUNTY, WISCONSIN
Resolution No. 2020-02-02

**ESTABLISHING PUBLIC PARTICIPATION PROCEDURES
FOR COMPREHENSIVE PLANNING FOR THE TOWN OF CALEDONIA**

WHEREAS, pursuant to Section 66.1001 of the Wisconsin Statutes, any program or action of a local governmental unit that affects land use, including but not limited to zoning, subdivision regulation and official mapping, shall be consistent with that local governmental unit's adopted comprehensive plan beginning January 1, 2010, and such plan must address the nine elements as required by Wisconsin Statutes Section 66.1001(2); and

WHEREAS, the Town of Caledonia has prepared the *Town of Caledonia – Year 2030 Comprehensive Plan*, originally adopted in June, 2007, that will be amended to comply with the authority and procedures established by Section 66.1001 and Section 62.23 of the Wisconsin Statutes; and

WHEREAS, Section 66.1001(4)(a) of the Wisconsin Statutes requires that the Town Board adopt written procedures designed to foster public participation at every stage of comprehensive plan preparation including open discussion, communication programs, information services and public meetings for which advance notice has been provided, and that such written procedures shall also provide for wide distribution of draft plan materials, an opportunity for the public to submit written comments on the plan materials, and a process for the governing body to respond to such comments; and

WHEREAS, the Town Board of the Town of Caledonia believes that regular, meaningful public involvement in the comprehensive planning process is important to assure that the resulting comprehensive plan reflects the desires and expectations of the public; and

WHEREAS, the Plan Commission has reviewed the *Public Participation Plan for Comprehensive Planning* and has recommended approval; and

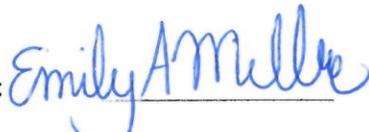
WHEREAS, the attached Public Participation Plan developed for the *Town of Caledonia Comprehensive Plan Update 2040* includes written procedures designed to foster public participation, ensure wide distribution of draft plan materials, provide opportunities for written comments on such materials, and provide mechanisms to respond to such comments.

NOW, THEREFORE, BE IT RESOLVED that the Town Board of the Town of Caledonia hereby adopts the *Public Participation Plan for Comprehensive Planning* as its public participation procedures to fulfill the requirements of Wis. Stats. Section 66.1001 (4)(a).

This resolution was adopted by the Town of Caledonia Board on the 19th day of February, 2020:

TOWN BOARD OF THE TOWN OF CALEDONIA,
WISCONSIN

ATTEST:


Emily A. Miller, Clerk

By:


Paula Pagel, Chair