

TOWN OF LISBON

Smart Growth Public Participation Plan Element

Background and Requirements

The Town has agreed to work towards compliance with Wisconsin's Smart Growth planning statutes. The Town is also coordinating its planning efforts with the County Comprehensive Development Plan Advisory Committee. Wisconsin's new Smart Growth and Comprehensive Planning law (Wisconsin Statutes, Section 66.1001(4)(a)) requires public participation throughout the comprehensive planning process. The statutes require each community preparing a plan to start the process by developing a "Public Participation Plan" in order to identify how the public will be notified and kept involved throughout the planning process. More specifically, the governing body is required to 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 are required to 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. The written procedures must describe the methods the governing body of a local governmental unit will use to distribute proposed, alternative, or amended elements of a comprehensive plan 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 property, in which the allowable use or intensity of use of the property is changed by the comprehensive plan. To satisfy this statutory requirement, Waukesha County will provide updates on the planning process to the Waukesha County Mineral Extraction Advisory Committee and the Waukesha County Aggregate Producers. In addition, the Agriculture, Cultural and Natural Resources Subcommittee of the Comprehensive Development Plan Advisory Committee will include representation of the aggregate industry and will involve the industry in mapping locations of existing and planned non-mineral extractions.

Introduction

Public participation is an important part of the comprehensive planning process. For a plan to develop, decision makers need to hear ideas, thoughts, and opinions from their citizens and stakeholders. The purpose of this public participation plan is to give citizens the opportunity to participate and learn about their community.

The development of a quality comprehensive "smart growth" plan includes interaction and involvement from the citizens of the community. Good planning involves good public participation. Besides involving the public in meetings, the Town of Lisbon will provide updates to their website informing residents of past and future meetings.

The Town of Lisbon intends to be responsive with the state mandate to include public participation throughout the planning process. The Town will use this document as a guide to involve their citizenry. Citizens will have the opportunity to provide input as plan development occurs.

Once the Comprehensive Plan is prepared, the Town Plan Commission, chaired by the Town Chairman, will review, amend as needed, and approve of the plan. Since public participation is

required throughout the plan process, the Town of Lisbon will use this plan to oversee and encourage public involvement.

Public Participation Goals and Objectives

The effectiveness of a plan depends upon its success in meeting the expectations of the public. Further, the plan needs to be reassessed periodically to determine if the public's evolving needs and expectations are adequately being met. The public participation procedure ensures that the public will be kept informed of activities and given opportunities to participate in the development and review of the plan.

Goal: The comprehensive planning process shall provide the public with information, timely notice and full access to key decisions, and shall support **early** and continuing involvement of the public.

Objective 1: Share with the public the tasks of identifying concerns, developing alternatives, and evaluating policies to address the concerns.

Objective 2: Be open, honest, and accurate in public statements and accountable for diligent follow-up and timely results.

Objective 3: Listen and respond to suggestions made by the public.

Objective 4: Provide the public with timely notice and reasonable access to information about physical development issues and processes.

Public Participation Methods

There are many approaches involving local citizen (the public) participation in the preparation of a comprehensive plan. The Town of Lisbon may use one or more of the methods outlined below to encourage public participation throughout the planning process:

- **Citizen Advisory Committee Meetings.** The Town may want to reconvene their Land Use Plan Citizen Advisory Committee to assist in the amendment of their Land Use Plan in accordance with the Smart Growth law. Committee meetings would be scheduled as needed and would be open to the public. Residents would be given notice of the meetings through the local newspaper and/or posting of agendas throughout the Town. At the first Committee meeting on the Comprehensive Plan, the Town would present to those present the comprehensive plan status, the proposed process and the impact of "smart growth legislation" on the Town. Public input and discussion would be encouraged at these meetings. Upon completion of the data gathering and formulation of Goals, Objectives and Standards, the Town of Lisbon may hold a joint meeting with the Town of Lisbon Plan Commission to review the Goals, Objectives and Standards. Other meetings would be scheduled throughout the plan process as determined by the Committee, Town Plan Commission, and/or the Town Chairman. At the beginning of each subsequent meeting, the Town would present a brief overview of the plan status.

At the Town level, the Land Use Plan Citizen Advisory Committee is comprised of a cross section of citizens from the Town, one or more members from the Town Plan Commission, and Town staff. This Committee suggests amendments to the Town's Land Use Plan to the Town Plan Commission and the Town Board. The staff and the chairman of the Committee would be responsible for coordinating with the County's

Comprehensive Development Plan process to ensure all Smart Growth elements are included in the Town's revised Land Use Plan.

- Plan Commission Meetings. In order to provide reasonable opportunity for public participation, yet limit the number of meetings, public participation will also be welcomed at all regularly scheduled Plan Commission meetings, where appropriately agendaed and deemed appropriate by the Town Chairman. Plan Commission meetings are generally scheduled on the first Thursday of each month.
- News Releases and/or Articles. News releases and/or articles will be used as an effective means to keep the general public and local newspapers informed of the Town of Lisbon's planning efforts, on an as needed basis. Updates and future steps of the planning process will be outlined as well as other newsworthy information and/or activities.
- Citizen Survey. A citizen survey is an effective tool to provide local residents an opportunity to present their views, ideas, opinions, concerns, and interests to the persons working on the plan. There are several means of providing citizens the opportunity to participate in the survey process. The two most common are either through an electronic survey or through a mailer. If the Town of Lisbon undertakes a survey, the results of the survey would be shared with local residents through meetings and/or the local newspaper.
- Public Informational Meeting and Public Hearing. At the end of the planning process a public informational meeting will be held to allow the general public to view the plan, ask questions, and provide comments and/or concerns. It is the goal of the public participation plan that the majority of public input into the plan will have been provided **early** in the process utilizing the four (4) methods outlined above. The informational meeting will commence with a presentation by the Town briefly summarizing the planning process. Subsequent to the public informational meeting, a public hearing will be conducted as required by Chapter 66.1001 of the Wisconsin Statutes. The public will have an opportunity to once again ask questions and provide comment on the plan. All verbal and written comments will be taken at this time and they will become part of the official record of the public hearing. The deadline for all written comments will be one week after the public hearing. A draft of the comprehensive plan will be available for review at the Lisbon Town Hall at least 30 days prior to the public informational meeting and the public hearing.

Comprehensive Development Plan for Waukesha County Advisory Committee and Subcommittees

As referenced above, a countywide Comprehensive Development Plan Advisory Committee has been established to help guide the planning process for the Smart Growth revisions to the Waukesha County Development Plan. The Committee is made up of representatives from all participating municipalities, including the Town of Lisbon. These members also have diverse interests and different occupational backgrounds. They are responsible for providing leadership and guidance during the County's Comprehensive Development Plan process and for keeping people informed in the community they represent.

Further, prior to commencing work on an individual comprehensive plan element, a subcommittee of the Comprehensive Development Plan Advisory Committee will be created to guide the gathering of information concerning that particular planning element. The sub-

committees will contain membership of citizens, local officials, business representatives and local organizations with interest in the particular planning element.

Public Participation Tools

Citizen involvement is important at all stages of the planning process; not just when recommendations are being presented. This is why **early** involvement is necessary. The following is a summary of some of the various ways in which the Town can engage citizens in discussions about planning. Each technique has its advantages and disadvantages. One or all of the techniques listed can be chosen and utilized in the comprehensive planning process.

- Public Information Handouts
- Plan Commission and Town Board Meetings with Public Comment opportunities
- News Releases
- Town Web Site Postings at www.tn.lisbon.wi.gov
- Targeted Mailings and/or Surveys
- Land Use Plan Citizen Advisory Committee Meetings
- Public Informational Meeting(s)
- Exhibits/Displays at the Town Hall
- Public Hearing

The appropriate participation tools will be identified and utilized to assess which services and types of development are considered important to the community, as well as to determine issues and weaknesses, and to address strengths and opportunities on which to build on, which eventually translates the public's desires into statements of goals, objectives and standards.

Of the techniques listed above, the Town of Lisbon will, at a minimum, hold Plan Commission and Town Board meetings, a public informational meeting, and a public hearing. In addition, the Town will have website postings and handouts and exhibits/displays at the Town Hall. The other techniques listed will be considered by the Town and employed on a case-by-case basis as may be appropriate to the issues at hand.

Formal Review and Approval

The draft comprehensive plan document will be available to the public at the Town Hall, on the Town website and at the offices of the Waukesha County Department of Parks and Land Use – Planning and Zoning Division, and may also be distributed to neighboring communities and overlapping jurisdictions, as required. Written public comments on the draft document will be reviewed and addressed by the Town Plan Commission and Town Board before the final additions, edits, or other changes to the draft plan are recommended by the Board and the Plan Commission. A public hearing will be held to provide the public the opportunity to comment on the final draft. The Plan Commission and Town Board may review and address the written comments on the final draft in the adopted document.

Recommendation

The Plan Commission should recommend the adoption of this Public Participation Plan dated October 6, 2005, to the Town Board.