

Resolution No. 2017-002

TO ESTABLISH PUBLIC PARTICIPATION PROCEDURES TO
AMEND THE TOWN OF BRIGHAM COMPREHENSIVE PLAN

WHEREAS, The Town of Brigham has decided to amend their Comprehensive Plan under the authority of and procedures established by §66.1001(4), Wisconsin Statutes; and

WHEREAS, §66.1001(4)(a), Wisconsin Statutes, requires that the governing body of the local governmental unit adopt written procedures designed to foster public participation at every stage of the comprehensive plan amendment process, and that such written procedures shall provide for wide distribution of plan materials, an opportunity for the public to submit written comments on amendment materials, and a process for the governing body to respond to such comments; and

WHEREAS, The Town of Brigham believes that regular, meaningful public involvement in the comprehensive plan amendment process is important to assure that the resulting amended plan meets the wishes and expectations of the public.

NOW, THEREFORE, BE IT RESOLVED BY The Town of Brigham Town Board in session this 7th day of June, that the Town of Brigham does hereby adopt the attached written procedures included in the "Public Participation Strategy and Procedures" as its public participation procedures meeting the requirements of §66.1001(4)(a), Wisconsin Statutes.

ADOPTED this 5th day of July, 2017

Motion for adoption moved by: _____

Motion for adoption seconded by: _____

Voting Ays: _____ Voting Nay: _____

Town of Brigham Chairman

ATTEST:

Town of Brigham Clerk

INTRODUCTION

On May 14, 2008, the Town Board of the Town of Brigham adopted the Town of Brigham Comprehensive Plan in accordance with Section 66.1001 of the Wisconsin State Statutes. The Town of Brigham has determined that in order to ensure that the Town's Comprehensive Plan accurately reflects current property owner desires it is necessary to amend the Plan.

Section 66.1001 (4)(a) of Wisconsin Statutes specifically requires a governing body seeking to amend their comprehensive plan to adopt by resolution written procedures designed to foster public participation – including open discussion, communication programs, information services and public meetings for which advance notice has been provided-at every stage in the preparation of the comprehensive plan amendment. The written procedures must provide for wide distribution of the comprehensive plan, an opportunity for the public to submit written comments on the plan, and provisions for local response to such comments. This document meets this statutory requirement.

APPROACH

The Town of Brigham has developed a set of participation activities designed to foster public participation throughout each stage of the comprehensive plan amendment process. These activities are described below, and have been selected because they typically return strong levels of participation with relatively modest public expenditures.

MAJOR GOALS OF PUBLIC PARTICIPATION STRATEGY

- Meet both the letter and spirit of Wisconsin's Smart Growth legislation.
- Create two separate ad hoc committees for reviewing Section 5: Agricultural, Natural and Cultural Resources and Section 8: Land Use
- Forward any amendment recommendations resulting from the ad hoc committees to the Town of Brigham Plan Commission for drafting
- Forward any additional public participation techniques (survey, additional forums, etc.) to the Plan Commission and Town Board for consideration
- Inform and work with neighboring local governments to encourage regional communication
- Recognize that the goals expressed above must be balanced with the need to complete the comprehensive plan amendment within a set budget and timeframe.

INFORMATION GENERALLY APPLICABLE TO SELECTED PARTICIPATION TECHNIQUES

- All meetings, including all ad hoc committees, Town Plan Commission and Town Board meetings, are open to the public, and will be noticed as required by state open meeting regulations.
- All public meetings will provide at least some opportunity for public comment.

SELECTED TECHNIQUES TO INVOLVE THE PUBLIC

At a minimum, the Town of Brigham will undertake the following specific efforts and techniques to actively engage the public throughout the plan amendment process.

Meetings: Residents of the Town of Brigham will be encouraged to attend as many of these meetings as they can, to get the maximum amount of public input in the plan amendment process.

- **Plan Commission Meetings.** The Town of Brigham Plan Commission will meet to review any comprehensive plan amendments proposed by the ad hoc committees and draft new plan language. The meetings are open to the public and notice is posted on the Town website (www.town.brigham.iowa.wi.us) and on the bulletin board near the front door of the Barneveld-Brigham Municipal Building.

Open House: The event will provide informal opportunities for the presentation of materials, questions and answers, and suggested revisions before the Public Hearing.

- The Town of Brigham Planning Commission will hold a Public Open House immediately prior to the public hearing to present the first draft of the Amended Town of Brigham Comprehensive Plan. The Plan Commission will provide the rationale for the amendment, an overview of the amendment process and the draft amended plan.

Formal Public Hearing

- The Town of Brigham will hold at least one formal public hearing on the Comprehensive Plan Amendment and adopting ordinance prior to adoption. All members of the public will have an opportunity to present testimony and offer comments at the public hearing the public hearing will be noticed and held per the requirements of Wisconsin Statutes, Section 66.1001.

Opportunities for comments/responses on draft comprehensive plans

This section addresses statutory requirements to provide wide distribution of the plans, opportunities for written public comments, and an approach to respond to such comments.

Public comments will be solicited and responded to at every stage of the comprehensive plan amendment process. Events that will particularly emphasize oral and written input include the open house and the public hearing near the end of the process. Written comments on the comprehensive plan amendment may also be delivered, mailed, faxed, or e-mailed to the Town of Brigham Clerk. The Town of Brigham will respond to written comments via mail, e-mail, fax, telephone, meeting, and/or through consideration of appropriate changes in the comprehensive plan amendments.