

# City of Stevens Point Comprehensive Plan Update

## Public Participation Plan

### Purpose

In an effort to address the guidelines for adopting comprehensive plans under section 66.1001 of the Wisconsin Statutes, the Community Development Department of the City of Stevens Point has prepared this public participation plan. While no specific dates are given in this plan, the document serves as a general guideline on what groups will be formed, what meetings and hearings will be held, and the procedures for submitting written and oral comments. This Public Participation Plan will be forwarded to the Common Council after recommendation by the Plan Commission for approval and revisions, as necessary.

Comments and questions regarding the plan update can be forwarded to the Department of Community Development at Stevens Point City Hall, 1515 Strongs Avenue, Stevens Point, WI 54481; phone number: 715-346-1568; website: <http://stevenspoint.com/compplan>; or email: [commdev@stevenspoint.com](mailto:commdev@stevenspoint.com).

### Public Participation Process

Wisconsin State Statute *66.1001 Comprehensive Planning*, outlines the procedures for adopting comprehensive plans. A local governmental unit shall comply with all of the following before its comprehensive plan may take effect:

*66.1001(4)(a) The governing body of a local governmental 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. The written procedures shall 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 nonmetallic mineral resources in or on property, in which the allowable use or intensity of use of the property is changed by the comprehensive plan.*

The following represents the approach the City will take to inform and involve the public:

- Public hearings,
- City's website,
- Town Hall/Open House meetings,
- Comprehensive Plan Update Committee meetings,
- Television,
- Media and press releases,
- Presentation to professional and civic groups, and

- One-on-one meetings with government and public service officials.

### **Public Hearings**

The requirements for the number of public hearings, as outlined in the Wisconsin Statutes, will be exceeded. According to statutes, at least one public hearing must be held, at which the proposed ordinance is discussed. At least three public hearings will be held regarding the Plan. One public hearing will be with the Plan Commission and two with the Common Council. All public hearings will be open to the public and written and oral testimony will be taken. Minutes will be kept by recording secretaries and filed as per usual with either the Department of Community Development (Plan Commission) or the City Clerk's office (Common Council).

If persons planning on attending the public hearings or any other meeting associated with this planning process have specialized needs (language interpreter, handicap accessibility, etc.) please call 715-346-1567 with any questions regarding accommodations.

### **City's Website**

Information will be provided through the City's website, specifically through the Community Development's Comprehensive Plan page <http://stevenspoint.com/compplan>. Information will include meeting notices and summaries and drafts of chapters of the plan. A feedback option is provided so that questions and comments can be forwarded electronically to the Community Development Department.

### **Town Hall/Open House Meetings**

Town hall/open house meetings will be held to solicit input from the general citizenship and to provide information on the planning project. Towards the end of the project, a draft of the plan, including maps will be available for viewing in an open house format. At all of these meetings, participants will be able to submit written comments regarding the plan.

### **Plan Commission Comprehensive Plan Update Meetings**

The Plan Commission will hold several comprehensive plan update meetings throughout the planning process. All meeting will be open to the public and notices will be sent to media outlets, posted at City Hall, and posted on the City's website. Attendance and minutes will be taken for these meetings. The minutes will be available in the City Clerk's Office or in the Department of Community Development office. The minutes will also be posted on the City's website.

### **Television**

The local cable access station will be used as a venue for updates during the planning process. The two public hearings before the Common Council will be broadcasted.

## **Media and Press Releases**

In addition to required notices being published, it is anticipated that the media will play an active role in the public awareness process. This may occur in the form of newspaper articles or interviews on the status of the project. The media will be notified of meetings held throughout the process.

## **Presentation to Professional and Civic Groups**

It is anticipated that presentations will be given to various civic groups, service clubs, or business organizations throughout the process.

## **One-on-One meetings with Government and Public Service Officials**

It is anticipated that meetings will be held with individuals to gather in-depth recommendations and comments. This includes community leaders, public officials, and agency directors.

## **Plan Adoption**

The plan commission will hold the first hearing. The plan that is recommended by the plan commission will not take effect until the common council enacts an ordinance that adopts the plan. The plan commission may recommend the adoption or amendment of the comprehensive plan only by adopting a resolution by the majority vote of the entire commission. Their vote will be recorded in their official minutes.

The ordinance is enacted by only a majority vote of the common council. The common council must hold at least one public hearing at which the proposed ordinance is discussed. In accordance with Chapter 985 of the Wisconsin State Statutes, a class 1 notice will be published at least 30 days before the hearing with the common council. The notice shall contain the following information:

1. The date, time, and place of the hearing.
2. A summary, which may include a map, of the proposed comprehensive plan or amendment to such a plan.
3. The name of an individual employed by the local governmental unit who may provide additional information regarding the proposed ordinance.
4. Information relating to where and when the proposed 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.

Copies of the proposed plan will be made available for viewing at the Portage County Public Library and at the Department of Community Development and on the City's website, at the time the public hearing notice is published. Any duplication costs will be incurred by the person requesting such duplication.

After the notice of this hearing has been published, written comments on the plan may be forwarded to the Department of Community Development. Written comments will be accepted up to one week prior to the public hearing and will be addressed at the hearing.

Any proposed revisions after the plan has been presented to the Plan Commission hearing will be noted in the meeting minutes prior to the final public hearing.

After enactment of the ordinance for adoption of the plan, or of an amendment to such a plan, a copy shall be sent to the following:

1. Every governmental body that is located in whole or in part within the boundaries of the City.
2. The clerk of every local governmental unit that is adjacent to the City.
3. The Wisconsin Department of Administration.
4. The North Central Regional Planning Commission.
5. The Portage County Library.