

# **APPENDIX A: PUBLIC PARTICIPATION PLAN**

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Included in this Appendix is a copy of the officially adopted Public Participation Plan that was used as a guide for public input during development of the Town of Buffalo Comprehensive Plan.

# PUBLIC PARTICIPATION PROCEDURES AND PLAN ADOPTION

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## Introduction

In order for the public to be kept continually informed during the development of the *Town of Buffalo Comprehensive Plan*, and to meet the requirements of Wisconsin's "Smart Growth Law" (Ch. 66.1001(4)(a) Wis. Stats.), the Town of Buffalo has prepared the following public participation plan

## Smart Growth Law Requirements – Ch. 66.1001(4)(a) Wis. Stats.

"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."

## Intent

The Town of Buffalo, in its comprehensive planning process, desires to make the opportunity for public participation, input and contribution available to its residents and to all interested and/or potentially affected parties, public and private, within and surrounding the Town of Buffalo. The town also desires to strike a fair, compromised, consensus-based plan that balances private and community desires in order to achieve the best future for the town.

## Public Participation Procedures

The Town of Buffalo, Marquette County, Wisconsin, in order to provide the greatest amount of public involvement possible, and to meet the provisions of Ch. 66.1001(4) (a) Wis. Stats., has adopted the following Public Participation Procedures. It is the intent of these procedures to provide opportunities for the public to be meaningfully involved in efforts throughout the planning process.

The Town Board has designated the Town of Buffalo Planning Advisory Committee to lead this public involvement effort. It shall be the responsibility of this committee, through its consultant and other designated parties, to:

- Make available to the public, information about the planning process and copies of plan documents. This information shall be made available in the most suitable variety of media possible, including newsletters, public meetings, workshops and the internet at [www.omni.com](http://www.omni.com).
- Prepare meeting summaries that shall be made available to interested individuals upon written request to the Town Clerk at the cost of \$0.25 per page. Requests should be submitted to Ms. Phyllis Farrell, Clerk, Town of Buffalo, N1175 17<sup>th</sup> Road, Dalton, WI 53926. Meeting summaries will also be posted on the internet.
- Keep meeting attendance sign-in sheets as part of the record for all meetings. Both Planning Advisory Committee members and general public in attendance shall be requested to sign in.
- Recommend to the Town of Buffalo Board the adoption of the Public Participation Procedures.
- Actively solicit comments and suggestions from the residents and property owners of the town, neighboring towns, Marquette County, Green Lake County, Columbia County, Montello School District, Markesan School District, Pardeeville School District, East Central Wisconsin Regional Planning Commission, Wisconsin Department of Natural Resources, Wisconsin Department of Transportation, Wisconsin Department of Administration and the Wisconsin Land Council.
- Accept written comments from residents, landowners, and other interested parties throughout the planning process.
- Conduct the required public hearing on the plan.
- Work closely with the consultant hired by the town to prepare the comprehensive plan.

All meetings on the comprehensive plan shall be open to the public and duly posted pursuant to Ch. 985.02(2) Wis. Stats. The public notice announcing the required public hearing on the plan shall be published as a class 1 notice, pursuant to Ch. 985.02(1) Wis. Stats. at least 30 days prior to the hearing. The class 1 notice shall include the following: (1) date, time and place of the hearing, (2) a summary of the *Recommended Town of Buffalo Comprehensive Plan*, (3) the name of the town employee or Planning Advisory Committee Member who may provide additional information regarding the plan, and (4) where and when a copy of the proposed comprehensive plan may be viewed prior to the hearing, and how a copy of the plan may be obtained.

Copies of the *Recommended Town of Buffalo Comprehensive Plan* will be mailed to the clerks of neighboring towns, Marquette County, Green Lake County, Columbia County, Montello School District, Markesan School District, Pardeeville School District, East Central Wisconsin Regional Planning Commission, Wisconsin Department of Natural Resources, Wisconsin Department of Transportation, Wisconsin Department of Administration and the Wisconsin Land Council.

Copies of the *Recommended Town of Buffalo Comprehensive Plan* shall also be made available for viewing by the general public at the same time as the hearing notice is published. Copies of the proposed plan shall be available at the office of the Town Clerk, N1175 17<sup>th</sup> Road, Dalton, WI 53926, and at Montello Public Library, 128 Lake Court, Montello, WI 53949. Written requests to the Town Clerk for copies of the proposed comprehensive plan will require payment of duplication costs. Duplication costs shall be charged at a rate of \$.25 per black and white page, \$1.00 per color page, and \$2.00 per 11" x 17" color map.

After the notice of the public hearing has been published, those wishing to submit written comments on the plan may do so until one week prior to the public hearing. Written comments on the proposed plan should be submitted to the Town Clerk. Written comments received prior to the public hearing will be addressed at the hearing and will be given the same weight as oral testimony. A review of all proposed revisions of the *Recommended Town of Buffalo Comprehensive Plan* will be completed at the public hearing. All approved revisions will be posted on the internet in a meeting summary and included in the official minutes of the public hearing.

## **Plan Adoption**

**Town Board** - Based on the recommendation of the Planning Advisory Committee and comments received, the Town Board, by majority vote, shall enact an ordinance adopting the *Town of Buffalo Comprehensive Plan*. A copy of the ordinance and adopted plan shall be sent to neighboring units of government, school and special purpose districts serving residents of the town, Marquette County, Bay-Lake Regional Planning Commission, Wisconsin Department of Natural Resources, Wisconsin Department of Transportation, the Wisconsin Department of Administration and the Wisconsin Land Council. A copy of the adoption ordinance and the plan shall be available for inspection at the office of the Town Clerk. Copies of the *Town of Buffalo Comprehensive Plan* may be purchased from the Town Clerk at a cost of \$30.00 each.

Immediately after adoption of the *Town of Buffalo Comprehensive Plan*, it shall be the responsibility of the Town Board to establish a Town Planning Commission in accordance with the requirements of Ch. 66.1001(4)(a) Wis. Stats.

**Planning Commission** – The Town of Buffalo Planning Commission shall assist the Town Board in implementing the provisions of the *Town of Buffalo Comprehensive Plan*. From time to time, but not less than once every five (5) years, the Planning Commission shall review the comprehensive plan for potential changes, additions or corrections. The Planning Commission shall also be responsible for recommending comprehensive plan amendments to the Town Board on a majority vote of it's entire membership.