

TOWN OF CLAYTON
COUNTY OF WINNEBAGO, STATE OF WISCONSIN

ORDINANCE NO. 2022-001

An Ordinance to Adopt the Public Participation Plan as Part of the Town's Comprehensive Plan Update

WHEREAS, the Wisconsin Legislature has established a "Comprehensive Planning Law" which requires a local governmental unit to develop a Comprehensive Plan in accordance with Wisconsin Statutes s.66.1001, and

WHEREAS, the Town of Clayton Plan Commission has been delegated the responsibility by the Town Board of the Town of Clayton to update and/or amend as required, the existing Comprehensive Plan consistent with the requirements specified by law, and

WHEREAS, the Town of Clayton has deemed in the best interest of the Town, to amend its Comprehensive Plan to address the needs of the Town of Clayton, and

WHEREAS, Wisconsin Statutes s.661001(4) outlines the procedures for adopting a Comprehensive Plan which includes written procedures that are designed to foster public participation, and

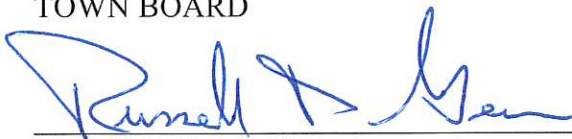
WHEREAS, the Town of Clayton has requested the assistance of Cedar Corporation in the preparation of the *Public Participation Plan* to assist with the Comprehensive Plan updates and

WHEREAS, the *Public Participation Plan* will serve as a guideline for the Plan Commission to amend the Comprehensive Plan;

NOW, THEREFORE, BE IT FURTHER ORDAINED that the *Public Participation Plan* is adopted as part of the Town of Clayton's Comprehensive Plan and shall be effective upon approval by the Town of Clayton Board of Supervisors.

Adopted this 16th day of March, 2022.

TOWN OF CLAYTON
TOWN BOARD



Russell D. Geise, Chairperson

ATTEST:



Kelsey Faust-Kubale, Clerk

Town Board

Roll Call Vote Tally

Meeting Date: March 16, 2022

Agenda Item: Town Board review and consideration of Ordinance 2022-001 An Ordinance to Adopt the Public Participation Plan as Part of the Town's Comprehensive Plan Update.

Motion by: SR

Second by: LG

Motion to approve Ordinance 2022-001 An Ordinance to Adopt the Public Participation Plan as Part of the Town's Comprehensive Plan and direct staff to publish the Ordinance as required by law.

Supervisor Vote:	Aye	Nay	Abstain
④ Chair Geise	<u>1</u>	_____	_____
③ Supervisor Reif	<u>1</u>	_____	_____
② Supervisor Lettau	<u>1</u>	_____	_____
① Supervisor Grundman	<u>1</u>	_____	_____
Supervisor Wisnefske	_____	_____	_____

PLAN COMMISSION RESOLUTION

No. 2022-001

RECOMMENDATION OF THE TOWN OF CLAYTON PLANNING COMMISSION TO ADOPT THE PUBLIC PARTICIPATION PLAN AS PART OF THE TOWN'S COMPREHENSIVE PLAN UPDATE

WHEREAS, the Wisconsin Legislature has established a "Comprehensive Planning Law" which requires a local governmental unit to develop a Comprehensive Plan in accordance with Wisconsin Statutes s.66.1001, and

WHEREAS, the Town of Clayton Plan Commission has been delegated the responsibility by the Town Board of the Town of Clayton to update and/or amend as required, the existing Comprehensive Plan consistent with the requirements specified by law, and

WHEREAS, the Town of Clayton has deemed in the best interest of the Town, to amend its Comprehensive Plan to address the needs of the Town of Clayton, and

WHEREAS, Wisconsin Statutes s.661001(4) outlines the procedures for adopting a Comprehensive Plan which includes written procedures that are designed to foster public participation, and

WHEREAS, the Town of Clayton has requested the assistance of Cedar Corporation in the preparation of the *Public Participation Plan* to assist with the Comprehensive Plan updates and

WHEREAS, the *Public Participation Plan* will serve as a guideline for the Plan Commission to amend the Comprehensive Plan;

NOW, THEREFORE BE IT RESOLVED by the Town of Clayton Plan Commission to recommend to the Town of Clayton Town Board, approval of the *Public Participation Plan* for its inclusion by ordinance.

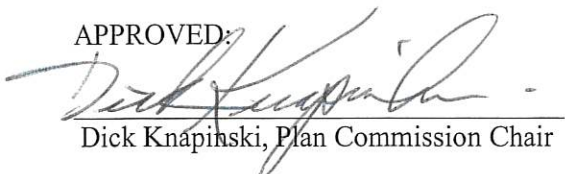
Adopted this 09th, day of March, 2022

Motion for adoption moved by Becky Haskell

Motion for adoption seconded by David Doraw

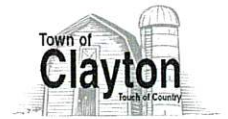
Voting Aye: 7 Nay: 0

APPROVED:


Dick Knapinski, Plan Commission Chair

ATTEST:


Kelsey Faust-Kubale, Town Clerk



PUBLIC PARTICIPATION PLAN

Comprehensive Plan Update

Town of Clayton, Winnebago County, Wisconsin

PURPOSE

In an effort to address the guidelines for adopting comprehensive plans under the Smart Growth Legislation, the Town of Clayton has drafted 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 utilized during the plan's preparation, which hearings will be held, and the procedures for submitting written and oral comments. This Public Participation Plan will be forwarded to the Town Board via the Plan Commission for approval and revisions, as necessary.

Comments and questions regarding the Comprehensive Plan Update can be forwarded to the Town Planner, Ken Jaworski (Cedar Corporation), via mail at 8348 County Road T, Larsen WI 54947, via email at ken.jaworski@cedarcorp.com, or by calling 920-491-9081

PUBLIC PARTICIPATION PROCESS

Wisconsin State Statutes 66.1001 (4) outlines the procedures for adopting a comprehensive plan. As such, a local governmental unit shall comply with all of the following before its comprehensive plan may take effect:

“(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 following represents the approaches the Town will take to inform and involve the public:

- Public hearings
- Web-based and traditional surveys
- Town's website
- Public Open House meetings
- Public Plan Commission meetings
- Media and press releases
- One-on-one meetings with government and public service officials,
- Intergovernmental correspondence with area municipalities, Winnebago County and State agencies
- Recent feedback from past/ongoing planning projects.

Each of these public engagement opportunities are discussed in more detail below.

Public Hearings

One public hearing will be held by the Plan Commission and will be announced through a published 30-day Class 1 notice, as well as being posted on the Town's website (<https://www.townofclayton.net/>). All public hearings will be open to the public and written and oral testimony will be taken. The public notice shall at minimum state the:

- date, time, and place of the hearing;
- provide a summary, which may include a map, of the proposed comprehensive plan update or amendment to the plan;
- the name of an individual employed by the Town who may provide additional information regarding the proposed plan and ordinance; and
- information relating to where and when the proposed comprehensive plan update or amendment to such plan may be inspected before the hearing, and how a copy of the plan or amendment may be obtained.

Minutes will be kept by recording secretary and filed with the Town Clerk.

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 920.836.2007 with any questions regarding accommodations.

Surveys

A web-based, on-line survey of the citizens of the Town will be conducted during the initial portions of the planning process. Hardcopies of the survey will also be made available upon request at the Town Hall. Citizens electing to use the hardcopy survey will be responsible for hand-delivering, mailing, or faxing the survey back to the Town Hall, or e-mailing the survey to the Town Clerk.

Town's Website

Information will be provided through the Town's website, <https://www.townofclayton.net/>. Information will include meeting and hearing notices and summaries, maps, and drafts of chapters of the Comprehensive Plan document as they are prepared.

Public Open House Meetings

In addition to public hearings, public 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 and on the Town's website. At all of these meetings, participants will be able to submit written comments regarding the proposed comprehensive plan.

Plan Commission Meetings

The Town's Plan Commission shall oversee the process associated with the Comprehensive Plan Update. All meetings will be open to the public and notices will be posted at the Town Hall and on the Town's internet site. A public comment opportunity shall be placed on each meeting agenda and the Chair shall have the discretion to allow for further public comments and discussion during the Comprehensive Plan Update agenda item. Attendance and minutes will be taken for these meetings. The minutes will be posted on the Town's internet site and will be available at the Town Hall by contacting the Town Administrator.



Media and Press Releases

In addition to required notices being published in the newspaper, 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 with the Town Administrator or Town Planner on the status of the project.

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

In addition to various government and public service officials and staff serving the Town of Clayton, meetings may be held with other individuals to gather in-depth recommendations and comments. This may include community leaders, public officials, and agency directors.

Recent Feedback from Past/Ongoing Planning Projects

The Town also intends on utilizing any public input which was/has/will be generated from recent and/or ongoing planning studies. This includes, but is not limited to:

- Highway 10/76 Corridor Land Use Master Plan (2021)
- Municipal Public Safety Facility Study (2021)
- TID #1 Project Plan (2019)

Intergovernmental Correspondence

Town outreach to adjacent units of government and other overlying governmental jurisdictions such as school districts and sanitary districts, and potentially impacted state agencies such as the Wisconsin Department of Natural Resources and Wisconsin Department of Transportation will occur. Meetings may occur with elected officials and staff from adjacent municipalities as needed.



PLAN ADOPTION

The Plan Commission will hold a public hearing using proper statutory procedures. The plan update that is recommended by the Plan Commission will not take effect until the Town Board enacts an ordinance that adopts the plan. The Plan Commission may recommend the adoption or amendment of the comprehensive plan update only by adopting a resolution by the majority vote of the entire commission. Their vote will be recorded in their official minutes. The recommended plan shall be adopted by the Town Board by ordinance which can only be enacted by a majority vote of the Board. The adopted ordinance or summary thereof, shall be enacted upon publication.

Upon adoption, a copy of the comprehensive plan update shall be sent to the governmental bodies located in whole or in part within the boundaries of the Town, the clerk of every local governmental unit that is adjacent to the Town, the Wisconsin Department of Administration, the East Central Wisconsin Regional Planning Commission, and the local public library.

As adopted by the Town Board on

March 16, 2022