

**TOWN OF LIBERTY GROVE**  
**Door County**  
**COMPREHENSIVE PLAN**  
**“WRITTEN PROCEDURES TO FOSTER PUBLIC PARTICIPATION”**

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**PURPOSE**

In accordance with Wisconsin State Statute 66.1001(4), which defines “Procedures For Adopting Comprehensive Plans”, these adopted written procedures will be followed in order to involve the public in the comprehensive planning process to the greatest extent practicable. These procedures are designed to foster public participation, including open discussion, communication programs, information services, and public meetings and shall apply to the adoption and any amendments to the comprehensive plan.

**COMMUNITY INPUT AND NOMINAL GROUP EXERCISE**

The Town of Liberty Grove held its first town-wide Comprehensive Plan meeting in October, 2000, with Bay-Lakes Regional Planning Commission, followed by an ideas “workshop” (Nominal Group) which was conducted to identify key issues within the town and validate the survey completed by the Town in 1998. A second town-wide meeting was held in January 2001, for citizens to reclassify the issues that citizens previously identified in the October, 2000 Nominal Group session.

**PLAN COMMISSION AND COMMITTEE MEETINGS**

In January, 2001, the Town of Liberty Grove established four sub-committees based on groupings of each of the nine elements of the Comprehensive Plan. These sub-committees allow citizens to make recommendations and suggestions regarding such things as Transportation, Housing, Economic Development, Land Use, Utilities, Community Facilities and Intergovernmental Cooperation. All sub-committee meetings are legally posted.

The Town of Liberty Grove has previously established a Comprehensive Plan Committee (hereinafter “the Committee”) to formulate and review the recommendations and suggestions of the sub-committees regarding the comprehensive plan. To foster intergovernmental cooperation, an intergovernmental forum was held in December, 2001, with the Committee, adjacent municipalities and with representatives from the County of Door, State of Wisconsin and other intergovernmental entities.

The Town of Liberty Grove is in the process of establishing a Comprehensive Plan Commission (hereinafter the “Plan Commission”) to review the recommendations and suggestions of the subcommittees and to develop and review the proposed comprehensive plan. This body will adopt the plan by resolution and petition the Town Board to adopt the plan by ordinance. The Town Plan Commission shall assume all duties of the Committee.

All meetings of the Comprehensive Plan Commission will be posted in advance and open to the public in accordance with Wisconsin law. Each agenda shall be posted to provide access for comments from the public.

### **OPEN HOUSES**

A minimum of two (2) "Open Houses" shall be held during the development of the comprehensive plan in order to present information regarding the comprehensive plan and to obtain public comment. Two informational Open House meetings were held on May 16<sup>th</sup> and May 19<sup>th</sup>, 2001, and a third Open House was held on October 16, 2001. The Open Houses shall be and have been legally noticed in local newspapers. In addition, the Open Houses have been and will be noticed and posted in three locations by the Town Clerk. The Open Houses will provide the public with an opportunity to review and comment on work that has been accomplished by the sub-committees, the Committee, the Plan Commission and the Bay-Lake Regional Planning Commission.

### **NEWSLETTERS**

A newsletter detailing information on the comprehensive plan was mailed to the public in the spring of 2001. A second newsletter presenting information on the comprehensive plan was mailed to the public in the fall of 2001. These newsletters provide(d) the public with an opportunity to review and comment on work that has been accomplished by the sub-committees, the Committee, the Plan Commission and the Bay-Lake Regional Planning Commission.

### **PUBLIC ACCESS AND PUBLIC COMMENT ON DRAFT DOCUMENT**

In all cases Wisconsin's open records law will be complied with. During the preparation of the comprehensive plan, a copy of the draft plan will be kept on file at the Town Hall and will be available for public inspection during normal office hours. The public is encouraged to submit written comments on the plan or any amendments of the plan. Written comment should be addressed to the Town Clerk who will record the transmittal and forward copies of the comments to the Town Board for consideration.

The Town Board shall respond to written comments either individually or collectively by type of comments. Town Board responses may be in the form of written or oral communication, or by a written summary of the town's disposition of the comments in the comprehensive plan.

### **COMPREHENSIVE PLAN COMMITTEE ADOPTION OF PLAN BY RESOLUTION**

The Comprehensive Plan Commission may recommend the adoption or amendment of the comprehensive plan only by the adoption of a resolution by a majority vote of the entire Plan Commission at a regularly scheduled and publicly noticed meeting of the Plan Commission in accordance with s. 66.1001 (4) b. The vote shall be recorded in the official

minutes of the Comprehensive Plan Commission. The resolution shall refer to maps and other descriptive materials that relate to one or more elements of the Comprehensive Plan.

### **DISTRIBUTION OF THE ADOPTED PLAN**

In accordance with State Statute 66.1001(4), *Procedures for Adopting Comprehensive Plans*, one copy of the adopted plan or amendment shall be sent to the following:

1. Every governmental body that is located in whole or in part within the boundaries of the local governmental unit.
2. Every local governmental unit that is adjacent to the local governmental unit that is the subject of the plan.
3. The Wisconsin Land Council
4. The Wisconsin Department of Administration
5. The Bay-Lake Regional Planning Commission
6. The public library that serves the Town of Liberty Grove.

### **ADOPTION OF COMPREHENSIVE PLAN BY TOWN BOARD**

After adoption of a resolution by the Comprehensive Plan Commission, the Town Board will adopt the Comprehensive Plan by ordinance only after holding at least one public hearing at which the ordinance relating to the Comprehensive Plan is discussed. A majority vote of the members-elect is necessary for adoption. That hearing will be preceded by a Class 1 notice under ch. 985 that is published at least 30 days before the hearing is held. The Class 1 notice shall contain at least 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.
3. The name of an individual employed by the Town of Liberty Grove who may provide additional information regarding the proposed ordinance.
4. Information relating to where and when the proposed comprehensive plan may be inspected before the hearing, and how a copy of the plan may be obtained.

Upon the day of publication of the public hearing notice, copies of the plan will be made available for public review at the Sister Bay/Liberty Grove Library, which serves the community of Liberty Grove, and at the Town Hall. The town board will accept written comments on the plan from members of public at any time prior to the public hearing and at the public hearing.

### **ADDITIONAL STEPS FOR PUBLIC PARTICIPATION**

The Town reserves all rights to execute additional steps, means, or methods in order to gain additional public participation and or additional understanding of the Comprehensive Plan and the process of its development and adoption. These optional steps may include informational memos, postcards, letters, posters, fliers, or WEB site information.

**STATE STATUTES**

Where there is a conflict with the written procedures and provisions of s. 66.1001 (4) Procedures for Adopting a Comprehensive Plan, the state statutes shall apply.

**AMENDMENTS**

The Town Board may amend these procedures from time to time.

I hereby certify the above procedures were adopted on the 16<sup>th</sup> day of January, 2002, and subsequently amended on the 20<sup>th</sup> day of February, 2002 by a unanimous vote of the 5 members of the Liberty Grove Town Board.

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*Walter L. Kalms*  
*Clerk/Administrator, Town of Liberty Grove*