

City of Sheboygan Comprehensive Plan

Public Participation Procedures

The City of Sheboygan's Comprehensive Plan guides future planning and development in the city and public involvement is the cornerstone of any good community plan. In accordance with Wisconsin State Statute 66.1001(4), which defines "Procedures for Adopting Comprehensive Plans," these adopted written 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 City of Sheboygan's Comprehensive Plan.

A comprehensive plan, while rooted in technical analysis, is also extensively based on the community's local values. The plan should reflect (1) how the community envisions growing and (2) what they want their community to become. Accordingly, the City of Sheboygan will solicit input from the public, from stakeholders, and from other local officials to ensure the City of Sheboygan's Comprehensive Plan is a statement of the community's desired vision and identity. The planning process will rely on a range of activities and efforts to access that input. Primary activities and efforts typically include:

- Plan Commission meetings
- Community surveys/workshops
- Public meetings/open houses
- Public comment period and public hearing

The primary engagement activities, as well as other secondary activities that may be used, are discussed in more detail in the sections below.



Plan Commission Meetings

The comprehensive plan planning process will involve meetings with the City's Plan Commission. These meetings provide a forum where citizens can learn about the comprehensive plan, its components, and express their desires of what should be incorporated into the plan. Public notices shall be posted at appropriate locations to increase the likelihood of public participation.

Interpreters will be present to ensure equal access to the growing numbers of community members whose primary language is not English. The meetings will also be broadcast online on the city's social media pages to ensure those who cannot be physically present will have an opportunity to learn about and comment on the comprehensive plan.

Commission members will have the opportunity to hear public feedback and make consensus decisions on the elements of the comprehensive plan.

Before or following many of the meetings, commission members will receive draft elements or components of the comprehensive plan to review and comment on.

Community Survey and Nominal Group Exercise

An online survey may be created for property owners and stakeholders of the City of Sheboygan to provide their insights on the future of the city, what they wish to be incorporated in the plan, and identify points of interest and importance in the city. This insight will help guide the creation of the comprehensive plan. Postcards, informational flyers, or other correspondence may be used to promote the link to the survey and instructions for where the public can get a hard copy of the survey, if necessary.

A nominal group exercise can also be utilized to gather public input for the plan. This will involve facilitation of several groups at an open meeting. Issues from each group will be collected and ranked to determine common themes to be addressed in the plan.

Project Webpage Updates

The City of Sheboygan may host a project specific webpage on their website. The webpage would provide an opportunity for the community to learn about the project and planning process. It would also allow the City of Sheboygan to provide regular updates on the progress of the comprehensive plan, share current drafts of the plan, and distribute key information.

Social Media Presence

The City of Sheboygan maintains a social media presence and may choose to post updates or outreach questions on platforms such as Facebook and Twitter. The City of Sheboygan would manage its social media presence or coordinate and cooperate with additional organizations that could assist with providing content.

Informational Flyers

Flyers and pamphlets provide valuable information on the planning process and describe how the public can participate during the comprehensive planning process.

Email and Newsletters

Members of the public who are subscribed to receive regular email updates and newsletters from the city could be sent updates on the plan progress and information on public participation opportunities.

School District

An opportunity for information sharing is possible between the City of Sheboygan and the Sheboygan Area School District (SASD). The school may assist with the planning process by promoting the plan or serving as a secondary source for information distribution.

Public Access and Public Comment on Draft Document

In all cases, Wisconsin's open records law will be complied with. During the public review period for the comprehensive plan, a copy of the draft plan will be made available at Sheboygan City Hall for public inspection, or locations designated by the city. The public is encouraged to submit written comments on the plan or any suggested amendments to the plan. Written comments should be addressed to the city's Director of Planning and Development who will record the transmittal and forward copies of the comments to the Plan Commission for consideration. The Plan Commission shall respond to written comments either individually or collectively by type of comments. Plan Commission responses may be in the form of written or oral communication, or by a written summary of the city's disposition of the comments in the comprehensive plan.

Open House(s)

Open houses provide the opportunity for the public to view and provide comments on the progress and/or final product of the comprehensive planning process. A minimum of one open house will be held prior to the required public hearing.

Public Hearing and Public Comment Period

The required public hearing will allow members of the public to make direct comments to the city on the nature of the comprehensive plan. The public 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 City of Sheboygan 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 desired locations in the community or at Sheboygan City Hall. An electronic version of the proposed plan will also be made available to the public via the city's website. Written comments on the plan from members of the public will be accepted by the Plan Commission at any time prior to the public hearing and at the public hearing.

City of Sheboygan Plan Commission Adoption of Plan by Resolution

The City Plan Commission will recommend the adoption or amendment of the comprehensive plan only by the adoption of a resolution by a majority vote of the entire 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 Plan Commission. The resolution shall refer to maps and other descriptive materials that relate to one or more elements of the Comprehensive Plan.

Adoption of Comprehensive Plan by The Common Council

Following at least one public hearing and after adoption of a resolution by the City Plan Commission, The Common Council will adopt the Comprehensive Plan by ordinance. A majority vote of the members-elect is necessary for adoption.

Distribution of the Adopted Plan

In accordance with State Statute 66.1001(4), Procedures for Adopting Comprehensive Plans, one copy of the adopted comprehensive 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 which is the subject of the plan.
3. The Wisconsin Department of Administration
4. The Bay-Lake Regional Planning Commission
5. The public library that serves the City of Sheboygan.

Additional Steps for Public Participation

The city reserves the right to execute additional steps, means, or methods to gain additional public participation and/or additional understanding of the Comprehensive Plan and the process of its development and adoption.

State Statutes

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

Amendments

The Common Council of the City of Sheboygan may amend these procedures from time to time.