

RESOLUTION NO.: 150—2017-18

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN:

MAJORITY

1 Outagamie County last completed a full update of its Comprehensive Plan in spring of
2 2008. The 2008 plan was prepared in accordance with section 66.1001 Wis. Stats, which
3 requires all local units of government in Wisconsin to prepare a Comprehensive Plan, and
4 by 2010, ensure certain legislative land use and transportation decisions made by the
5 county are done in a manner that is consistent with the plan. The County Comprehensive
6 Plan simultaneously serves as the “County Development Plan” pursuant to
7 66.1001(1)(a)1 and 59.69(3) Wis. Stats. Since the plan’s adoption in 2008, minor
8 amendments have occurred with regard to the future land use map, along with the
9 incorporation of several significant appendices to the plan, most notably the County
10 Farmland Preservation Plan.

11
12 In the 10 years since the last plan was adopted, the county has experienced significant
13 changes in demographics and development patterns, warranting a full update to the plan.
14 State statutes require the County Board to adopt written procedures for public
15 participation in preparing the Comprehensive Plan, pursuant to section 66.1001(4)(a)
16 Wis. Stats, below. The adoption of a Public Participation Plan (PPP) serves this statutory
17 function.

18
19 NOW THEREFORE, the undersigned members of the Agriculture, Extension Education, Zoning
20 and Land Conservation Committee recommend adoption of the following resolution.

21 BE IT RESOLVED, that the Outagamie County Board of Supervisors does recommend approval
22 of the proposed Public Participation Plan (PPP), to guide the plan development and public participation
23 for the update to the Outagamie County Comprehensive Plan, as noted on the attached Plan, which by
24 reference is made a part hereof, and

25 BE IT FURTHER RESOLVED, the Outagamie County Board of Supervisors does establish an
26 ad hoc Comprehensive Plan Steering Committee, consisting of five (5) county board members, and five
27 (5) county staff representatives, said committee to oversee, advise and make recommendations on the
28 development of the update to the County Comprehensive Plan, including matters related to public and
29 stakeholder participation, and have the authority to establish and oversee a Land Use Advisory Group,
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BE IT STILL FURTHER RESOLVED, the Comprehensive Plan Steering Committee membership shall be appointed after the establishment of the 2018-2020 Outagamie County Board of Supervisors, as follows: The five (5) County Board members shall be appointed by the Outagamie County Board Chair, with one (1) representative selected from each of the following Standing Committees: Agriculture, Extension Education, Zoning & Land Conservation Committee; Finance Committee; Health & Human Services Committee; Highway, Recycling & Solid Waste Committee; and Property, Airport, Recreation & Economic Development Committee. The five (5) county staff representatives shall be appointed by the Outagamie County Executive, with one (1) representative selected to represent the following functional areas: Health and Human Services-Public Health; Airport/Economic Development; Planning & Zoning/Land Conservation; Highway; and Finance, and,

BE IT FINALLY RESOLVED, that the Outagamie County Clerk be directed to forward a certified copy of this resolution to the Outagamie County Development & Land Services Director.

Dated this ____ day of March, 2018.

Respectfully Submitted,
AGRICULTURE, EXTENSION
EDUCATION, ZONING & LAND
CONSERVATION COMMITTEE

Daniel Rettler

Keith Suprise

Daniel Melchert

Debra VanderHeiden

BJ O'Connor-Schevers

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Duly and officially adopted by the County Board on: _____

Signed: _____
Board Chairperson County Clerk

Approved: _____ Vetoed: _____

Signed: _____
County Executive

PUBLIC PARTICIPATION PLAN

For the Outagamie County Comprehensive Plan Update

Adopted by the Outagamie County Board of Supervisors _____, 2018.

Introduction & Purpose

Outagamie County last completed a full update of its Comprehensive Plan in spring of 2008. The 2008 plan was prepared in accordance with section 66.1001 Wis. Stats, which requires all local units of government in Wisconsin to prepare and adopt a Comprehensive Plan and ensure certain legislative land use decisions made by the county are done in a manner that is consistent with the plan; the County Comprehensive Plan simultaneously serves as the "County Development Plan" pursuant to 66.1001(1)(a)1 and 59.69(3). Since the plan's adoption in 2008, minor amendments have occurred with regards to the future land use map, along with the incorporation of several significant appendices to the plan, including the County Farmland Preservation Plan.

In the 10 years since the last plan was adopted, the county has experienced significant changes in demographics and development patterns, warranting a full update to the plan. The new plan will be developed in a participatory format, and is intended to be a user friendly, forward looking, and strategic document. The plan will be used to guide future land use decisions within the county, and serve as a guidepost for making future county policies and decisions related to various elements of the plan.

State statutes requires the County Board to adopt written procedures for public participation in preparing the Comprehensive Plan, pursuant to section 66.1001(4)(a) Wis. Stats, below. This Public Participation Plan (PPP) serves to fulfill this statutory requirement.

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.

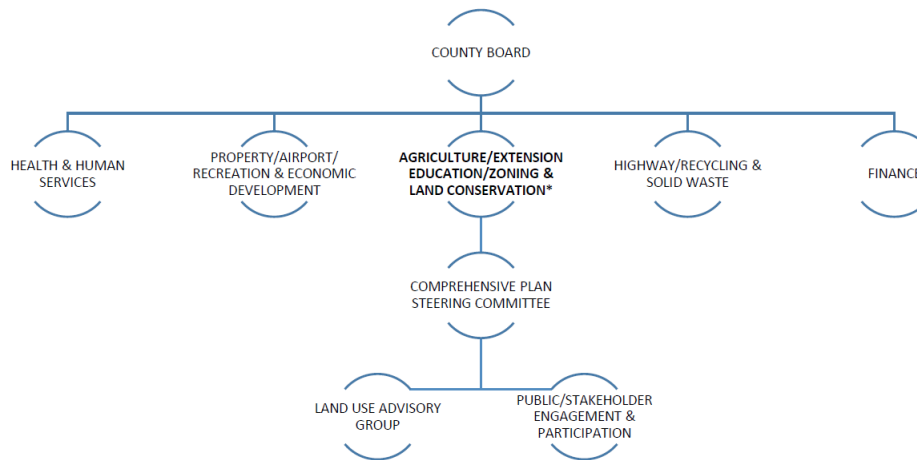
Plan Approach, Governance & Oversight

The plan will take a three-pronged approach, incorporating the following core elements that will guide the development of the plan:

- a. INTERNAL COLLABORATION WITHIN COUNTY GOVERNMENT. Engage multiple County departments and committees of jurisdiction to ensure alignment of county policy and strategic direction around intergovernmental cooperation, preservation, development, infrastructure, and the built environment.
- b. EXTERNAL COLLABORATION WITH OUR UNITS OF GOVERNMENT. Planning efforts, in particular the land use element, will use a bottom up, collaborative approach that will actively engage our communities.
- c. STAKEHOLDER AND PUBLIC OUTREACH/INPUT. Public participation is a hallmark of good planning. Multiple avenues of garnering external input, insights and feedback will be used.

The three core elements will be accomplished via the establishment of a Comprehensive Plan Steering Committee, Land Use Advisory Group, and various public/stakeholder engagement & participation opportunities.

COMPREHENSIVE PLAN GOVERNANCE & PARTICIPATION FRAMEWORK



Comprehensive Plan Steering Committee

- *Committee Purpose:* Guide the development of the County Comprehensive Plan; establish and oversee the Land Use Advisory Group; provide guidance on and evaluate public/stakeholder participation efforts. Assess information and make recommendations on policy options/plan elements. Liaison with and keep abreast County Committees as needed. Recommend final plan to the Agriculture, Extension Education, Zoning & Land Conservation Committee.

- *Committee Composition:*
 - Five Board Members— one from each of the committees above – *appointed by the County Board Chair.*
 - Five Staff Members – one member who liaisons with each the committees above; specifically, HHS-Public Health; Airport/Economic Development; Planning & Zoning or Land Conservation; Highway; Finance – *appointed by the County Executive.*

Land Use Advisory Group

- *Group Purpose:* Oversee activities related to the development of the county land use plan and engagement of local communities as part of the “bottom up” approach. Liaison with county staff and technical/subject matter experts as needed.
- *Group Composition:*
 - Six-nine members – 2-3 from urban towns; 2-3 from rural towns; 2-3 from municipalities. – County planning staff will seek out interested community representatives; a final roster will be presented to the Comprehensive Plan Steering Committee.

Public & Stakeholder Participation Efforts

Public participation efforts will be designed to ensure effective public and stakeholder input is garnered throughout the development of each plan element. The following outreach and participation methods are anticipated to be used to develop the plan:

- Outreach and meeting with Town Boards and/or Plan Commissions;
- Surveys, focus groups, stakeholder interviews, workshops, open houses and public hearings;
- Establishment of a project website to contain information, data, analysis, plan options, proposals, alternatives, drafts, and contact information for written feedback. The project website will be available for viewing at the public computer terminal in the Outagamie County Department of Development & Land Services, Level III, 410 S Walnut St, Appleton, WI, or any computer terminal with internet connection, including public libraries within the county.
- Publicly noticed, open meetings of the Comprehensive Plan Steering Committee, Land Use Advisory Group, and meetings of committees of jurisdiction.

Additional public input methods may be utilized during the planning process as deemed necessary by the Comprehensive Plan Steering Committee and/or county planning staff.

Plan Adoption/Amendment Procedures

The adoption of any amendment to the Outagamie County Comprehensive Plan shall be conducted in a manner that, at minimum, meets the requirements of section 66.1001(4)(b-f) Wis Stats, as outlined below:

66.1004

(b) The plan commission or other body of a local governmental unit that is authorized to prepare or amend a comprehensive plan may recommend the adoption or amendment of a

comprehensive plan only by adopting a resolution by a majority vote of the entire commission. The vote shall be recorded in the official minutes of the plan commission or other body. The resolution shall refer to maps and other descriptive materials that relate to one or more elements of a comprehensive plan. One copy of an adopted comprehensive plan, or of an amendment to such a plan, shall be sent to all of the following:

- 1. Every governmental body that is located in whole or in part within the boundaries of the local governmental unit.*
 - 2. The clerk of every local governmental unit that is adjacent to the local governmental unit that is the subject of the plan that is adopted or amended as described in par. (b) (intro.).*
 - 4. After September 1, 2005, the department of administration.*
 - 5. The regional planning commission in which the local governmental unit is located.*
 - 6. The public library that serves the area in which the local governmental unit is located.*
- (c) No comprehensive plan that is recommended for adoption or amendment under par. (b) may take effect until the political subdivision enacts an ordinance or the regional planning commission adopts a resolution that adopts the plan or amendment. The political subdivision may not enact an ordinance or the regional planning commission may not adopt a resolution under this paragraph unless the comprehensive plan contains all of the elements specified in sub. (2). An ordinance may be enacted or a resolution may be adopted under this paragraph only by a majority vote of the members-elect, as defined in s. 59.001 (2m), of the governing body. One copy of a comprehensive plan enacted or adopted under this paragraph shall be sent to all of the entities specified under par. (b).*
- (d) No political subdivision may enact an ordinance or no regional planning commission may adopt a resolution under par. (c) unless the political subdivision or regional planning commission holds at least one public hearing at which the proposed ordinance or resolution is discussed. That hearing must be preceded by a class 1 notice under ch. 985 that is published at least 30 days before the hearing is held. The political subdivision or regional planning commission may also provide notice of the hearing by any other means it considers appropriate. 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 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.*
- (e) At least 30 days before the hearing described in par. (d) is held, a local governmental unit shall provide written notice to all of the following:*
- 1. An operator who has obtained, or made application for, a permit that is described under s. 295.12 (3) (d).*
 - 2. A person who has registered a marketable nonmetallic mineral deposit under s. 295.20.*
 - 3. Any other property owner or leaseholder who has an interest in property pursuant to which the person may extract nonmetallic mineral resources, if the property owner or leaseholder requests in writing that the local governmental unit provide the property owner or leaseholder notice of the hearing described in par. (d).*
- (f) A political subdivision shall maintain a list of persons who submit a written or electronic request to receive notice of any proposed ordinance, described under par. (c), that affects the allowable use of the property owned by the person. Annually, the political subdivision shall*

inform residents of the political subdivision that they may add their names to the list. The political subdivision may satisfy this requirement to provide such information by any of the following means: publishing a 1st class notice under ch. 985; publishing on the political subdivision's Internet site; 1st class mail; or including the information in a mailing that is sent to all property owners. At least 30 days before the hearing described in par. (d) is held a political subdivision shall provide written notice, including a copy or summary of the proposed ordinance, to all such persons whose property, the allowable use of which, may be affected by the proposed ordinance. The notice shall be by mail or in any reasonable form that is agreed to by the person and the political subdivision, including electronic mail, voice mail, or text message. The political subdivision may charge each person on the list who receives a notice by 1st class mail a fee that does not exceed the approximate cost of providing the notice to the person.

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

The Outagamie County Agriculture, Extension Education, Zoning & Land Conservation Committee serves as the "authorized body/Planning & Zoning Commission", pursuant to section 59.69(2)(a)1. Wis. Stats.; as such, the committee shall approve a resolution recommending adoption or amendment of the plan to the County Board. Final plan adoption or amendment shall occur by an ordinance enacted by the Outagamie County Board of Supervisors.