

(Proposed)
Public Participation Plan
Village of Campbellsport Comprehensive Plan

Wisconsin's Comprehensive Planning law requires public participation throughout the comprehensive planning process. Specifically, Wisconsin Statutes 66.1001(4)(a) states:

"The governing body of a local government 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 a 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 Village of Campbellsport will utilize a variety of methods to involve citizens at differing levels – from passive to active – developed by the Citizen Participation Team from the Community, Natural Resource and Economic Development Program Area at the University of Wisconsin-Extension.

- **Public awareness** of the comprehensive planning process and opportunities to participate in the process will be generated through the use of news releases and mass media.
- **Public education** will provide citizens with balanced and objective information to assist them in understanding issues and alternatives for addressing them. Public meetings will be held as one approach to providing education.
- **Public input** is an important part of participatory efforts. Feedback at public meetings will be critical in assessing needs and providing input on alternatives developed to address them.
- **Public interaction** provides a higher level of participation. Through a community visioning process, public concerns and issues will be directly reflected in the alternatives developed to address them, and feedback will be given on how the input affected decision-making.

The Village of Campbellsport has designated the Plan Commission to lead the comprehensive planning effort and public involvement in it. The following activities have been developed to encourage public participation. It is possible that additional opportunities for public participation may be identified and made available during the planning process.

Survey of Village Residents

A random sample survey of the residents of the Village of Campbellsport will be conducted to gain their input on the issues and opportunities that should be addressed by the comprehensive planning process. A survey will be developed that is tailored to the community to ensure that the right questions are asked to generate the information that will be useful in the planning process. The results will be analyzed and presented in a written report and a PowerPoint presentation.

Visioning Workshop

The Plan Commission will hold a visioning workshop at which a broad-based group of residents of the Village of Campbellsport will create a vision for the future of the village. In a facilitated four-hour session, the group will be asked what they want to preserve, change, or create in the Village of Campbellsport. The answers to the three questions will provide the group with the background information needed to draft a vision statement for the Village of Campbellsport.

Village of Campbellsport Web Site

A comprehensive plan section will be added to the Village of Campbellsport's web site that will provide information on the status of the planning process. Drafts of completed elements will be made available on the site for residents to read. An email link will be provided for residents to submit their comments to the Plan Commission. Dates of the Plan Commission meetings will be posted on the web site.

Village of Campbellsport Newsletter

The Village of Campbellsport will include information on the status of the comprehensive planning process in the Village's quarterly newsletter.

Public Relations Program

Representatives from the Village of Campbellsport will meet with the staff of local newspapers on a regular basis to update them on the status of the comprehensive planning process. Representatives from the Village of Campbellsport will also make themselves available for presentations to local civic organizations over the course of the planning process to gain their feedback on the analysis and recommendations in the comprehensive plan.

Public Comment at Meetings

The meetings of the Plan Commission will be open to the residents of the Village of Campbellsport and duly posted pursuant to Wisconsin State Statutes 985.02(2). Time will be set aside at each of the meetings to allow for public comment on the topic being discussed with the Plan Commission at that meeting. Residents and other interested individuals may present comments verbally or in writing. Copies of the material being presented to the Plan Commission will be available at the Village Hall for residents to read and review prior to the meeting. In addition, the materials will also be available for viewing and downloading on the Village of Campbellsport's web site.

Public Informational Meeting

Upon completion of the Recommended Comprehensive Plan, the Plan Commission shall hold a public information meeting on the plan. It will be an informal occasion during which the public can ask questions and discuss the plan. In order to encourage attendance and provide people with an opportunity to attend, the public informational meeting will run from mid-day through the evening.

Public Hearing – Village Board Adoption of the Plan by Ordinance

After the Plan Commission has made their recommendation to the Village Board for adoption of the comprehensive plan by ordinance, the Village Board shall hold a public hearing on the final comprehensive plan. The date and time of the hearing will be published as a class 1 notice thirty days in advance of the meeting pursuant to State Statutes 985.02(1). It will also note where a copy of the comprehensive plan may be viewed prior to the hearing, how a copy may be obtained, and who may be contacted for additional information on the plan. Residents and

other interested individuals may present comments verbally or in writing. After the public hearing is completed, the Village Board will take action on adopting the comprehensive plan by ordinance. Future amendments to the Village of Campbellsport Comprehensive Plan will follow the same procedure.

In accordance with State Statute 66.1001(4), one copy of the adopted plan (or future amendments to the plan) shall be sent to the following:

1. Every governmental body that is located in whole or in part within the boundaries of the Village of Campbellsport.
2. The clerk of every governmental unit that is adjacent to the Village of Campbellsport.
3. The Wisconsin Land Council.
4. The Wisconsin Department of Administration.
5. The East Central Wisconsin Regional Planning Commission.
6. The Village of Campbellsport Public Library.

The public participation activities in the Village of Campbellsport Public Participation Plan are summarized in the following table:

Method	Public Awareness	Public Education	Public Input	Public Interaction
Visioning Workshop	-	-	High	High
Community Survey	High	-	High	-
Issues and Opportunities Workshop	High	High	High	High
Village of Campbellsport Web Site	Moderate	High	Possible	-
Village of Campbellsport Newsletter	Moderate	High	Possible	-
Public Relations Program	Moderate	High	-	-
Public Comments at Meetings	-	Moderate	High	Moderate
Public Hearings	-	Moderate	High	-

The table was based on a similar table developed by the Citizen Participation Team, Community, Natural Resource and Economic Development Program Area of the University of Wisconsin-Extension.