

# A COMPREHENSIVE PLAN FOR THE CITY OF PORT WASHINGTON

## PUBLIC PARTICIPATION PLAN

### PURPOSE

This public participation plan for the City of Port Washington comprehensive plan is intended to serve two purposes. First, it will help answer the most basic comprehensive planning question, *what is the vision of the citizens of Port Washington for their community?* An effective way to identify public values within the community is to provide opportunities for public input throughout the comprehensive planning process. This public participation process is designed to actively engage City residents, business owners, interest groups, and community groups in shaping the comprehensive plan, and is based on the following statement: “Tell me, I forget. Show me, I remember. Involve me, I understand.”<sup>1</sup>

Second, adoption of a public participation plan is a requirement of the Wisconsin comprehensive planning law. Section 66.1001 (4) of the *Wisconsin Statutes* sets forth requirements for public participation, hearings, adoption, and distribution of comprehensive plans. A copy of the comprehensive planning law (Section 66.1001 of the *Wisconsin Statutes*) is included in Appendix B.

### ONGOING PUBLIC PARTICIPATION EFFORTS

Ongoing public participation efforts are proposed to take place throughout the comprehensive planning process. These efforts are informative or policy oriented in nature, as opposed to active public participation sessions. Ongoing public participation efforts will provide the public with general education about:

- The contents of comprehensive plan elements.
- The requirements of the comprehensive planning law and other laws and regulations that affect land use.
- The purpose and scope of the City of Port Washington comprehensive plan.

Ongoing public participation efforts will also inform the public about upcoming participation sessions and update the public regarding progress made on the plan. Specific ongoing public participation efforts will include:

#### Written Comments

Written comments from the public may be submitted to the City of Port Washington, in care of the Department of Planning and Department (located in City Hall, 100 W Grand Avenue), at any time during the planning process. Notices of this policy will be displayed on the City’s website, in the City’s newsletter, public displays, on cable access television, and through press releases in the local newspaper related to the comprehensive plan.

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<sup>1</sup>Moore, C.N. and D. Davis (1997) Participation Tools for Better Land-Use Planning: Techniques and Case Studies. 2<sup>nd</sup> ed., Center for Livable Communities, Sacramento, California.

## **Plan Information at City Hall and the Public Library**

Newsletters, fact sheets, meeting notices, draft plan chapters, and other materials will be available for review in the Department of Planning and Development office and at the W.J. Niederkorn Library, located 316 W. Grand Avenue.

## **Website Postings**

Updates regarding comprehensive plan progress and upcoming public participation sessions will be posted and maintained on the City's website. These postings will be updated as significant progress is made on the plan and when new opportunities for public participation arise. All agendas, minutes, public notices, draft chapters, newsletters, schedules, and surveys associated with the comprehensive plan or planning process will be posted on the website. The website posting will be a convenient and up to date source of information for the general public. The City's web address is [www.ci.port-washington.wi.us](http://www.ci.port-washington.wi.us). Information regarding the multi-jurisdictional (County) comprehensive plan is available on the County website at [www.co.ozaukee.wi.us/smartgrowth/](http://www.co.ozaukee.wi.us/smartgrowth/). Public access to the Internet is available at the public library for those residents without other Internet access.

## **City Newsletter and Local Newspaper**

Periodic articles about the City and County comprehensive plans will be included in the City's quarterly newsletter. These articles will serve as information sources to the general public about planning requirements, plan issues, plan progress, and upcoming public meetings. They will also serve as a source of information for those citizens that do not visit the website on a regular basis or do not have Internet access. Comprehensive planning articles, public notices, and press releases will also be provided to the Ozaukee Press, the local newspaper serving the community.

## **Youth Participation**

Involving children in the planning process can give them ownership and pride in their community's future. Youth participation is encouraged in all comprehensive plan public participation activities and sessions, including school projects related to the comprehensive plan. To raise awareness among students and parents about opportunities to participate in the comprehensive planning process, copies of comprehensive planning newsletter articles will be distributed in local schools when available.

## **Comprehensive Planning Citizen Advisory Committee**

A comprehensive planning citizen advisory committee will be formed at the outset of the comprehensive planning process. The purpose of the comprehensive planning committee is to assist in the preparation of the City comprehensive plan and provide recommendations to the Plan Commission and Common Council regarding all aspects of plan preparation. The committee will also comment on those aspects of the County comprehensive plan that affect the City, subject to review and approval by the Plan Commission and Common Council. The comprehensive planning committee will meet on a regular basis. All meetings will be open to the public with an opportunity for public comment. All comprehensive planning committee meeting minutes will be available to the public in the Department of Planning and Development office and on the City's website.

## **Public Opinion Survey(s)**

A countywide public opinion survey regarding comprehensive planning will be prepared in conjunction with the Ozaukee County multi-jurisdictional comprehensive planning process. Surveys will be administered to a statistical random sample of households throughout Ozaukee County in February 2005.

Up to 50 households in the City of Port Washington will be surveyed in addition to the households randomly selected to participate in the countywide survey. Community surveys will include questions specific to the City as well as countywide questions. Topics for questions specific to the City survey will be developed by comprehensive planning citizen advisory committee. An outside consultant has been hired by Ozaukee County to put survey questions in proper form, prepare and conduct the survey, and tabulate and analyze survey results. Once the results are in and analyzed, it may be determined by the citizen advisory committee that additional surveys may be required to obtain more citizen input. At that time, survey instruments used may be the City newsletter and/or the Internet.

## **PUBLIC PARTICIPATION SESSIONS**

Ozaukee County, UW-Extension, and the Southeastern Wisconsin Regional Planning Commission (SEWRPC) staff as part of the Ozaukee County multi-jurisdictional comprehensive planning program, will conduct the following public participation sessions. The City may hold additional meetings, workshops, and public hearings. Ozaukee County, UW-Extension, and SEWRPC staff will attend local meetings on request, subject to availability. Public participation sessions will be used to gather input from City residents to assist in the preparation of a comprehensive plan for the City of Port Washington and for Ozaukee County. Public participation sessions will include:

### **Kick-Off Meetings**

Four Ozaukee County Comprehensive Plan “kickoff meetings” will be held in April 2005. The purpose of these meetings will be to provide a general background on the comprehensive planning process and legal requirements. A strengths, weaknesses, opportunities, and threats (SWOT) identification workshop will also be conducted at each kickoff meeting. The “SWOT” workshops will provide a starting point to engage the public in the comprehensive planning process. A summary of the SWOT workshops will be provided to the City of Port Washington by SEWRPC staff and will be available for review at the Department of Planning and Development office and on the City’s and County website. Meetings are expected to be held at public buildings in the Village of Thiensville, Town of Cedarburg, Town or Village of Saukville, and Village of Fredonia. Ozaukee County, UW-Extension, and SEWRPC staff will facilitate meetings with assistance from members of the Ozaukee County Comprehensive Planning Citizen Advisory Committee.

### **Informational Meeting**

A comprehensive planning informational meeting will be held in the Port Washington in late summer of 2005. The purpose of the meeting will be to share key data for the plan collected for the City and Ozaukee County, results of the strengths, weaknesses, opportunities, and threats (SWOT) workshops conducted at the “kick-off” meetings, and findings from the public opinion survey conducted by the County. “Idea generation” sessions will be held as the second part of the informational meeting. Ozaukee County, UW-Extension and SEWRPC staff will facilitate the informational meeting. A summary of the meeting will be provided to the City by SEWRPC staff and will be available for review at the Department of Planning and Development office and on the City’s website.

### **Visioning Workshop**

The City will host a visioning workshop to generate a vision statement for the future of the community. The workshop is expected to be held in late fall of 2005. The vision statement will be used by the comprehensive planning citizen advisory committee to develop goals and objectives to guide in the preparation of the City’s comprehensive plan. Information from comprehensive plan element inventories, kickoff meetings, SWOT analysis, idea generation sessions, and the public opinion survey will be used to

help develop a vision and goals and objectives for the City. Conducting the visioning workshop will be staff from Ozaukee County, UW-Extension, and SEWRPC.

The resulting vision statement will be shared with the Ozaukee County Comprehensive Planning Citizen Advisory Committee (CAC). The CAC will use the vision statement developed by the City to assist in developing goals and objectives for the Ozaukee County comprehensive plan.

### **Design Workshop**

A design workshop will be held in the City in mid- 2006. The design workshop is intended to identify opportunities and areas for redevelopment and potential “smart growth” areas, and to prepare and evaluate various general scenarios for future development and natural resource protection within the City. Ozaukee County, UW-Extension, and SEWRPC staff will facilitate the design workshop.

A number of activities may be conducted during the workshop. These include but are not limited to: the presentation of background information and the legal framework for comprehensive planning; presentation of the community vision statement, survey results, and population and employment forecasts; presentation of existing land use maps and other existing conditions in the City of Port Washington; a visual preference survey; and design activities or stations focused on a variety of planning issues. Possible planning issues include: building and neighborhood design standards, economic development, affordable housing, and shaping community identity.

## **COMPREHENSIVE PLAN REVIEW, REFINEMENT, AND ADOPTION**

A draft comprehensive plan will be compiled for the City of Port Washington by Ozaukee County staff and presented to City residents, land owners, and elected officials for review and comment. The public participation focus will be to receive public input to aid in refining the draft plan and to meet all statutory public hearing, formal Common Council adoption, and plan distribution requirements under Section 66.1001 (4) of the *Wisconsin Statutes*. Specific steps will include:

### **Public Informational Meeting**

A public informational meeting regarding the draft City of Port Washington comprehensive plan will be conducted with assistance from Ozaukee County, UW-Extension and SEWRPC staff upon completion of a draft plan document. The City Plan Commission may choose to hold additional informational meetings regarding the comprehensive plan. Ozaukee County, UW-Extension, and/or SEWRPC staff will attend the additional meetings upon request, subject to staff availability.

### **Citizen Advisory Committee and Plan Commission Recommendation**

The Citizen Advisory Committee will first recommend the comprehensive plan to the Plan Commission who will after review, shall make recommend for adoption to the Common Council. Section 66.1001 (4)(b) of the *Wisconsin Statutes* requires that the Plan Commission recommend the plan through a resolution approved by a majority vote of the entire Plan Commission. Action by the Plan Commission is anticipated to take place in fall 2007.

### **Public Hearing**

A public hearing regarding the comprehensive plan will be conducted by the Common Council upon approval of a recommended plan by the Plan Commission. The anticipated timeframe for the public hearing is late 2007. As required by Section 66.1001 (4)(d) of the Statutes, a class one notice will be published in the official newspaper thirty (30) days prior to the public hearing. The class one notice will

specify the date, time, and location of the public hearing. A summary of the plan prepared by SEWRPC staff will also be included. Staff from Ozaukee County, UW-Extension, and/or SEWRPC will attend the public hearing upon request.

### **Plan Adoption**

Section 66.1001 (4)(c) of the Statutes requires that the City of Port Washington comprehensive plan be adopted by an ordinance of the Common Council following the public hearing described in the preceding paragraph. Final adoption of the comprehensive plan by the Common Council is anticipated by March 2008.

### **Distribution of Adopted Comprehensive Plan**

Copies of the adopted comprehensive plan will be printed and distributed to all parties listed in Section 66.1001 (4)(b) of the *Wisconsin Statutes*, which include adjacent local governments, the Port Washington-Saukville School District, the Wisconsin Department of Administration, SEWRPC, Ozaukee County, and the local public library.

## **TIMELINE FOR PUBLIC PARTICIPATION PLAN**

The timeline in Appendix C provides a summary of the schedule for public participation sessions. The dates for public participation sessions are based on anticipated completion dates for drafts and other comprehensive planning activities. As work proceeds, the scheduled dates may be adjusted to reflect progress made on the plan. Ongoing public participation efforts will take place throughout the entire comprehensive planning process; therefore, they are not specifically referred to in the timeline.

## **CONTACTS**

Requests for information regarding the City of Port Washington comprehensive plan may be directed to:

Randy Tetzlaff, Director of Planning and Development

100 W. Grand Avenue, P.O. Box 307

Port Washington, WI 53074

Phone: (262) 284-2600; Fax: (262) 284-7669; Email: [retetzlaff@ci.port-washington.wi.us](mailto:retetzlaff@ci.port-washington.wi.us)

## Appendix A

### SUMMARY OF WISCONSIN COMPREHENSIVE PLANNING REQUIREMENTS

In 1999, the Wisconsin Legislature enacted legislation that greatly expanded the scope and significance of comprehensive plans within the State. The legislation, often referred to as the State's "Smart Growth" law, provides a new framework for the development, adoption, and implementation of comprehensive plans by regional planning commissions and by county, city, village, and town units of government. The law is set forth in Section 66.1001 of the *Wisconsin Statutes*.

Technically, the law does not require the adoption of county and local comprehensive plans. However, Section 66.1001(3) of the *Statutes* lists those actions and procedures that must be consistent with comprehensive plans beginning on January 1, 2010. There is an implication that if a county or local government does not prepare and adopt a comprehensive plan that meets the requirements of the law, a county or local government would not be able to enforce its zoning, subdivision, or official mapping ordinances after January 1, 2010.

#### COMPREHENSIVE PLAN ELEMENTS

The law requires that the following nine elements be addressed in a comprehensive plan:

- Issues and Opportunities
- Housing
- Transportation
- Utilities and Community Facilities
- Agricultural, Natural, and Cultural Resources
- Economic Development
- Intergovernmental Cooperation
- Land Use
- Implementation

#### REGIONAL PLANNING FRAMEWORK

The regional plan for Southeastern Wisconsin contains extensive and detailed inventory information relating to existing land uses and natural resources; population and employment information and forecasts; and regional land use, transportation, and other plan elements that provide an areawide, or metropolitan, planning framework for the preparation of county and local comprehensive plans. County and local plans should refine and detail the recommendations set forth in the regional plan. A summary of regional plan recommendations and "fact sheets" describing the issues that should be addressed in county and local comprehensive plans to achieve smart growth in southeastern Wisconsin are available from SEWRPC.

#### PUBLIC PARTICIPATION

A "tenth element" of the comprehensive planning law is a requirement for a public participation plan, set forth in Section 66.1001(4)(a) of the *Statutes*. The governing body must 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." Proposed plan elements must be widely distributed, and opportunities must be provided for written comments to be submitted by the public to the governing body. A procedure for the governing body to respond to those comments must also be identified.

## **PLAN OVERSIGHT**

Preparation of a comprehensive plan may be guided by the governing body, the local plan commission, or an advisory committee created by the governing body to oversee preparation of the plan. The public participation plan adopted by the governing body should specify the roles of staff, consultants, and local boards and committees in preparing the comprehensive plan.

## **PLAN ADOPTION**

A comprehensive plan must be adopted by an ordinance enacted by the governing body. The plan must be recommended to the governing body by a resolution adopted by the plan commission. All nine elements must be adopted simultaneously. At least one public hearing must be held prior to adopting the plan. Section 66.1001(4)(b) of the *Statutes* requires that an adopted comprehensive plan, or an amendment to a plan, be sent to all governmental units within and adjacent to the county or local government preparing a plan; the Wisconsin Land Council and Department of Administration; the regional planning commission; and the public library that serves the area in which the county or local government is located.

## **PLAN IMPLEMENTATION**

Beginning on January 1, 2010, actions of a county or local government relating to zoning, subdivision, and official mapping ordinances must be consistent with the comprehensive plan adopted by the governing body. Implementing ordinances and maps should be reviewed, and revised if necessary, prior to 2010 to ensure that they properly reflect the recommendations of the county or local comprehensive plan.

## **PLAN UPDATES AND AMENDMENTS**

The comprehensive planning law requires that adopted comprehensive plans be reviewed and updated at least once every ten years. County and local governments may choose to update the plan more frequently. While there is no limit on the number or frequency of amendments that may be made to a comprehensive plan, the public participation, plan review, and plan adoption procedures required for a full comprehensive plan also apply to plan amendments.

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*Additional information regarding the preparation of comprehensive plans in Southeastern Wisconsin is available from the Southeastern Wisconsin Regional Planning Commission (SEWRPC). Commission staff may be contacted by telephone at (262) 547-6721, or by e-mail at [sewrpc@sewrpc.org](mailto:sewrpc@sewrpc.org). Information is also available on the SEWRPC website at [www.sewrpc.org](http://www.sewrpc.org).*

## Appendix B

### Wisconsin Comprehensive Planning Law (Includes amendments made through May 14, 2004)

#### 66.1001 Comprehensive planning.

(1) DEFINITIONS. In this section:

(a) “Comprehensive plan” means:

1. For a county, a development plan that is prepared or amended under s. 59.69 (2) or (3).
2. For a city or a village, or for a town that exercises village powers under s. 60.22 (3), a master plan that is adopted or amended under s. 62.23 (2) or (3).
3. For a regional planning commission, a master plan that is adopted or amended under s. 66.0309 (8), (9) or (10).

(b) “Local governmental unit” means a city, village, town, county or regional planning commission that may adopt, prepare or amend a comprehensive plan.

(c) “Political subdivision” means a city, village, town, or county that may adopt, prepare, or amend a comprehensive plan.

(2) CONTENTS OF A COMPREHENSIVE PLAN. A comprehensive plan shall contain all of the following elements:

(a) *Issues and opportunities element.* Background information on the local governmental unit and a statement of overall objectives, policies, goals and programs of the local governmental unit to guide the future development and redevelopment of the local governmental unit over a 20-year planning period. Background information shall include population, household and employment forecasts that the local governmental unit uses in developing its comprehensive plan, and demographic trends, age distribution, educational levels, income levels and employment characteristics that exist within the local governmental unit.

(b) *Housing element.* A compilation of objectives, policies, goals, maps and programs of the local governmental unit to provide an adequate housing supply that meets existing and forecasted housing demand in the local governmental unit. The element shall assess the age, structural, value and occupancy characteristics of the local governmental unit’s housing stock. The element shall also identify specific policies and programs that promote the development of housing for residents of the local governmental unit and provide a range of housing choices that meet the needs of persons of all income levels and of all age groups and persons with special needs, policies and programs that promote the availability of land for the development or redevelopment of low-income and moderate-income housing, and policies and programs to maintain or rehabilitate the local governmental unit’s existing housing stock.

(c) *Transportation element.* A compilation of objectives, policies, goals, maps and programs to guide the future development of the various modes of transportation, including highways, transit, transportation systems for persons with disabilities, bicycles, electric personal assistive mobility devices, walking, railroads, air transportation, trucking and water transportation. The element shall compare the local governmental unit’s objectives, policies, goals and programs to state and regional transportation plans. The element shall also identify highways within the local governmental unit by function and incorporate state, regional and other applicable transportation plans, including transportation corridor plans, county



highway functional and jurisdictional studies, urban area and rural area transportation plans, airport master plans and rail plans that apply in the local governmental unit.

(d) *Utilities and community facilities element.* A compilation of objectives, policies, goals, maps and programs to guide the future development of utilities and community facilities in the local governmental unit such as sanitary sewer service, storm water management, water supply, solid waste disposal, on-site wastewater treatment technologies, recycling facilities, parks, telecommunications facilities, power-generating plants and transmission lines, cemeteries, health care facilities, child care facilities and other public facilities, such as police, fire and rescue facilities, libraries, schools and other governmental facilities. The element shall describe the location, use and capacity of existing public utilities and community facilities that serve the local governmental unit, shall include an approximate timetable that forecasts the need in the local governmental unit to expand or rehabilitate existing utilities and facilities or to create new utilities and facilities and shall assess future needs for government services in the local governmental unit that are related to such utilities and facilities.

(e) *Agricultural, natural and cultural resources element.* A compilation of objectives, policies, goals, maps and programs for the conservation, and promotion of the effective management, of natural resources such as groundwater, forests, productive agricultural areas, environmentally sensitive areas, threatened and endangered species, stream corridors, surface water, floodplains, wetlands, wildlife habitat, metallic and nonmetallic mineral resources consistent with zoning limitations under s. 295.20 (2), parks, open spaces, historical and cultural resources, community design, recreational resources and other natural resources.

(f) *Economic development element.* A compilation of objectives, policies, goals, maps and programs to promote the stabilization, retention or expansion, of the economic base and quality employment opportunities in the local governmental unit, including an analysis of the labor force and economic base of the local governmental unit. The element shall assess categories or particular types of new businesses and industries that are desired by the local governmental unit. The element shall assess the local governmental unit's strengths and weaknesses with respect to attracting and retaining businesses and industries, and shall designate an adequate number of sites for such businesses and industries. The element shall also evaluate and promote the use of environmentally contaminated sites for commercial or industrial uses. The element shall also identify county, regional and state economic development programs that apply to the local governmental unit.

(g) *Intergovernmental cooperation element.* A compilation of objectives, policies, goals, maps and programs for joint planning and decision making with other jurisdictions, including school districts and adjacent local governmental units, for siting and building public facilities and sharing public services. The element shall analyze the relationship of the local governmental unit to school districts and adjacent local governmental units, and to the region, the state and other governmental units. The element shall incorporate any plans or agreements to which the local governmental unit is a party under s. 66.0301, 66.0307 or 66.0309. The element shall identify existing or potential conflicts between the local governmental unit and other governmental units that are specified in this paragraph and describe processes to resolve such conflicts.

(h) *Land-use element.* A compilation of objectives, policies, goals, maps and programs to guide the future development and redevelopment of public and private property. The element shall contain a listing of the amount, type, intensity and net density of existing uses of land in the local governmental unit, such as agricultural, residential, commercial, industrial and other public and private uses. The element shall analyze trends in the supply, demand and price of land, opportunities for redevelopment and existing and potential land-use conflicts. The element shall contain projections, based on the background information specified in par. (a), for 20 years, in 5-year increments, of future residential, agricultural, commercial and industrial land uses including the assumptions of net densities or other spatial assumptions upon which

the projections are based. The element shall also include a series of maps that shows current land uses and future land uses that indicate productive agricultural soils, natural limitations for building site development, floodplains, wetlands and other environmentally sensitive lands, the boundaries of areas to which services of public utilities and community facilities, as those terms are used in par. (d), will be provided in the future, consistent with the timetable described in par. (d), and the general location of future land uses by net density or other classifications.

(i) *Implementation element.* A compilation of programs and specific actions to be completed in a stated sequence, including proposed changes to any applicable zoning ordinances, official maps, or subdivision ordinances, to implement the objectives, policies, plans and programs contained in pars. (a) to (h). The element shall describe how each of the elements of the comprehensive plan will be integrated and made consistent with the other elements of the comprehensive plan, and shall include a mechanism to measure the local governmental unit's progress toward achieving all aspects of the comprehensive plan. The element shall include a process for updating the comprehensive plan. A comprehensive plan under this subsection shall be updated no less than once every 10 years.

**(3) ACTIONS, PROCEDURES THAT MUST BE CONSISTENT WITH COMPREHENSIVE PLANS.** Beginning on January 1, 2010, if a local governmental unit engages in any of the following actions, those actions shall be consistent with that local governmental unit's comprehensive plan:

(g) Official mapping established or amended under s. 62.23 (6).

(h) Local subdivision regulation under s. 236.45 or 236.46.

(j) County zoning ordinances enacted or amended under s. 59.69.

(k) City or village zoning ordinances enacted or amended under s. 62.23 (7).

(L) Town zoning ordinances enacted or amended under s. 60.61 or 60.62.

(q) Zoning of shorelands or wetlands in shorelands under s. 59.692, 61.351 or 62.231.

**(4) PROCEDURES FOR ADOPTING COMPREHENSIVE PLANS.** 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 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.

(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.).
3. The Wisconsin land council.
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. An ordinance that is enacted or a resolution that is adopted under this paragraph, and the plan to which it relates, shall be filed with at least 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).

**(5) APPLICABILITY OF A REGIONAL PLANNING COMMISSION'S PLAN.** A regional planning commission's comprehensive plan is only advisory in its applicability to a political subdivision and a political subdivision's comprehensive plan.

**(6) COMPREHENSIVE PLAN MAY TAKE EFFECT.** Notwithstanding sub. (4), a comprehensive plan, or an amendment of a comprehensive plan, may take effect even if a local governmental unit fails to provide the notice that is required under sub. (4) (e), unless the local governmental unit intentionally fails to provide the notice.

**History:** 1999 a. 9, 148; 1999 a. 150 s. 74; Stats. 1999 s. 66.1001; 1999 a. 185 s. 57; 1999 a. 186 s. 42; 2001 a. 30, 90; 2003 a. 33, 93, 233, 307, 327.

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**Appendix C**  
**PROPOSED TIMELINE FOR THE PUBLIC PARTICIPATION PLAN (PPP)**

<b>YEAR</b>	<b>MONTH</b>	<b>PUBLIC PARTICIPATION SESSIONS AND EFFORTS</b>
<b>2005</b>	January	Ozaukee County Survey Preparation
	February	Conduct Ozaukee County Survey
	March	Conduct City of Port Washington Survey
	April	Ozaukee County Comprehensive Planning "Kick Off" Meetings Tabulation of Ozaukee County Survey Results
	August - September	Port Washington Informational Meeting (Inventory and Survey Results; "Idea Generation" Sessions)
	October - November	Meeting to Develop Port Washington Visions, Goals, and Objectives - Visioning Workshop
<b>2006</b>	April - September	Port Washington Design Workshop
	November	Informational Meeting and PPP Evaluation
<b>2007</b>	Summer	Draft Comprehensive Plan Informational Meeting
	Fall	Plan Commission public meeting to approve recommended comprehensive plan and forward to the Common Council
<b>2008</b>	January	Comprehensive Plan Public Hearings Before the Common Council
	March	Anticipated adoption of Comprehensive Plan by Ordinance by the Common Council
	April-July	Distribution of Adopted Comprehensive Plan

NOTE: Dates are tentative and subject to change