



## Public Participation Plan City of Neenah 2040 Comprehensive Plan Update

### **Introduction & Purpose**

Public participation is an important part of the comprehensive planning process as it helps to ensure that the plan accurately reflects the vision of the community. For a plan to develop, decision makers need to hear ideas, thoughts, and opinions from their citizens and stakeholders. The purpose of this public participation plan is to give citizens the opportunity to participate and learn about their community.

Wisconsin’s Smart Growth Comprehensive Planning law requires public participation throughout the comprehensive planning process. Wisconsin Statutes, Section 66.1001(4)(a) requires, in part, that,

*“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 a wide distribution of proposed, alternative, or amended elements of a comprehensive plan and shall provide every 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.”*

This Public Participation Plan actively involves the general public and key community interests in identifying major issues, establishing a shared vision for the community, and creating goals, objectives, and policies which help bring that shared vision to fruition. The City will use this document as a guide to actively involve community members in the comprehensive planning process by providing them numerous opportunities to offer input and become educated via multiple means of communication.

### **Comprehensive Plan Update Timeline**

PHASE	TIMELINE (APPROXIMATE)	DESCRIPTION/KEY EVENTS
<b>Organization</b>	January – February, 2016	<ul style="list-style-type: none"> <li>• Creation and adoption of Public Participation Plan</li> <li>• Establishment of Comprehensive Plan website</li> <li>• Appointment of members to Ad Hoc Comprehensive Plan Committee</li> <li>• Develop On-Line Survey</li> <li>• Prepare preliminary Demographic data</li> </ul>
<b>Plan Kickoff Meeting &amp; Visioning</b>	February – April, 2016	<ul style="list-style-type: none"> <li>• Kickoff meeting with Ad Hoc Comprehensive Plan Committee</li> <li>• Workshop meetings (3)</li> <li>• Post On-Line Survey</li> </ul>
<b>Inventory/Analysis &amp; Issue Identification/Vision Development</b>	January – July, 2016	<ul style="list-style-type: none"> <li>• Update inventory of the physical, social and economic resources of the City</li> <li>• Develop background maps</li> <li>• Meet with Ad Hoc Comprehensive Plan Committee</li> <li>• Meet with Common Council</li> </ul>
<b>Develop Draft Goals, Strategies &amp; Recommendations</b>	August - November, 2016	<ul style="list-style-type: none"> <li>• Meet with Ad Hoc Comprehensive Plan Committee</li> <li>• Hold Intergovernmental Meeting</li> </ul>

<b>Plan Implementation</b>	December, 2016 - March, 2017	<ul style="list-style-type: none"> <li>• Meet with City Staff</li> <li>• Meet with Ad Hoc Comprehensive Plan Committee</li> <li>• Develop draft plan</li> <li>• Meet with City Plan Commission</li> </ul>
<b>Plan Review, Public Hearing &amp; Adoption</b>	April - May, 2017	<ul style="list-style-type: none"> <li>• Develop Press release</li> <li>• Public 30 day public hearing notice</li> <li>• Hold Public Hearing / City Plan Commission recommendation plan amendment</li> <li>• City Council adoption of plan update</li> </ul>
<b>Plan Printing &amp; Distribution Activities</b>	July, 2017	<ul style="list-style-type: none"> <li>• Poster Plan Development</li> <li>• Plan printing and delivery</li> </ul>

### ***Methods of Citizen Participation***

There are many methods of public participation. The City of Neenah will use several methods to encourage public input throughout the comprehensive planning process, and will also use a combination of these methods on any future updates and amendments. This plan explains these methods.

#### *Method 1: Ad Hoc Comprehensive Plan Update Committee*

The City of Neenah will utilize an ad hoc committee to help guide the City's comprehensive planning process. To ensure broad and diverse community interests, a variety of members will be appointed to this Committee representing a variety of local stakeholders within the community. This Committee will be responsible for reviewing data, prioritizing alternatives, overseeing the organization of the Plan, and determining goals, objectives and policies based on information gathered from the public.

#### *Method 2: Public Meetings*

Public meetings provide opportunity for both education and input. All Comprehensive Plan Update Committee, Plan Commission and City Council meetings are open to the public. All agendas and meeting minutes are posted in advance through the City of Neenah website and published as required by State law. As each chapter of the comprehensive plan is developed it will be reviewed in detail by the Comprehensive Plan Update Committee at a meeting that is open to the public. Time for public participation will be set-aside at each meeting.

#### *Method 3: News Releases/Public Awareness*

News releases are an effective tool to keep both the public and the press informed about the planning process. The City of Neenah will utilize news releases to create public awareness about the comprehensive planning process. In addition, the City will utilize social media (e.g. Facebook and Twitter) to keep citizens informed on the planning process, to encourage public involvement, and to provide input/comments to City staff at any time.

#### *Method 4: On-Line Surveys*

On-line surveys are a method that provides an opportunity for residents to provide feedback with regard to their opinions, beliefs, and attitudes. The City of Neenah will make every effort to acknowledge citizen ideas, concerns, and opinions as part of its comprehensive plan process. The Department of Community Development will provide opportunities for public comment through a number of short on-line surveys throughout the course of the planning effort. Pertinent input will be generated on a series of issues, programs and services.

#### *Method 5: Workshop Sessions*

The City of Neenah will host a minimum of three workshop sessions for the purpose of visioning and issue/opportunity identification within portions of the City. The workshop sessions will target Downtown and Doty Island, South Commercial Street/Green Bay Road Corridors and the area west of I-41. Residents are invited to attend any or all of the workshop sessions. The workshops will be visually engaging and will be used to identify broad-based and specific development issues and opportunities, as well as a select set of components that will be incorporated into the overall vision for the land use within the City.

#### *Method 6: Open Houses and Community Events*

The City of Neenah may sponsor open houses or attend the community events (e.g. Farmers Market) during the comprehensive planning process. The open house concept and community events provides an informal setting for residents to interact with the City of Neenah staff. Open houses and community events also provide citizens the opportunity to gather information, ask questions, react to the information and provide both written and verbal feedback.

#### *Method 7: City Website*

General information regarding the comprehensive plan and smart growth law, meeting minutes, preliminary plans, maps, fact sheets, studies, and links to other websites can all be posted on the City of Neenah website, [www.ci.neenah.wi.us](http://www.ci.neenah.wi.us). As future amendments or updates are prepared, they too can be posted on the website for public review and input.

#### *Method 8: Public Hearings*

A public hearing will be held before the City Plan Commission prior to the adoption of the 2040 Comprehensive Plan Update. The public hearing will consist of a presentation summarizing and highlighting the major parts of the planning process and the final draft of the comprehensive plan. Participants will have the opportunity to ask questions and provide comments about the Plan. An official public record of the presentation and all comments will be established. The draft plan will be available for review prior to the public hearing. Interested citizens will also have the opportunity to provide written comments prior to the public hearing, which will be read into the hearing.

Future amendments to the Plan will be subject to another public hearing process and the same opportunities for review and comment by the general public as the original approved plan and per Wisconsin Statutes, Section 66.1001(4)(b-d).