

PUBLIC PARTICIPATION PLAN
(FINAL DRAFT recommended to Plan Commissions
by FUDA Steering Committee 3/9/11)

FUTURE URBAN DEVELOPMENT AREA (FUDA) PLANNING
FOR the NORTHERN USA PLANNING AREA

V. DEFOREST, T. WINDSOR, T. VIENNA

FUDA Overview

The Towns of Windsor and Vienna, and the Village of DeForest, and the Capital Area Regional Planning Commission (CARPC) are preparing a combined Future Urban Development Area (FUDA) Plan. The purpose of FUDA planning is to protect vital natural resources, promote efficient development, and preserve farmland through cooperative planning for long-term growth. An outcome of FUDA planning is development of a FUDA plan to guide future urban growth. The FUDA plan can be implemented through incorporation into local comprehensive and regional plans. A FUDA Steering Committee, consisting of appointed representatives and elected officials from each of the participating communities, assisted by staff members, will lead FUDA Plan preparation.

The FUDA Plan will interest residents, businesses, neighborhood groups, environmental groups, service clubs, school districts, public safety officials, developers, and other individuals affected by the plan. The FUDA Steering Committee and staff team will engage these groups through outreach and public input at all steps of the planning process. Public participation helps to ensure that the plan accurately reflects the needs, opportunities and desires of each community. Public participation plans are also required as part of Wisconsin comprehensive planning statutes (Section 66.1001(4)(a)).

Section 1: Public Participation Plan Purpose

The purpose of the Public Participation Plan is to **outline the procedures** that will be used in the FUDA **planning process to foster public participation**, including **open discussion, communication programs, information services and public meetings**, and to ensure that there are opportunities for **public participation** at every stage of the preparation of the FUDA plan. Another purpose is to meet the requirements of state statutes. Each community will adopt this Public Participation Plan.

Section 2: Public Participation Plan Goals

The FUDA Steering Committee and staff will work to:

- Ensure that a broad range of interests are considered in FUDA activities and outcomes;
- Actively seek involvement from the general public;

- Ensure that planning process is as inclusive as possible and that perspectives of all interested parties including traditionally underrepresented populations influence the plan;
- Serve as liaisons to, and perform outreach to individuals and groups such as local Chamber of Commerce, neighborhood groups, environmental groups, service clubs, school district representatives, public safety officials, developers, and all Town, Village, and CARPC appointed and elected officials; and
- Engage representatives of each municipality so that the plan becomes a “living plan” with community buy-in.

Section 3: Policy Guidelines for Public Participation

To foster the above described public participation plan goals, outreach and input strategies will be employed within each community. Outreach strategies include the dissemination of information and may include official meeting notices, web sites, distribution to email lists and listservs, news releases, and presentations to individuals and groups. The FUDA Steering Committee and staff will jointly assemble an email distribution list to share FUDA planning information with the public.

The participating FUDA communities have adopted the following guidelines:

- Agendas, minutes, and draft documents for all FUDA public meetings will be distributed through each community’s normal procedures at least one week in advance of all meetings involving the FUDA process. All meetings will be open to the public.
- The communities will utilize a FUDA **Staff Advisory Committee** comprised of staff from the communities and CARPC to help prepare and disseminate information to the public on the planning efforts for the FUDA plan, and to facilitate public involvement at the FUDA Steering Committee level.
- The FUDA planning process will prepare alternative development scenarios for review, discussion and comment by stakeholders and the general public. Public participation may be sought for definition of alternative scenarios, evaluating alternatives, and will be sought for selecting the preferred development scenario(s).
- All comments gathered from the public during public input sessions, public meetings, telephone conversations, emails, letters, interviews, and focus groups will be documented and shared with the FUDA Steering Committee. The FUDA Steering Committee will also make reasonable attempts to incorporate and/or address all of the public comments submitted via email and USPS mail. To ensure fairness, all public comments will be recorded and made available as an appendix to the plan.
- Where feasible, FUDA planning will seek public participation and outreach guidance from representatives of traditionally under-represented groups.
- Create an email distribution list for dissemination of information to all interested parties.
- The websites of each of the participating communities will be utilized to disseminate information and encourage public involvement in the FUDA process. The CARPC website is: http://www.capitalarearpc.org/Northern_FUDA.html