

Draft Public Participation Plan for Updating the Comprehensive Plan for the Town of Washburn

Adopted by the Washburn Town Board, Bayfield County, Wisconsin.

Purpose.

This public participation plan encourages residents of the Town of Washburn to participate in updating the town's comprehensive plan. It encourages citizens to assist in identifying issues and opportunities and to recommend action steps for plan implementation. The town will conduct these activities to 1) solicit a range of community perspectives on planning issues and proposals; 2) maximize community awareness, involvement and understanding of future challenges facing our town's people and resources and 3) enhance the likelihood of developing a plan that residents and landowners will adopt and implement.

To accomplish these purposes, the town is using the following methods:

1. Town of Washburn Plan Commission and Comprehensive Plan Task Force.

In 2007 the Town Board appointed a Plan Commission of residents representing various perspectives within the town. The commission includes an elected member of the Town Board. Assisting the Plan Commission is a group of resident volunteers who are members of the Comprehensive Plan Task Force. The commission and task force will identify planning issues and possible solutions. They will work with consultants and other specialists to inform and educate the community about issues and potential courses of action and provide forums for open discussion. The commission and task force will solicit community concerns about planning issues. The commission and task force meet monthly and post advance notice of its meetings on the town's website, at the Washburn Town Hall and at the Tetzner Dairy. Public participation is welcomed at the meetings.

2. Website

The Plan Commission has a webpage dedicated to the plan update process on the town's website (<https://townofwashburn.wi.gov>). The town website posts agendas of upcoming meetings. The Plan Commission's webpage lists the names of commission and task force members and minutes of all meetings. It also includes copies of all background information and community data the commission and task force reviews in updating the plan.

3. Plan Commission Minutes.

The commission posts minutes of its meetings at the town hall and on the town website.

4. Direct Mail Announcements.

The Town Board's annual newsletter mailed to all resident households in April 2024 featured an article about updating the plan and encouraged community members to share concerns and to participate in updating the plan. In September 2024 the Town Board mailed all resident households another announcement "Your Voice, Our Future," which explained several ways that citizens can become involved in updating the plan.

5. Presentations at Town Annual Meeting and Town Board Meetings

The chair of the commission gave a presentation at the April 2024 about the process for updating the comprehensive plan. The chair and Town Board representative regularly present information about elements of the comprehensive plan at Town Board meetings, which are open to the public both in-person and virtually through a GoogleMeet link posted in advance.

6. Distribution of Proposed Plan.

When the committee has prepared a draft plan that is ready to be considered for adoption, the draft plan will be posted on the town website, and a link to the plan will be emailed to the clerks of the City of Washburn, the adjacent towns of Barksdale, Bayview, Bell, Clover, Port Wing, and Orienta and Bayfield County, and to the Bayfield County Planning and Zoning Department Director for review

and comment. In addition, announcements of the availability of the proposed plan for review and comment will be distributed to the *Ashland Daily Press*, the town e-mail distribution list, and will be posted at public sites in the town.

7. Comment Period and Written Response Summary.

When the draft updated comprehensive plan is ready to be considered for adoption, interested members of the public will have a public comment period of at least thirty days to submit written comments on the plan. After the comment period the commission will prepare a summary of all comments submitted and a response to the comments. The commission will then prepare a final draft of the comprehensive plan to present to the Town Board for adoption.

8. Public Hearing.

The Town of Washburn Plan Commission will hold a public hearing on the draft comprehensive plan at the end of the public comment period. The commission and task force will precede the hearing with a presentation summarizing the elements of the draft plan. Those attending the hearing will have an opportunity to make formal statements and to submit written comments. Announcements of the public hearing will be made with the public announcements of the availability of the plan.

Documentation and Evaluation.

The Plan Commission will keep a record of activities conducted to implement this public participation plan and will evaluate its effectiveness. The committee may recommend that the Town Board adopt changes to this plan in order to improve achievement of the plan's purposes.

ADOPTED this _____ day of _____, 20____.

_____ (Town Board Chairperson)

Attest: _____ (Town Clerk)