

PUBLIC PARTICIPATION STRATEGY AND PROCEDURES
FOR THE CITY OF MANITOWOC
COMPREHENSIVE PLAN UPDATE
2022

Introduction

A key required component of Section 66.1001 of Wisconsin Statutes—the State’s comprehensive planning legislation—is actively involving community stakeholders as each local comprehensive plan is being developed, updated, or amended. Public participation helps to ensure that the resulting comprehensive plan accurately reflects the vision, goals, and values of citizens of the community.

Section 66.1001(4)(a) of Wisconsin Statutes requires the City of Manitowoc to adopt, by resolution, written procedures designed to foster public participation at every stage in the preparation, update, or subsequent amendment of its comprehensive plan. The written procedures must provide for wide distribution of the comprehensive plan, an opportunity for the public to submit written comments on the plan, and provisions for local response to such comments.

This document meets this statutory requirement. It serves as the procedures that will be used to guide the required ten-year update to the City’s Comprehensive Plan, which was adopted on December 21, 2009.

Major Goals of Public Participation Strategy

- Provide opportunities for members of the public to participate in processes to consider and adopt a complete update to the City’s Comprehensive Plan.
- Adopt an updated plan that reflects the ideas, desires, and objectives of most residents and property owners.
- Meet both the letter and spirit of Wisconsin’s Comprehensive Plan legislation.
- Use the City’s Plan Commission as a foundation for guiding the plan update process.
- Recognize that the goals expressed above must be balanced with the need to complete the Comprehensive Plan update within a reasonable timeframe.

Selected Public Participation Techniques

The City will, at a minimum, use the following techniques to obtain public input during the plan update process:

- Assure that all Plan Commission and City Council meetings to consider and adopt the updated plan are open to the public and are noticed as required by State open meeting regulations.
- Public comments will be solicited and responded to at every stage of planning process.
- Hold one public open house or workshop to review the draft plan. This meeting will be open to the public and advertised in advance.
- Provide an opportunity at each public meeting held on the Comprehensive Plan update for public comment. Some meetings will be particularly meant to encourage wide participation from the public. Other meetings are intended to be work sessions for the Plan Commission, City Council, or some combination. The public comment period will be provided at either the beginning or end of each public meeting, or at one or more other parts of the meeting at the discretion of the Plan Commission or City Council. This will allow the Commission or Council to

concentrate on completing tasks without interruption, while still allowing the public an appropriate chance to observe and comment.

- Hold focus groups with key stakeholders identified by the City.
- Maintain a timely and informative website regarding the planning process, plan drafts, and upcoming public meetings. The website will be housed on the City website and will include opportunities for public comment.
- Engage in digital public outreach through web tools, the City website, and City social media channels.
- Hold at least one formal public hearing on the proposed Comprehensive Plan update and the adopting ordinance prior to adoption. All members of the public will have an opportunity to present testimony and offer comments at the public hearing. The public hearing will be noticed and held per the requirements of Wisconsin Statutes, Section 66.1001.

Opportunities for Comments/Responses on Draft Comprehensive Plan

The City will have copies of draft plan materials available at City Hall and the Library during normal business hours. The City will also provide copies of the draft and final plan to adjacent and overlapping governments and non-metallic mineral interests as required by statute, and to members of the participating public as requested. The City may charge for public copies an amount equal to the costs of time and materials to produce such copies.

Public comments will be solicited and responded to at every stage of the plan update process. Written comments on the comprehensive plan update may also be delivered, mailed, or emailed to the City Clerk. The City will respond to written comments via mail, email, telephone, meeting, and/or through consideration of appropriate changes to the draft comprehensive plan.