

CONSENT

16-0636

CITY OF MANITOWOC

WISCONSIN, USA  
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June 23, 2016

To: Mayor and Common Council

From: Manitowoc City Plan Commission

Subject: **PC 22- 2016: Public Participation Plan for Amendments to the City of Manitowoc Comprehensive Plan**

Dear Mayor and Common Council:

At the June 22, 2016 meeting of the Manitowoc City Plan Commission, the Commission considered all items on its agenda, including the item identified above, and wishes to report and recommend to the Common Council the following action: to approve the Public Participation Plan for Amendments to the City of Manitowoc Comprehensive Plan.

Respectfully Submitted,

Paul Braun  
Plan Commission Secretary

Attachments: Participation Plan

Granicus #16-581

## ***City of Manitowoc Comprehensive Plan*** **Public Participation Plan for Periodic Comprehensive Plan Amendments**

No comprehensive plan can anticipate every possible future scenario, so the City of Manitowoc will from time to time need to consider amending or revising its adopted *City of Manitowoc Comprehensive Plan* (2009). Section 66.1001(4), Wis. Stats., requires that the same procedures for adopting a comprehensive plan are followed when amending a comprehensive plan. Specifically, the statutes require 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 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.*

Therefore, this Public Participation Plan is being adopted to document the process of public participation for all periodic amendments of the Comprehensive Plan. The process identified here will serve as guidance for the minimum public participation requirements of the City in such cases, and additional participation efforts may be utilized beyond those identified here.

This Public Participation Plan is intended to serve as the model for the next five years, and to then be reviewed and updated if necessary. This Public Participation Plan shall be in effect for all periodic amendments of the comprehensive plan from its adoption until December 31, 2021. (Note that this public participation process is not intended to support regular, formal reviews or updates of the Comprehensive Plan. A more extensive public participation effort will be necessary for regular reviews or updates.)

The City of Manitowoc will foster public participation through the efforts described below. These efforts will include sharing of plan amendment related information and following a plan amendment process that is open and responsive to the community.

### **Information Sharing and Availability**

- **Posting and Publication** – All Plan Commission and Common Council meetings where proposed Comprehensive Plan amendments are discussed will be properly posted with notice given in the official newspaper. Agendas for such meetings will be shared with a variety of local media outlets and made available on the City's website.
- **Website** – The Community Development Department will include on its web site information related to proposed Comprehensive Plan amendments. This will include maps, explanation, and contact information where interested citizens can obtain additional information. The website will serve as the most up to date source of information providing the public with an outlet to find any subsequent revisions to what had been provided previously during the amendment process.

- **Distribution of Adopted Amendments** – Adopted Comprehensive Plan components will be distributed to adjacent and overlapping units of government for their information. A copy will also be provided to the Manitowoc Public Library for access by the community.
- **Nonmetallic Mineral Resources** – The City will distribute proposed, alternative, or amended elements of the 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 proposed Comprehensive Plan amendment or revision. Draft and recommended Comprehensive Plan components will be provided to any directly affected parties that have a registered nonmetallic mine or nonmetallic mineral resource under NR 135, Wisconsin Administrative Code, or as identified by the applicant.
- **Notice to Surrounding Property Owners** – Where a proposed Comprehensive Plan amendment involves the map of Future Land Use, and where the size of the proposed amendment is small enough to make such notice practical, the City will provide mailed notice to surrounding property owners within 200 feet of the proposed amendment. The mailed notice will include a map of the proposed changes to the map of Future Land Use.
- **City Hall Bulletin Board** – Information on proposed Comprehensive Plan amendments will be posted on City Hall bulletin boards for any walk-in traffic.

#### **Plan Amendment Adoption Process**

- **Public Hearings** – Comprehensive Plan amendments and revisions will be preceded by a public informational hearing and a formal public hearing where interested parties will be afforded the opportunity to comment on the proposed revisions. The informational hearing will be held before the Plan Commission, and the formal hearing will be held before the Common Council.
- **Class 1 Notice and 30 Day Comment Period** – The formal public hearing held before the Common Council will be preceded by a Class 1 notice published no less than 30 days prior to the formal public hearing date. This period will be set as a public comment period. The notice will summarize the proposed amendments or revisions, direct interested parties to sources of additional information, and indicate where comments are to be sent or made. Public comments provided in writing will be responded to by the City in writing.
- **Plan Commission Resolution** – Adoption of Comprehensive Plan amendments and revisions will be acted upon by the Plan Commission. All meetings of the Manitowoc Plan Commission are open to the public and conducted in compliance with Open Meetings laws. Plan Commission action will be by resolution which will then be forwarded to the Common Council for report.
- **Common Council Adoption Ordinance** – Comprehensive Plan amendments and revisions will be acted upon by the Common Council. All meetings of the Manitowoc Common Council are open to the public and conducted in compliance with Open Meetings laws. Common Council action will be by ordinance.

## **DRAFT**

# **Comprehensive Plan Amendment Process**

- \_\_\_ **Adopt written procedures that are designed to foster public participation. (Statutory requirement) A Public Participation Plan will be adopted covering all periodic amendments over a five year period.**
  
- \_\_\_ **Distribute the proposed amendment per adopted public participation plan; utilize a 200 foot notification radius similar to a rezoning for amendments to Future Land Use map (beyond Statutory requirements)**
  
- \_\_\_ **Distribute proposed amendment to any owners of property or other persons with a leasehold interest in non-metallic minerals on the subject property; applicant responsible to identify any such parties (Statutory requirement)**
  
- \_\_\_ **Post proposed amendment on Planning Department website (beyond Statutory requirements)**
  
- \_\_\_ **Post hard copy of proposed amendment on City Hall bulletin boards (beyond Statutory requirements)**
  
- \_\_\_ **Publish public hearing and public comment period notice; one insertion at least 30 days prior to public hearing; the formal public hearing will be held before the Common Council (Statutory requirement)**
  
- \_\_\_ **Prepare Plan Commission resolution and adoption ordinance (Statutory requirements)**
  
- \_\_\_ **Conduct public informational hearing before the Plan Commission similar to a rezoning (beyond Statutory requirements)**
  
- \_\_\_ **Action by Plan Commission on resolution (Statutory requirement)**
  
- \_\_\_ **Respond to any written comments received (Statutory requirement)**
  
- \_\_\_ **Hold formal public hearing before City Council (Statutory requirement)**
  
- \_\_\_ **Common Council takes action on adoption ordinance (Statutory requirement)**
  
- \_\_\_ **Adopting ordinance published (Statutory requirement)**
  
- \_\_\_ **Distribute adopted amendments to overlapping and adjacent units of government, the BayLake Regional Planning Commission, the Wisconsin Department of Administration, and the Manitowoc Public Library (Statutory requirement)**