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Public Participation Plan

As required by SS 66.1001, every community must adopt a public participation plan at the beginning of the planning process. The purpose of the public participation plan is to define procedures for public involvement during every stage of the planning process.

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Appendix A: Public Participation Plan Town of Sparta Comprehensive Plan Update

The Town of Sparta completed its comprehensive land use plan in 2003. State Statute 66.1001 requires municipalities to update their comprehensive plan every 10 years. The Town of Sparta elects to use the Town's Planning Commission to work with MSA Professional Services, Inc. to update the Town's Comprehensive Plan. The Planning Commission will have the responsibility for developing the draft Comprehensive Plan. The Town Board shall have the authority to adopt the Comprehensive Plan.

The Town of Sparta has developed guidelines for involving the public as part of the requirements of the Comprehensive Planning Process (Section 66.1001(4)(a), Stats.). The goal of a public participation plan is 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 Town of Sparta will develop its Comprehensive Plan with opportunities for public participation as follows:

- **Project Meetings:** It is anticipated that the project will take six meetings to complete. Five of the six meetings will be working sessions with the Planning Commission. The purpose of the working sessions is to review, discuss, and create project material related to the creation of the Draft Comprehensive Plan.
- **Public Notice:** Meeting times will be published and posted in accordance with Town procedures and State law. All Planning Commission meetings are open to the public unless otherwise indicated in the posted meeting notice. Public attendees will be provided an opportunity to voice their ideas, opinions, and concerns at each meeting.
- **Project Website:** The Town of Sparta maintains its own website (www.townsparta.com). The website may be used to post draft materials and meeting notices as they become available.

Adoption Procedures:

- Planning Commission shall, by majority vote, adopt a resolution recommending that the Town Board pass an ordinance to adopt the Draft Comprehensive Plan (Statute 66.1001(4)(b)). On the evening in which the resolution is discussed, MSA Professional Services will provide an overview of the Draft Comprehensive Plan and answer resident questions.
- An electronic (CD) copy of the Draft Plan will be disseminated to neighboring jurisdictions and appropriate governments, as stated in Statutes 66.1001 (4), providing 30 days for written comments. A copy of the Draft Plan will be sent to:
 - The Clerk for the following local governmental units shall receive a copy of the plan:
 - Monroe County
 - La Crosse County
 - City of Sparta
 - Town of Little Falls
 - Town of La Fayette
 - Town of Angelo
 - Town of Leon

- Mississippi River Regional Planning Commission
 - The Wisconsin Department of Administration – Division of Intergovernmental Relations
 - Administrators for the Sparta and Bangor Area School Districts
 - Sparta Public Library
- The Town Board, by a majority vote, shall enact the ordinance adopting the recommended plan (Section 66.1001(4)(c), Stats.). The adopted plan and adopting ordinance will be copied on to an electronic (CD) and disseminated to the above-mentioned governing bodies, as stated in Wisconsin Statute 66.1001(4)(b).
- Before Town Board adoption, a Public Hearing will be held for presentation of the Recommended Draft Comprehensive Plan as stated in Stat. 66.1001(4)(d). The hearing must be preceded by a class 1 notice under ch.985.
 - At least 30 days before the hearing is held the Town of Sparta shall provide written notice to all of the following:
 - An operator who has obtained, or made application for, a permit that is described under s. 295.12(3)(d), within the jurisdiction of the Town.
 - A person who has registered a marketable nonmetallic mineral deposit under s. 295.20 within the jurisdiction of the Town.
 - Any other property owner or leaseholder who has an interest in property pursuant to which the person may extract nonmetallic mineral resources, if the property owner or leaseholder requests in writing that the Town of Sparta provide the property owner or leaseholder notice of the hearing.
 - Any person who has submitted a request to the Town of Sparta to receive notice of any proposed ordinance that affects the allowable use of property owned by the person in the Town of Sparta.
- Any received written comments by the above-mentioned governing bodies, or public, will be read into the minutes during the Public Hearing, evaluated, and incorporated as necessary by the Town Board into the Adopted Comprehensive Plan. A summary of comments and subsequent action will be provided upon request.

Other public participation activities may be added as deemed necessary by the Town Board.

Vote: Yes 3 No 0 Abstain Absent

Adopted this 11 day of March, 2014.

Attest:

Howard B. Barnes

Town Chair

Sue Ellen Justen

Town Clerk