

Door County Comprehensive Plan 2030
Public Participation Plan
Originally adopted by the Door County Board of Supervisors December 2005
Updated version adopted by the County Board April 17th, 2007

Purpose

Door County is embarking on its comprehensive plan development in compliance with the requirements of Sec. 66.1001(4)(a), Wisconsin Statutes, commonly called the “Smart Growth” Legislation. The statute requires that the County adopt written procedures 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 intention of this plan is to meet the requirements of the state Smart Growth legislation.

The Public Participation Plan identifies specific public involvement methods to be executed during the development of the comprehensive plan. These methods are designed to encourage county-wide citizen participation so that the final comprehensive plan is the result of the efforts of a diverse array of interested citizens. Participants will assist staff in studying existing conditions, identifying future issues, creating goals and developing strategies to guide the future physical growth of Door County.

Goal

To create a community-driven Door County Comprehensive Plan 2030 that represents comprehensive citizen participation and input through an informed decision-making process. Strategies to achieve this goal will include:

- Conducting periodic public information meetings.
- Informing the public through appropriate media.
- Gathering and analyzing information.
- Developing element goals and objectives through meetings with advisory work groups.
- Incorporating local land use plans.

Public Participation and General Comprehensive Plan Assumptions:

- Participation is voluntary.
- Participation will begin with education.
- Participation does not necessarily represent majority perspectives.
- Participation is collaborative and requires compromise.
- The Comprehensive Plan will be based on analysis of existing conditions and projections of future conditions. Goals and objectives are based on expectations of political, operational and financial feasibility.
- The Comprehensive Plan will be a list of citizens’ visions for the future; changes in the economy, the environment and the larger regional development all impact plan implementation.

- The Comprehensive Plan is not static; it is a living document meant for revision as the community's needs change.

Summary of State Legislative Requirements

- A. Public Participation. Wisconsin State Statutes 66.1001(4)(a) requires that the governing body adopting the comprehensive plan shall:
1. 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.
 2. 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.
- B. Elements. The following elements are to be included in the Comprehensive Plan:
- (a) Issues and opportunities
 - (b) Housing
 - (c) Transportation
 - (d) Utilities and community facilities
 - (e) Agricultural, natural and cultural resources
 - (f) Economic development
 - (g) Intergovernmental cooperation
 - (h) Land use
 - (i) Implementation
- C. Comprehensive Plan Final Adoption Procedures.
- Per state statutes, no political subdivision may enact an ordinance or adopt a resolution establishing a municipal plan unless the political subdivision holds at least one public hearing at which the proposed comprehensive plan, ordinance or resolution is discussed. That hearing must be preceded by a class 1 notice under ch. 985 that is published at least 30 days before the hearing is held. The political subdivision may also provide notice of the hearing by any other means it considers appropriate. The class 1 notice shall contain at least the following information:
1. The date, time and place of the hearing.
 2. A summary, which may include a map, of the proposed comprehensive plan or amendment to such a plan.
 3. The name of an individual employed by the local governmental unit who may provide additional information regarding the proposed ordinance.

4. Information relating to where and when the proposed comprehensive plan or amendment to such a plan may be inspected before the hearing, and how a copy of the plan or amendment may be obtained.
5. The Door County Resource Planning Committee shall hold a hearing per the above requirements regarding the new comprehensive plan before adopting a resolution recommending to the County Board enactment of an ordinance that will enable adoption of the new plan.

Process

The Comprehensive Plan is scheduled to be completed by the end of 2008. The process will involve a combination of several traditional community planning approaches:

- Information Inventory and Analysis: Bay-Lake Regional Planning Commission will inventory current conditions and analyze statistical trends and projections to help identify future needs. Data will be collected in a Resource Inventory Report by late 2007.
- Advisory Workgroups: Staff and advisory groups will develop goals and objectives based on current conditions, future needs and community visioning results.
- Reviews and Revisions: A series of Core Planning Committee and public meetings will be held to present plan drafts so that the public may comment on plan content. Drafts will be further refined based on public and committee input.
- Formal Hearing Process: The final plan draft will go through a formal hearing process before adoption, which will be advertised at least thirty days in advance by a Class I notice.

Process Participants

- Core Planning Committee (CPC): Comprised of one representative from each local unit of government and two representatives from the Resource Planning Committee, the CPC will provide general guidance to the process, and review and approve Bay-Lake Regional Planning Commission/Door County Planning Department work documents (i.e., element goals and actions, chapter drafts, vision statement, etc.).
- Resource Planning Committee (RPC): RPC members will discuss plan development progress monthly with planning department staff, hold public open house meetings regarding the final plan draft from the CPC, and hold the public hearing regarding the plan before recommending final plan adoption to the county board.
- Bay-Lake Regional Planning Commission: As consultants to the county, primary responsibilities will be: 1) data collection and projection and 2) mapping, including coordinating and combining existing land use maps, creating “current view” maps required by the comprehensive planning legislation, and creating “projected view” maps.

- **Planning/County Staff:** Staff will act as the overall coordinators of the planning project and process, serving as the liaison with CPC, BLRPC, RPC and the public, hold public information meetings, organize and prepare plan, manage public participation events, review and incorporate local land use plans, and review and incorporate other government/agency planning documents. County GIS staff will assist Bay-Lake Regional Planning Commission in plan map development.
- **University of Wisconsin – Extension:** UWEX staff will assist at public participation events and provide technical assistance when applicable.
- **Public:** Interested members of the public will participate in advisory work groups and/or provide input on plan drafts and the final plan document.
- **Advisory Work Groups:** Interested individuals and agency representatives will analyze current conditions and provide input to staff as to potential goals, objectives, and policies. Invitees to the various series of advisory work group meetings will include:
 - County Supervisors
 - County Department Heads
 - County Board of Adjustment members
 - Intergovernmental agencies (Brown and Kewaunee Co., WDOA, WDOT, WDNR)
 - Transportation agencies
 - Educational agencies
 - Economic development and housing agencies
 - Environmental and conservation agencies
 - Business organizations
 - Property owner associations
 - Local media
 - Civic groups
 - Special interest groups
 - Individuals expressing an interest in planning activities

Public Participation Opportunities

1. **Visioning/planning kick-off meetings.** These meetings will include a review of Wisconsin’s comprehensive planning legislation and the county plan development process, a public input and ranking exercise as to Door County’s greatest assets and participants’ vision for the county’s future, and an overview of county-wide demographic information. Four visioning meetings will be held, in Northern Door, Central Door, Southern Door, and Washington Island.

2. **Advisory Work Group Meetings.** For each element of the plan, advisory groups will be formed with appropriate and interested citizens and agencies. Prior to workshop meetings, staff will conduct research and identify topical areas for group discussion. Staff will conduct workshops to disperse information and develop information collected into plan goals. Results from these meetings will be available for public review. One final advisory meeting will be held to which all work group participants will be invited to review and comment on all plan goals.
3. **Open House Meetings Regarding Draft Comprehensive Plan:** Once complete, the draft comprehensive plan will be presented at drop-in sessions involving presentation of the plan, a question and answer period, plan review summaries and displays, and opportunity for oral and written comments. A minimum of three open house sessions will be held, to be located Northern, Central and Southern Door.
4. **Use of Internet:** The County will make use of its website with a comprehensive plan project site to share information and possibly obtain input throughout the planning process. The web site may include demographic information, meeting dates and times, meeting outcomes, project status reports, and maps and other graphics.
5. **Formal Public Hearing:** The County will hold at least one formal public hearing on its comprehensive plan and the adopting ordinance prior to adoption. All members of the public will have an opportunity to present testimony and offer comments at that public hearing. The public hearing will be noticed and held per the requirements of Section 66.1001, Wisconsin Statutes.
6. **Informal Participation:** Members of the public can attend any planning meeting. Correspondence including mail, email, faxes and phone calls will be accepted at any time.

Methods of Communication

Door County Planning Department staff will use the following methods of communication throughout the planning process, as appropriate:

- Planning Department Website.
- E-mail.
- Public Meetings
- Informal Meetings – with neighborhood, civic, business or other groups who request presentations.
- Newsletters.
- Posters.
- Newspaper Advertisements.
- Press releases.

Timeline: See the chart on the following page depicting the approximate timeline the planning process will follow and which group/agency is responsible for each work item.

Door County Smart Growth Plan Development Process 2007-2008

Task	2007												2008											
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Public Participation																								
Public Participation (Newsletters, Agendas, Minutes, Website)																								
Establishment of Core Planning Committee																								
Hold Visioning/Kick-off Meetings																								
CPC Meetings																								
Approve Public Participation Plan (Recommend approval of updated plan to County Board)																								
Develop Draft Vision																								
Develop Issues & Opportunities																								
Adopt Vision																								
Adopt Issues & Opportunities																								
Resource Inventory & Report																								
Historical & Cultural Resources Data Presented																								
Agricultural & Natural Resources Data Presented																								
Economic Development & Housing Data Presented																								
Utilities and Community Facilities Data Presented																								
Transportation Data Presented																								
Land Use Data Presented																								
Intergovernmental Cooperation Data Presented																								
Draft Resource Report Presented																								
Presentation of Final Resource Report																								
Planning																								
Grant Application(s)																								
Issues and Opportunities Element Reviewed																								
Historical & Cultural Resources Element Reviewed																								
Agricultural & Natural Resources Element Reviewed																								
Economic Development Element Reviewed																								
Utilities and Community Facilities Element Reviewed																								
Transportation Element Reviewed																								
Land Use Element Reviewed																								
Intergovernmental Cooperation Element Reviewed																								
Work Group Review of Goals, Objectives & Policies																								
CPC Review of Final Goals, Objectives & Policies																								
Present and Discuss Implementation Strategies																								
Finalize Implementation Element																								
Presentation of Draft Final Plan																								
CPC Recommendation of Final County Plan																								
Open Houses																								
Public Hearing before Resource Planning Committee																								
County Plan Adoption																								

Door County Staff
 Core Planning Committee
 Bay-Lake Regional Planning Commission
 Work Group