

City of Sun Prairie, Wisconsin

Presented: May 15, 2018

**A RESOLUTION APPROVING A PUBLIC PARTICIPATION
PLAN TO GUIDE PUBLIC OUTREACH AND INPUT FOR
THE UPDATE OF THE CITY OF SUN PRAIRIE
COMPREHENSIVE PLAN**

Adopted: May 15, 2018

Resolution No.: 18/103

RESOLUTION

WHEREAS, the City of Sun Prairie has decided to prepare a comprehensive plan under the authority of and procedures established by Section 66.1001(4), Wis Stats; and

WHEREAS, Section 66.1001(4)(a), Wis. Stats, requires that the governing body of the local governmental unit adopt written procedures designed to foster public participation at every stage of comprehensive plan preparation, and that such written procedures shall provide for wide distribution of draft plan materials, and a process for the governing body to respond to such comments; and

WHEREAS, the City of Sun Prairie believes that regular, meaningful public involvement in the comprehensive plan process is important to assure that the resulting plan meets the wishes and expectations of the public; and

WHEREAS, the attached City of Sun Prairie 2018-2019 Comprehensive Plan Update Public Participation Plan includes written procedures to foster public participation, ensure wide distribution of draft plan material, provide opportunities for written comments on such materials, and provide mechanisms to respond to such comments.

NOW, THEREFORE, BE IT RESOLVED that the Sun Prairie Council hereby adopts the written procedures included in the attached City of Sun Prairie 2018-2019 Comprehensive Plan Update Public Participation Plan as its public participation procedures meeting the requirements of Section 66.1001(4)(a), Wis. Stats, for its current comprehensive planning efforts.

APPROVED:




Paul T. Esser, Mayor

Date Approved: May 15, 2018

Date Signed: May 17 2018

This is to certify that the foregoing resolution was approved by the Common Council of the City of Sun Prairie at a meeting held on the 15th day of May 2018, and was submitted for signatures on the 17th day of May, 2018.



Elena Hilby, City Clerk



City of Sun Prairie 2018-2019 Comprehensive Plan Update Public Participation Plan

The City of Sun Prairie's current Comprehensive Plan was adopted in 2009. State Statute 66.1001 requires municipalities to update their comprehensive plan every 10 years. The City has developed the following public participation plan to inform and engage the public as part of the requirements of the Comprehensive Planning state statutes (Wis. Stat. 66.1001(4)a). 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.

Public Participation Opportunities:

The City will develop its Comprehensive Plan with opportunities for public participation including, but not limited, to the following activities:

1. Project Meetings:

- a. **Standing Committee Meetings.** The project will include multiple meetings with existing City committees to review and discuss draft plan content. All meetings which involve agenda items related to the Comprehensive Plan update are anticipated to occur in open session and will be noticed according to City's agenda posting practices. In addition, standing committee meetings may also be recorded and broadcasted by the Sun Prairie Media Center.
 - I. **Steering Committee Meetings.** The City has elected to form a Comprehensive Plan Steering Committee to work with the City's selected consultant, MSA Professional Services Inc., to update the City's Comprehensive Plan. The Steering Committee consists of 19 members with diverse backgrounds, education, civic and professional affiliations. The Steering Committee will have the responsibility for reviewing and recommending the draft Comprehensive Plan prepared by MSA. The planning process includes 15 Steering Committee meetings facilitated by the consultant.
 - II. **Other Committee & Commission Meetings.** The planning process will include one meeting attended by the consultant with each of the following existing committees and commissions while working on corresponding sections of the plan relevant to each entity: Community Development Authority; Utilities Commission; Transit Commission; Parks, Recreation and Forestry Commission; and Youth and Family Services Commission.
 - III. **Technical Review Committee Meetings.** The planning process will include five meetings attended by the consultant with the Technical Review Committee to provide updates and solicit input and information that may be needed from City Staff.
 - IV. **Plan Commission Meetings.** After recommendation of the draft plan by the Steering Committee the consultant will present the draft plan to the Plan Commission for review and recommendation to the City Council. The Plan Commission may hold a public hearing on the draft plan.
 - V. **Committee of the Whole and City Council Meetings.** The planning process will include a total of four meetings attended by the consultant with the Committee of the Whole and City Council. The City Council shall have the authority to adopt the new updated Comprehensive Plan and may hold a public hearing on the draft plan.

VI. **Public Hearing.** At least one public hearing will be held on the updated Comprehensive Plan prior to adoption by either the Plan Commission or City Council as required under Wis. Stat. 66.1001(4)d.

b. **Neighborhood Forum Meetings.** The planning process will include two series of neighborhood forum meetings facilitated by the consultant. One series near the beginning and one near the end of the process. Each series will include three similar meetings, each on a different day of the week and at least one on a Saturday.

c. **Interview and Focus Group Meetings.** The planning process will include up to a total of 10 interviews, or focus group meetings, facilitated by the consultant to explain the planning process and facilitate discussion about issues and opportunities facing the City. Each conversation will be tailored to the interest of the stakeholder:

- I. Local developers
- II. Local realtors
- III. High school students
- IV. Sun Prairie Area School District Administrator or School Board Members
- V. Residents at local senior facilities (e.g., New Perspectives, Tallgrass, etc.)

d. **Community & Business Association Meetings.** The planning process will include up to a total of eight meetings attended by the consultant with existing community and business associations to explain the planning process and facilitate discussion about issues and opportunities facing the City. Each conversation will be tailored to the interest of the organization.

- I. Chamber of Commerce Board
- II. Sun Prairie Bike Advocacy Network
- III. Young Professionals Networking Group
- IV. Chamber Workforce Housing Committee
- V. Sunshine Place Board
- VI. 2-3 other organizations to be identified by the City's Planning Department

e. **Municipal and Regional Partner Meetings.** The planning process will include up to a total of eight meetings facilitated by the consultant with neighboring towns, villages, cities, Dane County, and the Capital Area Regional Planning Commission. These meetings will be with local officials for planning staff members to review plan content related to land use and intergovernmental cooperation.

2. **Project Surveys:**

- a. **Community Survey.** Using an online web survey the City will invite the public to submit ideas for making Sun Prairie a better place to live, work shop, play, and stay. The results of the survey will be incorporated into the updated Comprehensive Plan. A hard copy of the survey will be available for pickup at City Hall.
- b. **Polco Surveys.** In addition to the Community Survey, the City will also utilize Polco to ask individual questions throughout the planning process targeted to whichever issue is currently being discussed by the Steering Committee.

3. **Promotional Methods:**

- a. **Project Website.** The City's Planning Department will maintain a project website to be used to post draft plan materials, project and meeting notices, and meeting minutes as they become available.
<http://www.cityofsunprairie.com/961/2018-2019-Comprehensive-Plan-Update>
- b. **Postcards.** A mailing of postcards will occur to all households in the City at two stages in the planning process

– before each of the planned neighborhood forum series. The postcard will invite participation in the public meetings and surveys.

- c. **Flyers/Posters.** Physical flyers or posters will be used to help reach people that are otherwise relatively hard to reach, such as renters and minority residents. Flyers will be posted in City facilities, and with permission, at churches, laundromats, and the Sunshine Place.
- d. **Newspaper Articles.** The City will reach out to the Sun Prairie Star prior to key project events and milestones to encourage and inform articles about the process. In addition, the City will utilize the Clocktower Express for similar purposes.
- e. **Emails.** The City will utilize existing City Department email listserv to promote project events and surveys. In addition, the City will seek assistance from various community and business associations in the City to promote project events and surveys through emails to their memberships.
- f. **Video.** A brief video about the planning process will be developed and hosted on the project website to inform and encourage public participation in the planning process.
- g. **Public Event Idea Chalkboard.** A portable chalkboard that can be set up during public events, such as farmers markets, will be utilized to collect ideas on specific topics from passersby and attendees.
- h. **Social Media.** Announcements regarding project meetings and surveys will be promoted through the City's Facebook and Twitter feeds. The City's consultant will also utilize Nextdoor to post announcements prior to neighborhood forums and the community survey.

Other public participation activities may be added as deemed necessary by the City Planning Department. If cost feasible, and as approved by Council, planning materials will be provided in other languages.

Plan Adoption Procedures:

1. The Planning Commission shall, by majority vote, adopt a resolution recommending that the City Council pass an ordinance to adopt the Comprehensive Plan (Wis. Stat. 66.1001(4)b).
2. Prior to adopting the Comprehensive Plan the City will hold at least one Public Hearing on the plan. As stated in Wis. Stat. 66.1001(4)d, the hearing must be preceded by a Class 1 notice under ch.985. a minimum of 30 days prior to the hearing. Said notice shall contain at least the following information:
 - a. The date, time and place of the hearing.
 - b. 66.1001(4)(d)2. A summary, which may include a map, of the proposed comprehensive plan or amendment to such a plan.
 - c. 66.1001(4)(d)3. The name of an individual employed by the local governmental unit who may provide additional information regarding the proposed ordinance.
 - d. 66.1001(4)(d)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.
3. At least 30 days before the public hearing is held the City shall provide written notice to all of the following, as stated in Wis. Stat. 66.1001(4)e:
 - a. 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 City.
 - b. A person who has registered a marketable nonmetallic mineral deposit under s. 295.20 within the jurisdiction of the City.
 - c. 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 City

provide the property owner or leaseholder notice of the hearing.

d. Any person who has submitted a request to receive notice of any proposed ordinance that affects the allowable use of property owned by the person.

4. An electronic (CD) copy of the draft plan, or notification on how to view/download a copy of the plan online, will be disseminated to neighboring jurisdictions and appropriate governments, as stated in Wis. Stat. 66.1001 (4)b, providing 30 days for written comments. A copy of the Draft Plan will be sent to:

a. The Clerk for the following local governmental units shall receive a copy of the plan:

- City of Madison
- Town of Bristol
- Town of Burke
- Town of Medina
- Town of Sun Prairie
- Town of York
- Village of De Forest
- Village of Windsor
- Dane County

b. Sun Prairie Library

c. Capital Area Regional Planning Commission

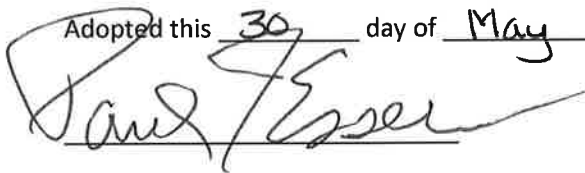
d. The Wisconsin Department of Administration – Division of Intergovernmental Relations

5. The City Council, by a majority vote, shall enact the ordinance adopting the recommended plan (Wis. Stat. 66.1001(4)c). An electronic (CD) copy of the adopted plan and ordinance, or notification on how to view/download a copy of the plan online, will be disseminated to the above-mentioned governing bodies, as stated in Wis. Stat. 66.1001(4)b.

Vote: Yes _____ No _____

Adopted this 30 day of May, 2018.

Attest:



Paul Esser, Mayor



City Clerk, Elena Hilby