

# Town of Anderson, WI Comprehensive Plan “Public Participation Plan”

Anderson Township Planning Commission  
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Anderson Board of Supervisors  
Supervisors: Gerald Johnson, Tom Bean  
Chair: Steve Johnson  
Clerk: Dawn Luke

## Comprehensive Planning Law

Signed by Governor Thompson and adopted in October of 1999, Wisconsin's comprehensive planning was the result of a coalition of stakeholders that rallied for the Reform of Wisconsin's planning laws. For a town such as Anderson, (exercises a village powers under S.60.22 (3))

"Comprehensive Plan" is defined as a master plan that is adopted or amended under S.62.23(2) or (3). It is a major goal of the process to ultimately make decisions consistent with the comprehensive plan. The law also requires most local units of the government to adopt a plan by 2010, which is made up of nine basic elements.

- 1) Issues and Opportunities
- 2) Housing
- 3) Transportation
- 4) Utilities and Community Facilities
- 5) Agricultural , Natural , and Cultural Resources
- 6) Economic Development
- 7) Intergovernmental Cooperation
- 8) Land Use
- 9) Implementation.

## Public Participation Requirement

The comprehensive planning law requires public participation throughout the planning process. Specifically, Wisconsin State Statutes, Section 66.1001(4) (a) state...

*"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 a 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. ”*

It is the township of Anderson’ s intention to foster public participation within this process and develop a plan to the best of its ability to achieve this goal.

### **Planning in Anderson Township**

Burnett County’ s most recent large scale planning effort was its 1998 Land Use Plan. The planning process included a comprehensive mapping effort and an extensive lake classification process. Since the adoption of the plan, many programs have been implemented including revisions to the zoning code, a unique shoreline preservation incentive program, and the expansion of county zoning to several more towns. In developing this plan, public participation was sought through surveys, web site, media releases, public meetings, and public hearings. Burnett County also has forestry plans, recreational plans, and others. Within the last ten years, three villages and several towns have also adopted land use plans. For many of the local units of government including Burnett County, the land use plan is getting out of date. Furthermore, the plan does not meet the State’ s definition of a comprehensive plan. During 2006 and 2007, Burnett County and many local units of government including Anderson Township have been meeting and completing pre-planning activities on a comprehensive planning process. In September of 2006, the Burnett County Board of Supervisors and seven other local units of government passed a resolution supporting developing a comprehensive plan that meets Wisconsin’ s Comprehensive Planning Law. By creating this public participation plan, Anderson Township continues to move forward in the pre-planning stage of the comprehensive process. As in the past, public participation will be emphasized and valued.

### **Public Participation Plan By Method**

The methods listed below are tools which the planning commission may use to assist in educating the community, soliciting input from the

community, creating awareness and aid in decision-making to complete the comprehensive planning process

### **Community Display/Exhibit (Awareness, Education)**

Community displays will be used to create awareness of the comprehensive planning process and to educate the public about process, issues, and alternatives. Typically displays can provide information but are not very good tools for input or for open dialogue. However, the displays will have information on how the public can provide written comments and attend future meetings. Locations for community displays may include but will not be limited to the following). Annual town meetings, elections, Comprehensive Planning meetings. Locations will be at the Anderson Town Hall, Grantsburg School, and Burnett County Government center.

### **Township Annual meetings**

Each year at its annual meeting, a representative from the Anderson Planning Commission will provide an overview of the comprehensive plan and its current status. Input from those that attend this meeting will be welcomed. Also those who have comments may attend the commission's future planning meetings as well.

### **Public meetings and workshops**

Meetings will be held to assist elected leaders understand the comprehensive planning process, preplanning, the nine elements, and implementation tools. Workshops that are available may be attended also by elected officials. These workshops will include, but not be limited to those provided in Polk and Burnett County which defines in detail the nine elements of the planning process. Each meeting will be open to the public and information will be reviewed as to the progress of the planning process. Presentations may also be made to the general public throughout the planning process advance notice will be given for all public meetings and workshops using the methods described in this section.

### **Media Releases**

Media releases will be used throughout the planning process as primarily an awareness tool. Monthly Planning Commission meeting notices will be posted one week in advance at the Town Hall, the three posting sites, within the Burnett County Sentinel and on the Internet. This method will be used to communicate to the public the proposed alternative and/or amended elements of a comprehensive plan.

### **Website**

A website will be developed to provide an all-inclusive source for comprehensive information. The site will provide awareness of the process, education regarding the comprehensive planning elements, and contact information for providing written comments via US mail or e-mail. Contents of the webpage will also include background data used for analysis in the planning process and meeting information. This method will be used to communicate to the public proposed alternative and/or amended elements of the comprehensive plan. The address of the site will be.

<http://www.burnettcounty.com/compplan/index.html>

[insert Anderson Township' s Web address](#)

### **Mailing lists,**

During the comprehensive planning process, citizens may sign-up to be included on the comprehensive plan mailing list. The Township requests that only those without e-mail sign-up, but every citizen may sign up for the mailing list. The list will be used to notify the interested citizens of upcoming meetings, presentations. E-newsletters and other important events. Information will be gathered from the sign in sheets at meetings and from the comprehensive planning website.

This method may be used to communicate to the public the proposed, alternative and/or amended elements of a comprehensive plan.

### **Written Comments**

Written comments can provide a clear record of questions asked during the planning process and also helps people to clearly articulate their questions. The public can submit comments by:

- e-mail to the Town of Anderson at [andersontwsp@grantsburgtelcom.net](mailto:andersontwsp@grantsburgtelcom.net)

- via US Mail to:

Anderson Township Comprehensive Plan.

11097 Crosstown Road.  
Grantsburg, WI 54840.

-written comments at public meetings and presentations and open houses will be accepted a written comment box will be clearly placed at the meeting place. A verbal announcement will be made reminding attendees of the box and availability of making written comments.

All comments will be recorded and responded to in an appropriate manner, committee meetings will have a specific agenda item to review written comments submitted and consider comments as it pertains to the planning process and comprehensive plan.

### **Public Hearings**

Public hearings will be used according to state statues in the adopting and amending of the comprehensive plan. Thirty days notice will be given prior to the hearing in the Burnett County Sentinel, Town hall, the three public posting sites and at Anderson Township' s webpage. The notice, including date, time and place of hearing, a summary of the plan, where to review the entire plan, who to contact for further details, and how a copy of the plan can be obtained. comments at the hearing will be discussed after the hearing is closed. This method will be used to communicate the public of proposed, alternative and/or amended elements of the comprehensive plan.

### **Survey**

A survey will be used to determine information on issues, that is unknown and/or has likely changed from a survey completed in the 2001 Land Use Plan. Questions will be developed in key areas and sent to property owners in Anderson Township.

### **Planning Meetings - Guest Speakers/Input**

To gain input on all nine elements, guest speakers and those with expertise in any given area, will be invited to meetings for discussion information sought will include issue identification as well as insight into the needs of a plan specifically suited for Anderson Township. Speakers will be identified by the planning commission and invited to scheduled meetings. Meetings will be public noticed.

## Public Participation Plan By Planning Stage and Adoption Process

As pre-planning and conditions evolve minor amendments to the public participation plan will be made. The major methods outlined above will be used in conjunction with a planning process similarly outlined below.

### Preplanning and Committee Formation

#### *Planning Activities:*

- \_ Profile existing Plans
- \_ Build capacity to conduct planning
- \_ Identify planning participants and stakeholders
- \_ Design the planning process
- \_ Identify opportunities for public participation and education
- \_ Establish roles, responsibilities, and membership of groups involved in  
    planning
- \_ Establish budget and Identify funding sources
- \_ Establish committees and assign members

#### *Public Participation Activities:*

- \_ Web Site – Develop web site  
<http://www.burnettcounty.com/compplan/participation.html>
- \_ Public Meetings/workshops – Train elected officials and plan commissioners  
    on comprehensive planning and public participation plan
- \_ Media release announcing development of comprehensive plan web site and  
    other comprehensive planning resources
- \_ Accept and respond to written comments
- \_ Develop a list of guests for speaking and issue ID

### Data Collection and Analysis (Stage 2)

#### *Planning Activities:*

- Identify data and information needs
- \_ Gather technical, spatial and citizen based data
- \_ Analyze and interpret data to derive patterns and trends
- \_ Provide information to citizens and other decision makers

### ***Public Participation Activity***

- \_ Media release announcing public participation activities
- \_ Workshops for plan commissioners and elected officials
- \_ Set up community displays
- \_ Develop and send out community survey
- \_ Accept and respond to written comments
  - Invite guest speakers and area specialists to identify and discuss issues

### **Issue Identification (Stage 3)**

#### ***Planning Activities:***

- \_ Identify key community issues, challenges, opportunities and desires
- \_ Verify and support issues using local data and analysis
- \_ Prioritize issues
  - Analyze demographic trends.

#### ***Public Participation Activity:***

- \_ Review survey
- \_ Review input from advisory committees and have open dialogue
- \_ Review information from guest comments
  - Update web site
- \_ Accept and respond to written comments
- \_

### **Develop Goals and Objectives (Stage 4)**

#### ***Planning Activities:***

- \_ Develop goals and measurable objectives related to planning issues
- \_ Develop indicators to monitor progress towards stated goals and objectives

#### ***Public Participation Activities:***

- \_ Media release announcing public participation activities
- \_ Update website
- \_ Public meetings
- \_ Accept and respond to written comments

### **Strategy Development (Stage 5)**

#### ***Planning Activities:***



- \_ Develop planning alternatives to meet goals and objectives
- \_ Identify places suitable for achieving goals and objectives
- \_ Identify possible strategies to implement planning alternatives
- \_ Evaluate impacts of alternatives
- \_ Select preferred alternative and strategies

***Public Participation Activities:***

- \_ Media release announcing public participation activities
- \_ Review input from advisory committees and have open dialogue
- \_ Update website
- \_ Public meetings
- \_ Accept and respond to written comments

**Plan Review and Adoption (Stage 6)**

***Planning Activities:***

- \_ Present plan for community residents and officials to review
- \_ Make changes to resolve plan inconsistencies and reflect public concerns
- \_ Planning Commission recommends final draft of plan for adoption
- \_ Town Board holds public hearing and formally adopts plan

***Public Participation Activities:***

- \_ Media release announcing public participation activities
- \_ Share draft plans with adjacent and overlapping government jurisdictions
- \_ Distribute draft plans via web site, libraries, Anderson Township webpage, and Burnett County Government Center, hard copies will be distributed by request
- \_ Community Displays
- \_ Public meeting
- \_ Accept and respond to written comments
- \_ Notice public hearing according to state statutes

**Plan Evaluation, Monitoring, and Amendments (Stage 7)**

***Planning Activities:***

- \_ Monitor progress towards achieving stated plan goals objectives and indicators
- \_ Review and revise plan and associated implementation tools as needed

***Public Participation Activities:***

- Update implementation of comprehensive plan activities on web page
- \_ Share amendments with adjacent and overlapping units of government
- \_ Notify property owners and lease holders of changes of comprehensive plan through
  - Web site
  - Notices in paper
  - Public hearing
  - E-mailing lists
  - Other