

BURNETT COUNTY COMPREHENSIVE PLAN
COUNTY PLANNING COMMITTEE (CPC)
OPERATING PROTOCOL
Adopted November 3, 2008

Authority

Wisconsin law, Sections 59.69 and 66.1001, places responsibility and authority for preparation of the Comprehensive Plan under the direction of the County Board of Supervisors.

Role

The primary role of the County Planning Committee (CPC) will be to provide a foundation for the development of the Comprehensive Plan for participating communities and make recommendations to the Burnett County **Land Use and Information Committee** and the County Board of Supervisors. Specifically, this foundation will involve:

- Facilitating the framework for the County Comprehensive Plan;
- Development and review of the Burnett County Inventory and Trends Report;
- Development, review and modification of County goals, objectives, policies & programs;
- Development of the Burnett County Recommendations Report.

Local communities will use the foundation provided by the CPC for development of personalized/individual municipal plans. Final Recommendations Reports will be forwarded to the County for consideration. Burnett County will consider integrating plans developed by the individual municipalities.

Upon finalization of the Burnett County Comprehensive Plan, the CPC will act on a Resolution recommending adoption of the plan to the Burnett County Land Use and Information Committee. In turn the Burnett County Land Use and Information Committee will act on a Resolution recommending adoption of the plan to the Burnett County Board of Supervisors. The Burnett County Board of Supervisors will then act on an Ordinance to adopt the Burnett County Comprehensive Plan.

The CPC will also review and respond to ideas, suggestions, and directives brought forth by the focus groups, workshops and public informational meetings. The CPC will also forward comments and recommendations to the workshops and public informational meetings for consideration.

Leadership

A chairman and vice-chairman will be appointed/elected to help the planning staff conduct the meetings, call meetings to order, guide the group through the agenda, preside over votes and

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similar procedures, and to act as the chief spokesperson for the group before the Burnett County Planning & Zoning Committee.

Support

The staff of the Burnett County UW-Extension office and the consultant team will support the County Planning Committee (CPC) work. Mike Kornmann, UW-Extension Community Development Agent, will serve as the day-to-day coordinator of the Comprehensive Plan. John Williams, Foth IE, LLC will serve as the consultant Project Manager.

Attendance

Regular attendance at meetings is necessary to maintain momentum and create a productive learning environment. Members should make a commitment to miss no more than two meetings during the course of the process and to attend as many public meetings and workshops as possible. Members unable to attend a CPC meeting should contact Mike Kornmann, if the assigned alternate is also unable to attend.

Substitutes

Continuity is essential for understanding issues and the dynamics of discussion. If a member or alternate is unable to attend a meeting, the member or alternate **should not** send a substitute.

Agenda Development

The consultant team and the County Planning Staff will develop agendas for meetings. Agendas, along with the appropriate background material, will be distributed to CPC members 7-14 days in advance of meetings. Decisions regarding changes to the agenda will be made by consensus.

Ground Rules

Members of the CPC shall seek to participate constructively in meetings, and are asked to observe the following ground rules:

- A. Roberts Rules of Order should be the Operating Protocol
- B. Respect the opinions of others.
 - Treat all members with courtesy and respect.
 - One person speaks at a time.
 - Listen carefully.
 - Be brief and clear in your comments.
 - Focus on the current agenda item.
 - It's ok to disagree.
 - Seek consensus and win/win solutions
 - Focus on the problem, not finding fault with a person.

- Observe two-hour meeting limits, and only extend meetings thirty minutes when necessary with consensual agreement of members present.
- C. Enforcement or Amendment of Ground Rules:
 - i. Ground rules shall be monitored and enforced by the facilitator and members of CPC.
 - ii. These ground rules may be amended at any meeting by consensus.
- D. Attendance. Members of the CPC should attend all meetings of the CPC. Failure to attend two meetings in succession shall be sufficient cause for removal of the member by the participating local unit of government upon recommendation of the CPC.
- E. Preparation for Meetings. Out of respect for the time and effort of the CPC as a whole, members of the CPC should read appropriate materials and arrive prepared to work.
- F. Public Comment Structure:
 - √ Opportunities for public comment shall be limited to the time on the agenda allotted to them. Deviation from this rule shall be by vote of a majority of the committee present at the meeting.
 - √ Anyone present may speak during the public comment period providing they identify themselves.
 - √ Nobody can interfere with or interject comments while another person has the floor.
 - √ The committee is interested in hearing all pertinent opinions and evidence, however, the Chair reserves the right to rule on relevancy.
 - √ The Chair may impose a time limit on individual comments.
 - √ Repetition of comments should be avoided and remarks should be limited to the subject matter being considered.
 - √ Personal attacks or abusive testimony or gross hearsay, rumor, or gossip will be ruled out-of-order by the Chair.

Decision-Making

When making decisions, the goal is to reach consensus. Consensus does not mean that everyone wholeheartedly agrees to support a decision. Rather, it means that everyone can live with the decision. The chair will seek the sense of the group by asking for a voice vote. If there is no dissent, the chair will re-read the proposal and confirm it as a final decision. If a member cannot live with the proposed decision, that member will explain their concern and propose alternative wording or another proposal that addresses the issue. The chair will then test the new proposal. Should it prove difficult to reach a group consensus after reasonable effort, the chair may call for a majority vote.

When a vote is taken, a simple majority will be sufficient on most matters. On matters of policy (such as reprioritizing projects or change of CPC operating protocol), a two-thirds majority of members present will be required to set or change policy.

Group Memory (Minutes & Official Record)

County Planning Staff will prepare a brief summary of each meeting. Meetings will not be tape-recorded nor will a formal, detailed transcript be taken. Meeting summaries will be sent to committee members approximately seven working days after each meeting. The brief discussion summaries described above will serve as the public record for meetings and will be made available to anyone interested in reviewing a copy.

Public Statements

Generally, the CPC Chairman will speak on behalf of the committee to members of the press.

Personal or Organizational Perspectives

Members have been chosen by the local municipalities for their ability to think across boundaries rather than their ability to advocate for specific interests or organizations. Members may wish to share personal concerns and ideas as well as those of a group or organization.

Observers and Media

Citizens and representatives interested in observing meetings and members of the press are welcome to attend CPC meetings. Any person not a member, wishing to address the CPC on any subject, shall first obtain permission from the Chairman.

CPC Meeting Notices

CPC meeting notices will be posted in accordance with the County Public Participation Plan. Press release notices will also be sent to the appropriate newspaper and radio outlets.

The CPC will not endorse political candidates nor take a position regarding proposals before an elected body prior to adoption of the recommended plan.

Resignations and Replacements

If a member is no longer able to serve, that member should contact the CPC Chairman and Mike Kornmann indicating his/her desire to resign from the committee.

Appointing New Members

Any seats vacated via resignation may be filled up to the adoption of the recommended plan. The CPC shall terminate upon plan adoption. The Burnett County Planning & Zoning Committee or the local municipality from which the seat was vacated shall fill any vacancies on the Committee.

