



RESOLUTION # 3-4/21

TO: HONORABLE MEMBERS OF THE LA CROSSE COUNTY BOARD OF SUPERVISORS

ITEM # 4-16

**BOARD ACTION**

Adopted:   
For: 29  
Against: 0  
Abstain: 0  
Abs/Excd: 0  
Vote Req: -  
Other Action: -

**PLANNING RESOURCES & DEVELOPMENT COMMITTEE ACTION**

Adopted:   
For: 7  
Against: 0  
Abstain: 0  
Abs/Excd: 0

**RE: APPROVAL OF PUBLIC PARTICIPATION PLAN FOR LA CROSSE COUNTY COMPREHENSIVE PLAN**

**WHEREAS**, the Board has approved of the formation of the Comprehensive Plan Advisory Committee (CPAC) to guide the work of updating the County's Comprehensive Plan in accordance with Wis. Stats. s. 66.1001; and,

**WHEREAS**, Wis. Stats. s. 66.1001(4)(a) requires that the County 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; and

**WHEREAS**, the current COVID-19 pandemic will make it necessary to use a wide variety of tools to effectively engage the public, communicate the recommendations of the CPAC, and gather broad public feedback throughout the Comprehensive Plan Process.

**NOW THEREFORE BE IT RESOLVED** that the County Board approves the attached Public Participation Plan for the Comprehensive Plan Update; and,

**BE IT FURTHER RESOLVED**, that the Comprehensive Plan Advisory Committee is tasked with the implementation of the attached Public Participation Plan.

**FISCAL NOTE:** Any costs associated with the public participation plan will be for publication of meeting notices, and etc. and will come from the County Board Special Projects budget line item

Date: 03.29.21

*Peggy Abola*

COMMITTEE CHAIR

*[Signature]*  
RECORDING CLERK

	Reviewed Only	Recommended	Not Recommended	
Co. Admin.	_____	<u>30</u>	_____	Requested By: County Planner Date Requested: March 12, 2021 Drafted By: Corporation Counsel
Fin. Director	_____	_____	_____	
Corp. Counsel	<u>NA</u>	_____	_____	
Board Chair	_____	_____	_____	

Adopted by the La Crosse County Board this 20 Day of April, 2021.

STATE OF WISCONSIN  
COUNTY OF LA CROSSE

I, Ginny Dankmeyer, County Clerk of La Crosse County do hereby certify that this document is a true and correct copy of the original resolution required by law to be in my custody and which the County Board of Supervisors of La Crosse County adopted at a meeting held on the 20<sup>th</sup> day of April 2021.

*[Signature]*  
Ginny Dankmeyer, La Crosse County Clerk

# LA CROSSE COUNTY - PUBLIC PARTICIPATION PLAN

## COMPREHENSIVE PLAN 2021

**INTRODUCTION** La Crosse County intends to encourage citizen input throughout the plan amendment process. La Crosse County's Public Participation Plan forms the basic framework for achieving an interactive dialogue between local decision makers, County staff, and the citizens of La Crosse County. This report outlines the public participation strategy for soliciting public review and input. The creation of the Public Participation Plan is the first step in meeting the requirements of Wisconsin's Comprehensive Planning Statute.

### **OBJECTIVES FOR PUBLIC INVOLVEMENT**

That the process is designed to engage people of all races, ethnic backgrounds and income levels. The CPAC, and staff will be using the relationships built with agencies like BLACK, Cia Siab, Ho-Chunk Nation, El Centro Latino, Hamilton Elementary, 7 Rivers LGBTQ Center, Shoulder to Shoulder Interfaith Network, Couleecap, etc. We will also strategize how to best solicit input from folks in underserved communities, e.g. rural areas, and marginalized populations

- That the public has opportunities to provide their input (both formally and informally) to the County.
- That the public has access to technical information and analyses performed during the amendment process.
- That members of the County have input from a broad range of perspectives and interests in the community.
- That such input is elicited through a variety of means (electronic, printed, and oral) in such a way that it may be carefully considered and responded to in a timely fashion.
- That this process strengthens the sense of community and furthers the vision of active and positive participation in the decision making and civic life of the municipality over the long term.

### **RESPONSIBILITY FOR IMPLEMENTATION**

- Board of Supervisors of the County of La Crosse
- La Crosse County Planning Resources and Development Committee
- Comprehensive Plan Advisory Committee
- La Crosse County Zoning, Planning, and Land Information Department

Each body shares the responsibility for implementing this plan. Ultimately, it is the Board of Supervisors of the County of La Crosse who will decide on the direction and content of policy documents and regulations.

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

- Relevant Committee Meeting Updates
- One Public Hearing at the Committee Level
- Publish Plan amendment and other appropriate documents to web site
- County Board Policy and Informational Meetings

- Provide copies of all appropriate documents by request
- Perform an online survey of La Crosse County Residents
- Utilize a social media platform (Public Input .com) to centralize all public participation activities and track appropriate data to ensure that all populations are being heard from during the solicitation of public input

#### **PUBLIC PARTICIPATION GUIDELINES**

- A public hearing will be conducted as part of the plan amendment process to allow public testimony regarding the amendment to the Comprehensive Plan, all other public meetings will follow the below format.
- An agenda will be established that clearly defines the purpose of the meeting, the items to be discussed, and any actions that may be taken.
- The scheduled date, time, and place will be convenient to encourage participation by County residents.
- A clearly identifiable facilitator or chair will conduct the meeting in an orderly fashion to ensure that all attendees have an opportunity to offer comments, discuss issues or provide testimony.
- The facilitator or chair will provide opening remarks outlining the purpose of the meeting procedures attendees should use during the meeting when offering input and describe how the input will be used.
- As appropriate, an overview of documents or proposals to be considered will be discussed.
- All persons attending the meeting that desire to participate should be allowed to do so. However, specific factors, such as the meeting or hearing purpose, number in attendance, time considerations, or future opportunities to participate, may require that appropriate constraints be applied. These constraints will be clearly outlined by the facilitator.
- Meetings and hearings will be tape recorded and/or videotaped by the County.
- Summaries or minutes of meetings will be transcribed from the recordings and made available following the meeting via the County's website. <http://www.co.la-crosse.wi.us>
- Special arrangements have been made under the provisions of the Americans with Disabilities Act (ADA) in any public meeting space. No advance notice of these needs is necessary.

#### **Opportunity for Written Comments**

- The County web-site will include the name, address and email address (if applicable) of a person(s) to whom written comments should be sent, along with any deadlines for submitting comments.
- At public meetings or hearings, the facilitator or chair will clearly announce any deadline for submitting written comments, if such comments are allowed subsequent to the meeting or hearing.
- Persons speaking or testifying will be encouraged to concisely express their comments and provide specific details in written format.

#### **Consideration of and Response to Public Comments**

- Decision makers may reconvene a public hearing for the purpose of addressing public comments.

- The record (written comments or testimony, tape recordings, or transcripts) of hearings and meetings will be compiled by County staff and made available to decision makers for their review and consideration prior to a recommendation or decision being made.
- Substantive comments pertaining to studies, analyses, or reports, along with appropriate responses, will be included in the published documents itself.

### **Meeting/Hearing Notices**

Official meeting notices will be prepared. The public hearing held by the County must comply with applicable notice requirements of the Wisconsin Open Meetings Law, and any other notice requirements imposed by local ordinance or bylaws. At a minimum, the requirements of §19.31 pertaining to public meetings and notification will be met. In all cases, notices will be placed in the County's official paper, currently the La Crosse Tribune, for each County organized meeting. All meeting or public hearing notices conducted by the County will also be posted on the La Crosse County Web Internet Site. <http://www.co.la-crosse.wi.us>.

### **The following information should be included in any notice:**

- Name of the governmental body that will meet.
- Date, time and location of the hearing.
- General description of the proposal, or document
- Subject matter, statutory authority (recommended) and notice of any anticipated closed session and any intent to reconvene in open session within 12 hours after completion of a closed session (§ 19.85(2), Wisconsin Statutes).
- Notice that interested persons may present testimony regarding matters on the agenda at the meeting/hearing or in writing to the board prior to a deadline.
- Contact information for further information about the proposal or application.

All governmental units must place a Class 1 notice at least 30 days prior to a hearing for comprehensive plan adoption or amendments (§ 985.07 and 985.01(1), Wisconsin Statutes). A Class 1 notice is one newspaper publication at least one week before the act or event (§ 985.07 and 985.01(1), Wisconsin Statutes). Public hearings held by the local plan commissions regarding ordinance adoption or amendment require a Class 2 notice according to state statutes. A Class 2 notice consists of two newspaper publications, at least once each week for consecutive weeks, the last at least one week before the act or event (§ 985.07 and 985.01(1), Wisconsin Statutes). Newspaper publications must be in the municipality's official newspaper or, if no official newspaper is designated, in a newspaper likely to give notice in the affected area (§ 985.03 and 985.05, Wisconsin Statutes). Notice of any proposed ordinance amendments within three miles of an airport must also be sent to the owner or operator of the airport (§ 59.69(5)(e)5m, 62.23(7)(d)2 and 62.23(6)(am), Wisconsin Statutes).

### **COUNTYWIDE COMPREHENSIVE PLAN ADOPTION PROCESS**

La Crosse County and participating municipalities will follow the procedures for amending the comprehensive plan as listed in § 66.1001, Wisconsin Statutes (Comprehensive Planning). The first step in the adoption process is being met by the adoption of this document which details written procedures that are designed to foster public participation throughout the Countywide Comprehensive Plan Process.