

CITY OF LA CROSSE
PUBLIC PARTICIPATION PLAN
COMPREHENSIVE PLAN AMENDMENT PROCESS

INTRODUCTION

City of La Crosse intends to encourage citizen input throughout the plan amendment process. La Crosse's Public Participation Plan forms the basic framework for achieving an interactive dialogue between local decision makers, City staff, and the citizens of La Crosse. 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 and "Smart Growth" Legislation.

OBJECTIVES FOR PUBLIC INVOLVEMENT

1. That the process is designed to engage people of all races, ethnic backgrounds and income levels.
2. That the public has opportunities to provide their input (both formally and informally) to the City.
3. That the public has access to technical information and analyses performed during the amendment process.
4. That members of the City have input from a broad range of perspectives and interests in the community.
5. 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.
6. 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

- City Council City of La Crosse
- City of La Crosse Planning Commission
- City of La Crosse Planning and Development Department

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

PLANNED PUBLIC PARTICIPATION ACTIVITIES:

- Planning Commission Meeting Updates
- One Public Hearing at the Committee Level
- Publish Plan amendment and other appropriate documents to web site
- City Council Policy and Informational Meetings
- Provide copies of all appropriate documents to City Libraries

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 City 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 City.
- Summaries or minutes of meetings will be transcribed from the recordings and made available following the meeting via the City's website. Special arrangements will be made under the provisions of the Americans with Disabilities Act (ADA) with sufficient advance notice.

Opportunity for Written Comments

- The City 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 City 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 City 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 City's official paper, currently the La Crosse Tribune, for each City organized meeting. All meeting or public hearing notices conducted by the City will also be posted on the City of La Crosse Web Site.

The following information should be included in any notice:

- Name of the governmental body that will meet.
- Date, time and location of the hearing.
- Name of the applicant, appellant or petitioner.
- Location of land involved.
- General description of the proposal, application or petition.
- 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).

CITY COMPREHENSIVE PLAN ADOPTION PROCESS

City of La Crosse 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 City Comprehensive Plan Process.

CITY OF LA CROSSE AND PARTICIPATING MUNICIPALITIES PUBLIC PARTICIPATION PLAN
FOR THE CITY COMPREHENSIVE PLAN AMENDMENT PROCESS

COMMENT SHEET

City of La Crosse Comprehensive Planning Process are interested in your thoughts on any aspects of the Public Participation Plan for the City Comprehensive Plan Amendment.

NAME: _____

AGENCY: _____

ADDRESS: _____

PHONE: _____

E MAIL: _____

COMMENTS:

Please submit your comments to:
City of La Crosse Planning Department
400 La Crosse Street
La Crosse, WI 54601
Phone: (608) 789-7512

Your input is appreciated and will allow the City of La Crosse Comprehensive Plan to better serve the people it represents. Feel free to attach additional sheets if needed.