

Oconto County

Comprehensive Planning

Public

Participation Plan

Procedures for Public Participation for Adoption or Amendment of the Oconto County Comprehensive Plan.

Adopted by the Oconto County Board
of Supervisors on August 24, 2006.



UW
Extension

Oconto County Planning



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Introduction

The Oconto County Planning Process is designed to engage stakeholders and facilitate community involvement. Passive and active means of participation outlined in this plan will provide guidance while promoting stakeholders to express ideas, opinions, and expertise throughout the planning process, resulting in a publicly supported County Comprehensive Plan.

The Wisconsin “Smart Growth” or “Comprehensive Planning” planning law requires public participation throughout the planning process. Section 66.1001(4)(a) of the Wisconsin State Statutes states:

“The governing body of a local government 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 preparation of a comprehensive plan. The written procedures shall provide for 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. The written procedures shall describe the methods the governing body of a local governmental unit will use to distribute proposed, alternative, or amended elements of a comprehensive plan to owners of property, or to persons who have a leasehold interest in property pursuant to which the persons may extract nonmetallic mineral resources in or on property, in which the allowable use or intensity of use of the property is changed by the comprehensive plan.”

Acknowledging the need for continuous public involvement throughout the planning process and the requirements of 66.1001(4)(a) Oconto County will adopt these written public participation procedures. These adopted procedures will provide Oconto County the framework to maximize public involvement throughout the planning process.

Objectives of the Multi-Jurisdictional Planning Process

The following is a list of objectives that Oconto County would like to achieve throughout the development and adoption of the Oconto County Comprehensive Plan:

- Affectively, address the multiple levels of public participation, while providing an effective mix of participation opportunities that include public information, public education, public input, public interaction and public partnership.
- Affectively, utilize and monitor the various public participation strategies set forth, in order to provide for diverse public participation opportunities throughout Oconto County.
- Affectively, maximize the efficiency of plan development as well as intergovernmental cooperation through a joint planning effort.
- Affectively, address the diverse needs, issues and priorities for all planning participants.
- Affectively, set forth means of discussing, addressing and resolving conflict between planning participants.
- Affectively, utilize the planning process and maximize public participation to create comprehensive plans that meet the requirements of 66.1001 Wis. Stats. for local communities and Oconto County.

Various county departments and administrative bodies at the local and county levels have certain responsibilities for implementation of the public participation plan, the planning process and the aforementioned objectives.

- Oconto County Board of Supervisors
- Oconto County Planning and Zoning Committee
- Oconto County Planning Advisory Committee (OCPAC)
- Oconto County Technical Advisory Committee (TAC)
- Oconto County Planning and Zoning
- Oconto County UW-Extension
- Municipal Governing Bodies and Plan Commissions

Public Participation Guidelines

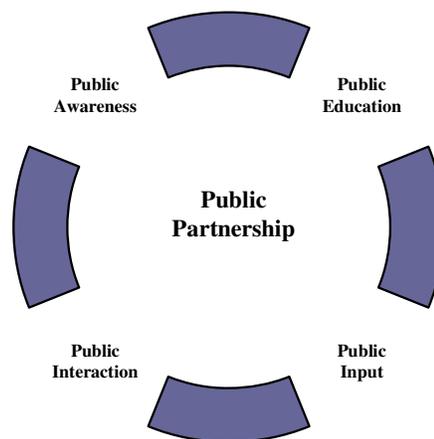
Throughout the planning process Oconto County will utilize mediums and activities outlined in this plan to foster public participation. The County will encourage the widest degree of public involvement possible within budget constraints, to produce a plan that truly reflects the ideas, desires, and objectives of county stakeholders and special interest groups. All meetings throughout the planning process will be open to the public and will be noticed in accordance with state open meetings law. All meetings will include a period or means of obtaining public comment.

Passive and active means of public participation will create *public* awareness through *education*; promote *input*, *interaction*, and *partnership* with Oconto County residents, property owners, business owners, special interest groups, and community organizations throughout the planning process. Direct mailings, news releases, displays, exhibits, a county website, and use of additional mass media will be used to create/increase

Public Awareness of the comprehensive planning process and participation opportunities. **Public Education** will provide citizens with objective information to assist them in understanding issues and various alternatives for

addressing the issues. Educational workshops, publications and informational meetings will also aid in providing education. **Public Input** will be critical in assessing the needs of Oconto County and will assist in assessing alternatives developed to address identified needs. Public input will be collected throughout the planning process utilizing surveys, emails, focus groups, web page, interactive open houses and public meetings. Throughout the planning process focus will be placed on maintaining **Public Interaction**. Visioning

exercises, nominal group workshops, S.W.O.T analysis, intergovernmental cooperation workshops; in addition to utilizing the web page for feedback, “one-on-one” staff contacts (as needed) will promote “active” interaction with the public. The highest level of participation will be the **Public Partnership**, in which local plan commissions and planning clusters are able to work together in the development of ideas that Oconto County will strive to implement.



Passive Public Participation Efforts

Passive public participation efforts will take place throughout the comprehensive planning process. These efforts are informative or policy oriented in nature (passive), as opposed to active public participation sessions. These passive participation efforts will provide the public with information on:

- The requirements of comprehensive planning law and other laws and regulations that affect land use
- The contents of comprehensive plan elements
- The Oconto County planning process
- Upcoming participation sessions and plan progress

The following are detailed (passive) public participation efforts:

- **Oconto County Website**

Throughout the planning process residents will be encouraged to log onto the County’s website to obtain information on the comprehensive planning process. The website will be updated as significant plan progress is made and when new opportunities arise. All agendas, minutes, public notices, draft chapters, fact sheets, newsletters, schedules and

surveys associated with the comprehensive plan or planning process will be posted on the website. Website postings will be a convenient and up to date source of information for the general public. The county website can be found at www.co.oconto.wi.us. The County website provides the opportunity for online information requests and the opportunity to sign on to an email list server. Public access to the internet is available at each of the public libraries throughout the county. See Appendix C for Library Information.

- **Email Updates**

Summaries of plan progress will be provided by email to members of the Technical Advisory Committee (TAC), Oconto County Planning Advisory Committee (OCPAC), Local Plan Commissions (North, Central, South Clusters), and Local officials. Citizens, property owners and additional stakeholders may register to receive email updates upon request by visiting the County Website at www.co.oconto.wi.us.

- **Fact Sheets and News Letters**

Fact sheets and news letters will be utilized to inform and educate citizens about the Oconto County comprehensive planning process. More specifically these publications will inform the general public about planning requirements, plan issues, plan progress, and upcoming participation sessions. These publications will be available at the Oconto County Courthouse, area libraries, post offices, police/sheriff stations, municipal halls, and other community locations deemed appropriate. Publications will serve as a source of information for those citizens that do not visit the County Website on a regular basis or do not have internet access. Newsletters will be produced and distributed quarterly, with fact sheets being produced on an as-needed basis.

- **Plan Information Displays**

Meeting notices, draft chapters and other upcoming public participation sessions will be available for review at each municipal (town, village, city) hall and other locations deemed appropriate. Planning displays will be placed at the Oconto County Courthouse and at libraries throughout the county (Farnsworth Public Library, Gillett Area Public Library, Lake Country Public Library, Lena Area Public Library, Oconto Falls Area Public Library, Suring Area Public Library, Suring Area New Public Library) and other locations deemed appropriate. These displays will contain information about the plan and upcoming public participation sessions. Appendix C lists the contact information and location for each of the local libraries.

- **Written Comments**

Written comments from the public may be submitted to Advisory Committee members or planning staff at any time during the planning process. Notices of this policy, contact information, as well as an online comment sheets will be available on the Oconto County Website www.co.oconto.wi.us under the comprehensive planning link or at the Planning and Zoning Office.

- **Press Releases**

Press releases regarding the comprehensive planning process and progress will be provided to local communities, area newspapers, radio stations and those community groups that prepare and distribute local newsletters.

- **Presentations to Local Groups**

The Oconto County Technical Advisory Committee (TAC) consisting of County Planning, Land Information, Land Conservation, UW-Extension, Economic Development, Highway, Forestry and Parks, Emergency Management, the selected consultant, and other advisory entities will work with local non-profits, local governments, community groups, and business groups with interest in the development of the Oconto County comprehensive plan. Presentations will be made to County government and advisory committees throughout the planning process

Additional means of passive public participation will be used throughout the planning process when determined and deemed appropriate.

Active Public Participation Efforts

Active public participation efforts will take place throughout the comprehensive planning process. These efforts are involvement oriented in nature (active), as opposed to the informative or policy nature of passive participation.

The following are detailed (active) public participation efforts:

- **Nominal Group Workshops**

An ideas workshop (Nominal Group) will be conducted at the local, cluster and county levels. These workshops will be conducted to identify key issues within the local jurisdictions and at the cluster level. Public participation is essential.

- **Visioning Workshops**

Workshops will be conducted at the cluster level to assist vision development at the local, cluster and county levels. These workshops will utilize the outcomes of the nominal group workshops and be conducted early in the planning process. Public participation is essential.

- **Strengths, Weaknesses, Opportunities and Threats Analysis**

S.W.O.T workshops will be conducted at the cluster and county levels to identify economic strengths, weaknesses, opportunities and threats. Public participation is essential.

- **Intergovernmental Cooperation Workshops**

Workshops will be conducted at the cluster level to discuss the planning process, and identify cross boundary issues for local jurisdictions as well as the three planning clusters created as part of this planning process. Cooperation between local governments is

essential to the planning process and future plan implementation. Public participation is essential.

- **Open Houses**

A minimum of two (2) “Open Houses” shall be held during the development of the comprehensive plan in order to present information regarding the comprehensive plan/s and to foster/obtain public comment. The first of these open houses shall be held at the midpoint of the planning process and focus on presenting the background information and results of completed workshops. The second open house shall be held near the end of the planning process to present a draft plan to the public prior to the required public hearing. The open houses shall be noticed in the local newspapers and other sources as identified. In addition, the open houses will be noticed and posted in locations in each jurisdiction. The open house will provide the public with an opportunity to review and comment on work that has been accomplished by the Planning Team. The northern, central, and southern clusters will each conduct open houses. Public involvement is essential.

Planning Committees

All Planning Advisory Committee meetings are open to the public. All meetings will provide opportunity for public comment. Meeting minutes are available on the Oconto County website at www.co.oconto.wi.us under the comprehensive planning link or at the Oconto County Planning and Zoning Office.

- **Planning and Zoning Committee**

The Oconto County Board of Supervisors Planning and Zoning Committee will serve as the recommending body to the County Board of Supervisors regarding Comprehensive Planning. This five member committee will be updated throughout the planning process by the Planning Team and Oconto County Planning Advisory Committee.

- **Technical Advisory Committee (TAC)**

A Technical Advisory Committee (TAC) will provide technical assistance throughout the planning process. The TAC will be headed by Oconto County Planning staff will consist of UW-Extension, Land Conservation Dept., Land Information Services Dept., Economic Development Corporation, Highway Dept., Forestry and Parks Dept., Human Services Dept., WDOT and WDNR and other departments and agencies offering expertise during various aspects of plan development.

- **Oconto County Planning Advisory Committee (OCPAC)**

A Planning Advisory Committee has been formed to serve an advisory role for the Planning and Zoning Committee and County Board. The advisory committee consists of two representatives from each jurisdiction in the county. This Planning Advisory Committee will actively participate in plan preparation and periodically update the Planning and Zoning Committee throughout the planning process. The Planning Advisory Committee will recommend a comprehensive plan to the Planning and Zoning Committee for adoption.

- **Conflict Resolving Body**

From the OCPAC membership, a steering committee will be created to serve as the conflict resolving body. This committee will develop and implement a conflict resolution procedure at the onset of the planning process.

Planning Clusters

As part of the planning process, community planning clusters have been created. Utilizing these clusters will reduce the number of meetings held by consultants, therefore reducing plan costs. The use of a cluster based planning approach allows for multi-jurisdictional cooperation throughout the planning process. Please see Appendix D for Planning Cluster Map.

Public Participation Timeline

Public participation activities identified within this plan and those not yet identified will be utilized throughout the planning process. Public participation will however continue to be a part of Oconto County planning long after the plans have been adopted. Please refer to the Oconto County Website for the latest information on the Oconto County Comprehensive Planning Process www.co.oconto.wi.us or Contact the Oconto County Planning and Zoning Office.

Planning Team Contacts

Appendix A

Oconto County Planning

Pat Virtues

Planning, Zoning & Solid Waste Administrator

301 Washington St.

Oconto, WI 54153

Phone: (920) 834-6827

pat.virtues@co.oconto.wi.us

Jamie Broehm

Assistant Planner

301 Washington St.

Oconto, WI 54153

Phone: (920) 834-6827

jamie.broehm@co.oconto.wi.us

UW-Extension

Dale Mohr

Community, Natural Resources & Economic Development Agent

Oconto County UW-Extension

301 Washington St.

Oconto, WI 54153

Phone: (920) 834-6846

dale.mohr@ces.uwex.edu

Bay-Lake Regional Planning Commission

Mark Walter

Executive Director

Bay-Lake Regional Planning Commission

Suite 211, Old Fort Square

211 N. Broadway

Green Bay, WI 54303-2757

Phone: (920) 448-2820

Richard Heath

Assistant Director / Principle Planner

Bay-Lake Regional Planning Commission

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211 N. Broadway

Green Bay, WI 54303-2757

Phone: (920) 448-2820

Brandon Robinson

Community Assistance Planner III

Bay-Lake Regional Planning Commission

Suite 211, Old Fort Square

211 N. Broadway

Green Bay, WI 54303-2757

Phone: (920) 448-2820

Municipal Contacts

Appendix B

Town of Abrams
Bobbi Schneider
(920) 826-2299
townofabrams@bayland.net

Town of Little Suamico
Sandra Pagel
(920) 826-7314
pagelfam@ez-net.com

Town of Underhill
Louis Winkler
(920) 855-2063

Town of Bagley
Alan Sleeter
(920) 842-4084
sleeteraw@ez-net.com

Town of Maple Valley
Lorraine Riegert
(920)842-2049
lriegert@hotmail.com

Village of Lena
Janet Ragen
(920) 829-5226
villageoflena@ez-net.com

Town of Brazeau
Pam Duddek
(920) 897-3855
tobrazeau@ez-net.com

Town of Morgan
Arvilla Rusnak
(920) 848-4843
rusnaks@bayland.net

Village of Pulaski
Karen Ostrowski
(920) 822-5182
villpul@netnet.net

Town of Breed
LaVerne Kufner
(920) 842-2019

Town of Mountain
Debra Uhlenbrauck
(715) 276-6051
debclerk@ez-net.com

Village of Suring
Carol Heise
(920) 842-2333
cmheise@ez-net.com

Town of Chase
Jeanne Wroblewski
(920) 822-5909
www.townofchase.org

Town of Oconto
Lori Scanlan
(920) 834-4351

City of Gillett
Kaye Rundquist
(920) 855-2255
kayer@ci.gillett.wi.us

Town of Doty
Judy Campshure
(715) 276-7827
campy@ez-net.com

Town of Oconto Falls
Gwen Holtz
(920) 848-2546
gwen@ez-net.com

City of Oconto
Linda Belongia
(920) 834-7711
clerk@cityofoconto.com

Town of Gillett
Renee Carlson
(920) 855-2149
rrcarlson@ez-net.com

Town of Pensaukee
Joyce Stoegbauer
(920) 835-5370
joycest@ez-net.com

City of Oconto Falls
Michele Ripley
(920) 846-4505
dclerk@ci.ocontofalls.wi.us

Town of How
Mary Woods
(920) 842-2487
townofhow@ez-net.com

Town of Riverview
Janice Flaherty
(715) 276-6914
clerk@townofriverview.com

Town of Little River
Sherry Strom
(920) 834-3617
tnlitriv@ez-net.com

Town of Lakewood
Joanne Roy
(715) 478-7231
tnlkwd@ez-net.com

Town of Spruce
Barbara Bagnet
(920) 848-8439
gbaagnet@ez-net.com

Town of Townsend
Lois Fischer
(715) 276-6856
totownsend@ez-net.com

Town of Lena
Diane Lavarda
(920) 829-5150
(920) 829-6510
dianel@ez-net.com

Town of Stiles
Marilyn Magnin
(920) 846-3159
stilestown@ez-net.com

Oconto County Public Libraries

Appendix C

Farnsworth Public Library

715 Main Street
Oconto, WI 54153

Director: Peggy Murphy

Phone: 920-834-7730

Website: <http://www.nfls.lib.wi.us/oco/>

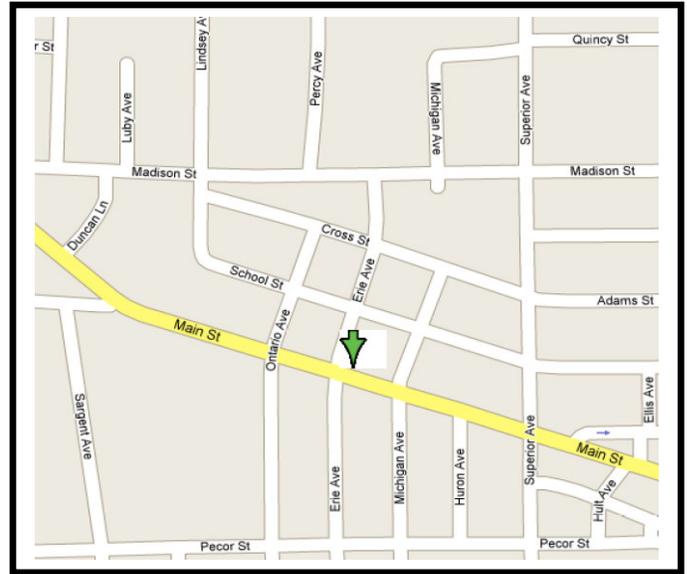
Email: oco@owlsnet.owls.lib.wi.us

Hours:

Tuesday – Wednesday 11:00 am – 7:00 pm

Thursday – Friday 10:00 am – 6:00 pm

Saturday (Sept – Nov) 9:00 am – 12:00 noon



Gillett Public Library

200 E. Main Street
Gillett, WI 54124

Director: Kay Rankel

Phone: 920-855-6224

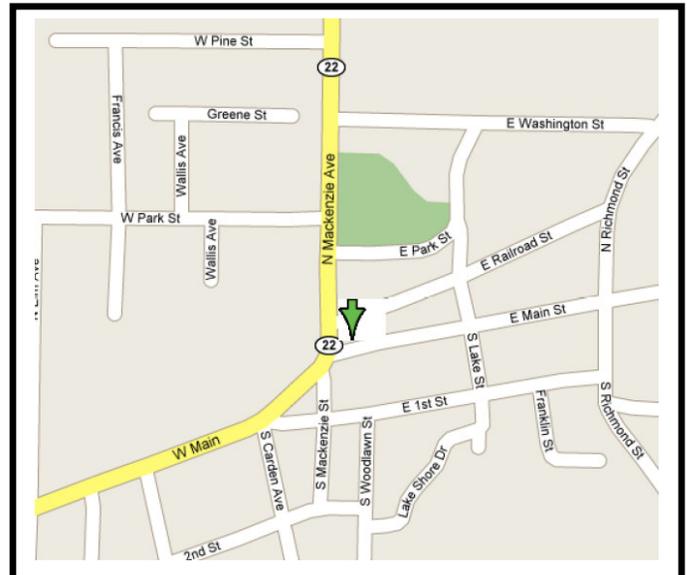
Website: <http://www.nfls.lib.wi.us/gil/>

Email: gil@owlsnet.owls.lib.wi.us

Hours:

Tuesday - Friday 9:00 am – 7:00 pm

Saturday (Sept – May) 9:00 am – 12:00 noon



Lakes Country Public Library

15235 Hwy 32
Lakewood, WI 54138

Director: Pam Ellingson

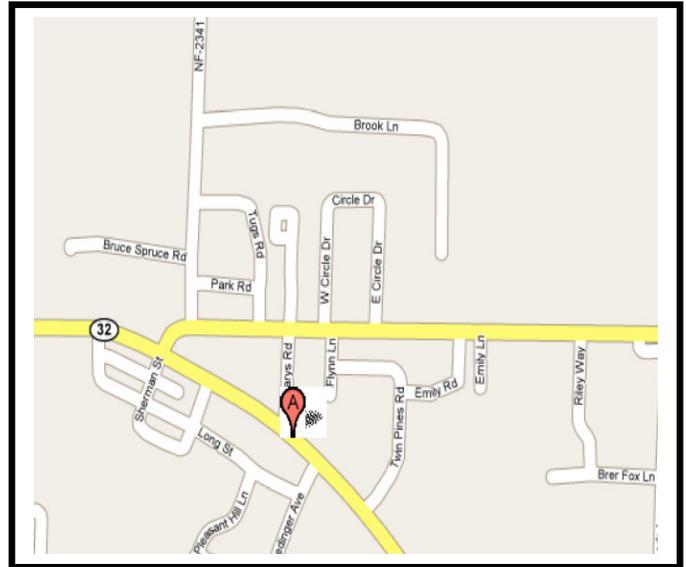
Phone: 715-276-9020

Website: <http://www.nfls.lib.wi.us/lak/>

Email: lak@owlsnet.owls.lib.wi.us

Hours:

Monday – Tuesday	9:00 am – 5:00 pm
Wednesday	2:00 pm – 8:00 pm
Thursday	9:00 am – 5:00 pm
Friday	2:00 pm – 8:00 pm
Saturday	9:00 am – 2:00 pm



Lena Public Library

117 Main Street
Lena, WI 54139

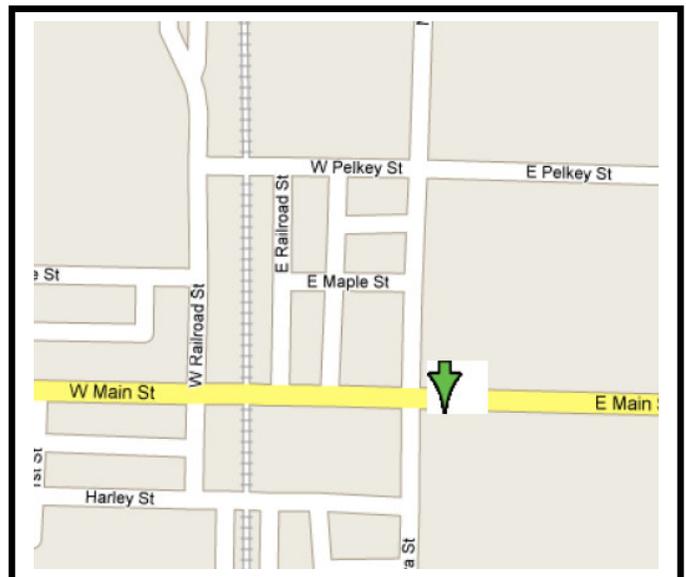
Director: Jennifer Thiele

Phone: 920-829-5335

Email: len@owlsnet.owls.lib.wi.us

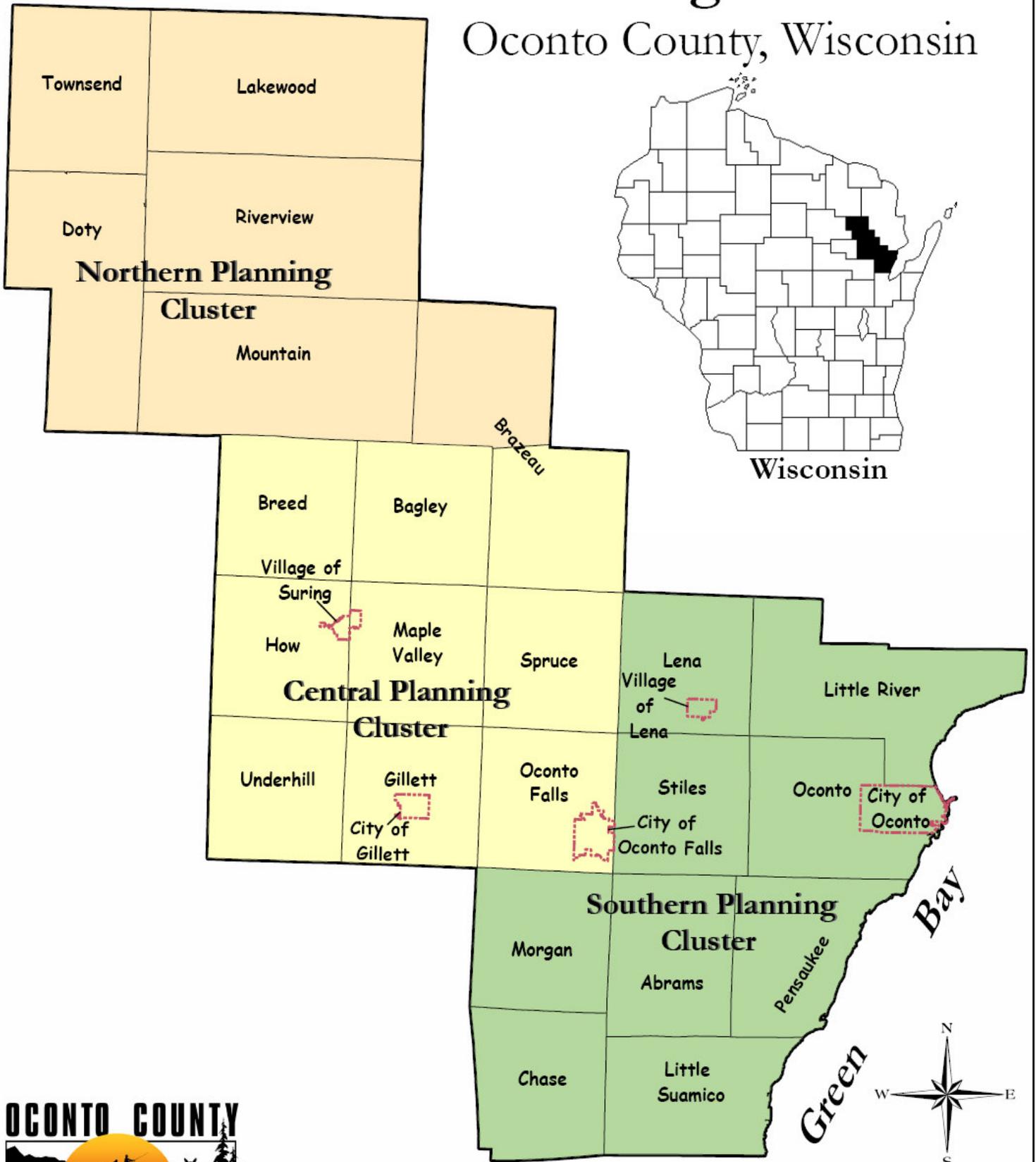
Hours:

Tuesday – Thursday	1:00 pm – 6:00 pm
Friday	10:00 am – 4:00 pm



Planning Clusters

Oconto County, Wisconsin



A Place For You
Oconto County Planning

This map is neither a legally recorded map nor a survey and is not intended to be used as one. This drawing is a compilation of records, information and data used for reference purposes only. Oconto County is not responsible for any inaccuracies herein contained.