

CITY OF OSHKOSH PUBLIC PARTICIPATION PLAN

PURPOSE

In an effort to address the guidelines for adopting comprehensive plans under the Smart Growth Legislation, the Planning Services Division staff has drafted this public participation plan. While no specific dates are given in this plan, the document serves as a general guideline on what groups will be formed, which hearings will be held, and the procedures for submitting written and oral comments. This Public Participation Plan will be forwarded to the Common Council via the Plan Commission for approval and revisions, as necessary.

Comments and questions regarding the Comprehensive Plan Update can be forwarded to the Department of Community Development-Planning Services Division at City Hall, Room 204, 215 Church Avenue, PO Box 1130, Oshkosh, WI 54903-1130; phone number: 920.236.5057; Internet website: www.ci.oshkosh.wi.us or [email](#). Public notices will also be posted at the Oshkosh Public Library, located at 106 Washington Avenue.

PUBLIC PARTICIPATION PROCESS

WISCONSIN STATE STATUTES CHAPTER 66: GENERAL MUNICIPALITY LAW

66.1001 Comprehensive planning, (4) PROCEDURES FOR ADOPTING COMPREHENSIVE PLANS. A local governmental unit shall comply with all of the following before its comprehensive plan may take effect:

(a) 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 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 following represents the approach the City will take to inform and involve the public:

- Public hearings,
- Web-based, on-line and traditional surveys,
- City's website,
- Town Hall/Open House meetings,
- Comprehensive Plan Update Committee meetings,
- Targeted Focus Group Meetings,
- Television,
- Media and press releases,
- Presentation to professional and civic groups, and
- One-on-one meetings with government and public service officials,
- Intergovernmental meeting(s) with area municipalities, Winnebago County and State agencies
- Recent feedback from past/ongoing planning projects.

Public Hearings

The requirements for the number of public hearings, as outlined in the Wisconsin Statutes, will be exceeded. According to statutes, at least one public hearing must be held, at which the proposed ordinance is discussed. At least two public hearings will be held regarding the Plan. One public hearing will be with the Plan Commission and one with the Common Council. All public hearings will be open to the public and written and oral testimony will be taken. Minutes will be kept by recording secretaries and filed as per usual with either the Department of Community Development (Plan Commission) or the City Clerk's office (Common Council).

If persons planning on attending the public hearings or any other meeting associated with this planning process have specialized needs (language interpreter, handicap accessibility, etc.) please call 920.236.5057 with any questions regarding accommodations.

Surveys

A web-based, on-line survey of the citizens of the City will be conducted throughout the planning process. Hardcopies of the survey will at a minimum be made available at the library, City Hall, the Chamber of Commerce, the Senior Center, and on the Internet at http://www.ci.oshkosh.wi.us/Community_Development/. Citizens will have the option of delivering, mailing, or faxing the survey to the Planning Services Division, or e-mailing the survey via the City's internet site.

The City will also be asking a few strategic questions regarding planning as part of its Annual Citizen Survey. This survey is sent out annual in February/March to 1,500 random addresses within the City. Several questions were developed for inclusion in the survey pertaining to the comprehensive plan and its future vision.

City's Website

Information will be provided through the City's website, specifically through the Community Development's page at http://www.ci.oshkosh.wi.us/Community_Development/. Information will include meeting notices and summaries and drafts of chapters of the Comprehensive Plan document. A feedback option is provided so that questions and comments can be forwarded electronically to the Planning Services Division.

Town Hall/Open House Meetings

In addition to public hearings, Town hall/open house meetings will be held to solicit input from the general citizenship and to provide information on the planning project. Towards the end of the project, a draft of the plan, including maps will be available for viewing in an open house format and on the City's website. At all of these meetings, participants will be able to submit written comments regarding the plan.

Comprehensive Plan Update Committee (CPUC) Meetings

The Comprehensive Plan Update Committee (CPUC) shall consist of the existing Plan Commission with additional temporary ad hoc members being appointed as needed by the Plan Commission in order to expand knowledge and input on key areas of the City. The Chairman and Vice-Chairman of the Plan Commission will serve in these same positions for the CPUC. The participants of this committee are shown in the document titled "Committees List." All meetings will be open to the public and notices will be posted in the Oshkosh Public Library, at City Hall, and on the internet site. Attendance and minutes will be taken for these meetings. The minutes will be posted on the City's internet site and will be available in the Department of Community Development office.

Because the CPUC will make decisions and approve various documents throughout the process, a majority of members will need to be present to make those decisions. In instances where a CPUC member (other than those on the Plan Commission) is unable to attend, a proxy may be sent in that member's place to participate and vote in any decisions made by the CPUC.

Targeted Focus Group Meetings

A series of up to four (4) targeted focus group visioning sessions would be developed in concert with input from the Community Development Department staff. These sessions would target specific areas/groups within the city and would be best defined by geography or topic. For example (but subject to change) they might include Commercial Corridors & Business Owners, Neighborhood Association Leaders, West Side Growth Area Landowners, and Elected Officials (Plan Commission and Common Council).

Television

The local cable access station, Channel 10 (Oshkosh Community Access Television - OCAT), will be used as a venue for updates during the planning process. For example, some appearances may be made by the City Manager or the Director of Community Development to encourage citizens to complete a survey or attend a meeting. In addition, the two public hearings before the Common Council will be broadcast on Channel 10.

Media and Press Releases

In addition to required notices being published in the newspaper, it is anticipated that the media will play an active role in the public awareness process. This may occur in the form of newspaper articles or interviews with the City Manager or Director of Community Development on the status of the project. The media (radio and newspaper) will be notified of all meetings held throughout the process.

Presentation to Professional and Civic Groups

It is anticipated that presentations will be given to various civic groups, service clubs, and business organizations throughout the process.

One-on-One meetings with Government and Public Service Officials

In addition to various government and public service officials serving on the update Committee and the Steering Committees, meetings will be held with individuals to gather in-depth recommendations and comments. This includes community leaders, public officials, and agency directors.

Recent Feedback from Past/Ongoing Planning Projects

The City also intends on utilizing any public input which was/has/will be generated from recent and/or ongoing planning studies. This includes, but is not limited to:

- Downtown Master Plan (Ongoing)
- City of Oshkosh Riverfront Visioning Plan (2015)
- Oshkosh Metropolitan Planning Organization (MPO) Long-Range Transportation Land Use Plan (2015)
- Oshkosh MPO Bicycle & Pedestrian Plan (2014)
- City of Oshkosh Pedestrian and Bicycle Circulation Plan (2012)
- City of Oshkosh Comprehensive Outdoor Recreation Plan (2011)
- Oshkosh Transit – Transit Development Plan (2011)
- County Health Improvement Plan (CHIP) (2010)

Intergovernmental Meetings

One or more meetings will be held inviting elected officials and staff from adjacent municipalities as well as other overlying governmental jurisdictions such as school districts and sanitary districts, and potentially impacted state agencies such as the Wisconsin Department of Natural Resources and Wisconsin Department of Transportation.

PLAN ADOPTION

The Plan Commission will hold the first public hearing using proper statutory procedures. The plan update that is recommended by the Plan Commission will not take effect until the Common Council enacts an ordinance that adopts the plan. The Plan Commission may recommend the adoption or amendment of the comprehensive plan update only by adopting a resolution by the majority vote of the entire commission. Their vote will be recorded in their official minutes. A copy of this adopted plan update shall be sent to the governmental bodies located in whole or in part within the boundaries of the City, the clerk of every local governmental unit that is adjacent to the City, the Wisconsin Land Council, the Wisconsin Department of Administration, the East Central Wisconsin Regional Planning Commission, and the Oshkosh Public Library.

The ordinance is enacted by only a majority vote of the Council. The Council must hold at least one public hearing at which the proposed ordinance is discussed. a A class 1 notice will be published at least 30 days before the hearings with the Plan Commission and Council containing the following information:

- The date, time, and place of the hearing;
- A summary, which may include a map, of the proposed comprehensive plan update or amendment to the plan;
- The name of an individual employed by the City who may provide additional information regarding the proposed ordinance; and
- Information relating to where and when the proposed comprehensive plan update or amendment to such plan may be inspected before the hearing, and how a copy of the plan or amendment may be obtained.

Copies of the proposed plan update will be made available for viewing at the Oshkosh Public Library and at the Department of Community Development and on the City's website, at the time the public hearing notice is published. Any duplication costs will be incurred by the person requesting such duplication.

After the notice of this hearing has been published, written comments on the plan update may be forwarded to the Department of Community Development. Written comments will be accepted up to one week prior to the public hearing and will be addressed at the hearing.

Any proposed revisions after the plan update has been presented to the Plan Commission hearing or at the first Common Council hearing will be noted in the meeting minutes and posted on the internet site prior to the final public hearing.

After enactment of the ordinance for adoption of the plan, a copy of the plan update will be forwarded to the governmental bodies located in whole or in part within the boundaries of the City, the clerk of every local governmental unit that is adjacent to the City, the Wisconsin Land Council, the Wisconsin Department of Administration, the East Central Wisconsin Regional Planning Commission, and the Oshkosh Public Library.