



**TOWN OF CEDARBURG, WISCONSIN
COMPREHENSIVE PLAN 2035**

PUBLIC PARTICIPATION PLAN

**SEWRPC MODEL
PUBLIC PARTICIPATION PLAN**

FORWARD

Ozaukee County is partnering with 14 local governments to prepare a multi-jurisdictional comprehensive plan for the County and separately documented comprehensive plans for participating towns, villages, and cities. Wisconsin's comprehensive planning law (summarized in Appendix A) requires the governing body of each governmental unit preparing a comprehensive plan to adopt written procedures for public participation, prior to adoption of the comprehensive plan. On December 1, 2004, the Ozaukee County Board adopted a public participation plan to fulfill this requirement at the County level. The Town Board, Village Board, or Common Council of each local government participating in the multi-jurisdictional planning process must also adopt written public participation procedures for its local comprehensive plan.

MODEL PUBLIC PARTICIPATION PLAN

I. PURPOSE

This public participation plan for the Town of Cedarburg comprehensive plan is intended to serve two purposes. First, it will help answer the most basic comprehensive planning question, what is the vision of the citizens of the Town of Cedarburg for their community? An effective way to identify public values within the community is to provide opportunities for public input throughout the comprehensive planning process. This public participation process is designed to actively engage Town residents, business owners, interest groups, and community groups in shaping the comprehensive plan.

Second, adoption of a public participation plan is a requirement of the Wisconsin comprehensive planning law. Section 66.1001 (4) of the *Wisconsin Statutes* sets forth requirements for public participation, hearings, adoption, and distribution of comprehensive plans. A copy of the comprehensive planning law (Section 66.1001 of the *Wisconsin Statutes*) is included in Appendix B.

II. ONGOING PUBLIC PARTICIPATION EFFORTS

Ongoing public participation efforts are proposed to take place throughout the comprehensive planning process. These efforts are informative or policy oriented in nature, as opposed to active public participation sessions. Ongoing public participation efforts will provide the public with general education about:

- The contents of comprehensive plan elements.
- The requirements of the comprehensive planning law and other laws and regulations that affect land use.
- The purpose and scope of the Town of Cedarburg comprehensive plan.

Ongoing public participation efforts will also inform the public about upcoming participation sessions and update the public regarding progress made on the plan. Specific ongoing public participation efforts will include:

Written Comments

Written comments from the public may be submitted to Town Board or Plan Commission, in care of the Town Clerk, at any time during the planning process. Notices of this policy will be displayed on the Town website and included in newsletters, public displays, and press releases related to the comprehensive plan.

Plan Information at the Town Hall and Local Library

Newsletters, fact sheets, meeting notices, draft plan chapters, and other materials will be available for review at the Town Clerk's office.

Website Postings

Updates regarding comprehensive plan progress and upcoming public participation sessions will be posted and maintained on the Town website. These postings will be updated as significant progress is made on the plan and when new opportunities for public participation arise. All agendas, minutes, public notices, draft chapters, newsletters, schedules, and surveys associated with the comprehensive plan or planning process will be posted on the website. The website posting will be a convenient and up to date

source of information for the general public. The Town web address is (www.town.cedarburg.wi.us). Information regarding the multi-jurisdictional (County) comprehensive plan is available on the County website at www.co.ozaukee.wi.us/smartgrowth/. Public access to the internet is available at public libraries for those residents without other internet access.

Town Newsletter and Local Newspapers

Periodic articles about the Town and County comprehensive plans will be included in the Town newsletter. These articles will serve as information sources to the general public about planning requirements, plan issues, plan progress, and upcoming public meetings. They will also serve as a source of information for those citizens that do not visit the Town website on a regular basis or do not have internet access. Comprehensive planning articles, public notices, and press releases will also be provided to newspapers serving the Town.

Notice to Non-Metallic Mining Operators (*if applicable*)

The Town will provide written notice of all public meetings and hearings to owners and operators of non-metallic mining operations, and to persons who have registered a marketable nonmetallic mineral deposit under Section 295.20 of the *Wisconsin Statutes*. The Town will provide written notice of all public meetings and hearings to any leaseholder with an interest in property that permits extraction of non-mineral resources if the leaseholder submits a written request for such notice to the Town.

Plan Commission Review and Recommendations

The Town Ad-Hoc Committee will develop a draft local comprehensive plan and forward its recommendations to the Town Plan Commission and Board for review and consideration for approval. The Ad-Hoc Committee will also comment on those aspects of the County comprehensive plan that affect the Town, subject to review and approval by the Town Board. All Town Ad-Hoc Committee, Plan Commission, and Board meetings are open to the public.

Ozaukee County Public Opinion Survey

A countywide public opinion survey regarding comprehensive planning will be prepared in conjunction with the Ozaukee County multi-jurisdictional comprehensive planning process. Surveys will be administered to a statistical random sample of households throughout Ozaukee County in February 2005. Up to 50 households in the Town will be surveyed in addition to the households randomly selected to participate in the countywide survey. Community surveys will include questions specific to the Town, as well as countywide questions. Topics for questions specific to the Town survey will be developed by Town officials. An outside consultant has been hired by Ozaukee County to put survey questions in proper form, prepare and conduct the survey, and tabulate and analyze survey results.

III. PUBLIC PARTICIPATION SESSIONS

The Household Survey, Interactive Design Workshops, Visual Preference Survey, and Regularly Scheduled Meetings with Town Ad-Hoc Committee, Plan Commission, and Board will be conducted by the Town's planning consultant, Planning and Design Institute, Inc. (PDI). Ozaukee County, UW-Extension, and SEWRPC staff will attend local meetings on request, subject to availability. Public participation sessions will be used to gather input from Town residents to assist in the preparation of a comprehensive plan for the Town and for Ozaukee County. Public participation sessions will include:

Household Survey

PDI will work with the Ad-Hoc Committee to develop and administer a household survey that captures the ideas and values of the community as a means to involve the public in the planning process. The survey will be mailed to all households and businesses in the Town. The results of the survey will be utilized in making recommendations for each element of the Town's Comprehensive Plan.

Interactive Design Workshops

As part of the public participation process, PDI will conduct two interactive workshops. The purpose of the first workshop would be to inform residents of the planning process and "Smart Growth" legislation, and discuss overall goals/objectives and issues/opportunities for the Plan. The second workshop would focus on presentation and review of the draft Plan elements.

Each of these workshops can take the form of "listening sessions," or more hands-on meetings. Workshops provide a means of introducing the consultant team; informing the public about the scope of the project; exploring community values and vision; and obtaining public input throughout the process. Personalization of the planning process is critical to its success. A summary document of all key public sessions will be provided and incorporated into the final plan.

Visual Preference Survey

PDI will also conduct a visual preference survey or "voting on visuals" session. In communities where design and development issues are paramount, PDI prepares and conducts visual preference surveys as an integral component of the comprehensive plan. In these surveys participants view images of alternative planning concepts, rank their preferences numerically, and discuss their choices collectively. This work is done on-site with a live audience. After the initial survey there is a discussion of the results. The results from the visual preference survey are utilized in the preparation of the comprehensive plan elements.

Regularly Scheduled Meetings with Town Ad-Hoc Committee, Plan Commission, and Board

Throughout the planning process, PDI will meet on a regularly scheduled basis with the Ad-Hoc in developing the Town's Comprehensive Plan. PDI will also meet on several occasions with the Town Plan Commission and Board to give updates on the planning process. All of these meetings will be noticed and open to the public.

IV. COMPREHENSIVE PLAN REVIEW, REFINEMENT, AND ADOPTION

A draft comprehensive plan will be compiled for the Town by PDI and presented to Town residents, land owners, and elected officials for review and comment. The public participation focus will be to receive public input to aid in refining the draft plan and to meet all statutory public hearing, formal Town Board adoption, and plan distribution requirements under Section 66.1001 (4) of the *Wisconsin Statutes*. Specific steps will include:

Public Informational Meeting

A public informational meeting regarding the draft Town comprehensive plan will be conducted by PDI upon completion of a draft plan document.

Ad-Hoc Committee Recommendation

The Town Ad-Hoc Committee will recommend a Town Comprehensive Plan to the Plan Commission. The Town Plan Commission will review the plan and make a recommendation to the Town Board. Section 66.1001 (4)(b) of the *Wisconsin Statutes* requires that the Plan Commission recommend the plan through a resolution approved by a majority vote of the entire Commission. Action by the Town Plan Commission is anticipated to take place in winter 2007. The Town Board will make the final approval.

Public Hearing

A public hearing regarding the Town comprehensive plan will be conducted by the Town Board upon approval of a recommended plan by the Plan Commission. The anticipated timeframe for the public hearing is early 2008. As required by Section 66.1001 (4)(d) of the Statutes, a class one notice will be published in the official Town newspaper 30 days prior to the public hearing. The class one notice will specify the date, time, and location of the public hearing. A summary of the plan prepared by PDI will also be included.

Plan Adoption

Section 66.1001 (4)(c) of the Statutes requires that the Town Comprehensive Plan be adopted by an ordinance of the Town Board following the public hearing described in the preceding paragraph. Final adoption of the comprehensive plan by the Town Board is anticipated by early 2008.

Distribution of Adopted Comprehensive Plan

Copies of the adopted Town Comprehensive Plan will be printed and distributed to all parties listed in Section 66.1001 (4)(b) of the *Wisconsin Statutes*, which include adjacent local governments, governmental bodies within the Town (such as school districts), the Wisconsin Department of Administration, SEWRPC, Ozaukee County.

V. TIMELINE FOR PUBLIC PARTICIPATION PLAN

The timeline in Appendix C provides a summary of the schedule for public participation sessions. The dates for public participation sessions are based on anticipated completion dates for drafts and other comprehensive planning activities. As work proceeds, the scheduled dates may be adjusted to reflect progress made on the plan. Ongoing public participation efforts will take place throughout the entire comprehensive planning process; therefore they are not specifically referred to in the timeline.

VI. CONTACTS

Requests for information regarding the Town Comprehensive Plan may be directed to:

Jamie A. Rybarczyk

Planning & Design Institute, Inc.
241 N. Broadway; Suite 300
Milwaukee, WI 53202

Phone: 414.271.2545

Fax: 414.271.2542

E-Mail: jamier@pdisite.com

Requests for information regarding the Ozaukee County multi-jurisdictional comprehensive plan may be directed to Andrew Struck (Ozaukee County) or Ben McKay (SEWRPC):

Andrew Struck

Assistant Director / County Planner

Ozaukee County Planning, Resources, and Land Management Department

121 West Main Street

P.O. Box 994

Port Washington, WI 53074-0994

Phone: (262) 283-8275

Fax: (262) 284-8278

E-mail: astruck@co.ozaukee.wi.us

Ben McKay

Planner

Southeastern Wisconsin Regional Planning Commission

W239 N1812 Rockwood Drive

P.O. Box 1607

Waukesha, WI 53187-1607

Phone: (262) 547-6721 ex. 229

Fax: (262) 547-1103

E-mail: bmckay@sewrpc.org

Appendix A

SUMMARY OF WISCONSIN COMPREHENSIVE PLANNING REQUIREMENTS

In 1999, the Wisconsin Legislature enacted legislation that greatly expanded the scope and significance of comprehensive plans within the State. The legislation, often referred to as the State's "Smart Growth" law, provides a new framework for the development, adoption, and implementation of comprehensive plans by regional planning commissions and by county, city, village, and town units of government. The law is set forth in Section 66.1001 of the *Wisconsin Statutes*.

Technically, the law does not require the adoption of county and local comprehensive plans. However, Section 66.1001(3) of the *Statutes* lists those actions and procedures that must be consistent with comprehensive plans beginning on January 1, 2010. There is an implication that if a county or local government does not prepare and adopt a comprehensive plan that meets the requirements of the law, a county or local government would not be able to enforce its zoning, subdivision, or official mapping ordinances after January 1, 2010.

COMPREHENSIVE PLAN ELEMENTS

The law requires that the following nine elements be addressed in a comprehensive plan:

- Issues and Opportunities
- Housing
- Transportation
- Utilities and Community Facilities
- Agricultural, Natural, and Cultural Resources
- Economic Development
- Intergovernmental Cooperation
- Land Use
- Implementation

REGIONAL PLANNING FRAMEWORK

The regional plan for Southeastern Wisconsin contains extensive and detailed inventory information relating to existing land uses and natural resources; population and employment information and forecasts; and regional land use, transportation, and other plan elements that provide an areawide, or metropolitan, planning framework for the preparation of county and local comprehensive plans. County and local plans should refine and detail the recommendations set forth in the regional plan. A summary of regional plan recommendations and "fact sheets" describing the issues that should be addressed in county and local comprehensive plans to achieve smart growth in southeastern Wisconsin are available from SEWRPC.

PUBLIC PARTICIPATION

A "tenth element" of the comprehensive planning law is a requirement for a public participation plan, set forth in Section 66.1001(4)(a) of the *Statutes*. The governing body must 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." Proposed plan elements must be widely distributed, and opportunities must be provided for written comments to be submitted by the public to the governing body. A procedure for the governing body to respond to those comments must also be identified.

PLAN OVERSIGHT

Preparation of a comprehensive plan may be guided by the governing body, the local plan commission, or an advisory committee created by the governing body to oversee preparation of the plan. The public participation plan adopted by the governing body should specify the roles of staff, consultants, and local boards and committees in preparing the comprehensive plan.

PLAN ADOPTION

A comprehensive plan must be adopted by an ordinance enacted by the governing body. The plan must be recommended to the governing body by a resolution adopted by the plan commission. All nine elements must be adopted simultaneously. At least one public hearing must be held prior to adopting the plan. Section 66.1001(4)(b) of the *Statutes* requires that an adopted comprehensive plan, or an amendment to a plan, be sent to all governmental units within and adjacent to the county or local government preparing a plan; the Wisconsin Land Council and Department of Administration; the regional planning commission; and the public library that serves the area in which the county or local government is located.

PLAN IMPLEMENTATION

Beginning on January 1, 2010, actions of a county or local government relating to zoning, subdivision, and official mapping ordinances must be consistent with the comprehensive plan adopted by the governing body. Implementing ordinances and maps should be reviewed, and revised if necessary, prior to 2010 to ensure that they properly reflect the recommendations of the county or local comprehensive plan.

PLAN UPDATES AND AMENDMENTS

The comprehensive planning law requires that adopted comprehensive plans be reviewed and updated at least once every ten years. County and local governments may choose to update the plan more frequently. While there is no limit on the number or frequency of amendments that may be made to a comprehensive plan, the public participation, plan review, and plan adoption procedures required for a full comprehensive plan also apply to plan amendments.

* * * * *

Additional information regarding the preparation of comprehensive plans in Southeastern Wisconsin is available from the Southeastern Wisconsin Regional Planning Commission (SEWRPC). Commission staff may be contacted by telephone at (262) 547-6721, or by e-mail at sewrpc@sewrpc.org. Information is also available on the SEWRPC website at www.sewrpc.org.

Appendix B

Wisconsin Comprehensive Planning Law (Includes amendments made through May 14, 2004)

66.1001 Comprehensive planning.

(1) DEFINITIONS. In this section:

(a) “Comprehensive plan” means:

1. For a county, a development plan that is prepared or amended under s. 59.69 (2) or (3).
2. For a city or a village, or for a town that exercises village powers under s. 60.22 (3), a master plan that is adopted or amended under s. 62.23 (2) or (3).
3. For a regional planning commission, a master plan that is adopted or amended under s. 66.0309 (8), (9) or (10).

(b) “Local governmental unit” means a city, village, town, county or regional planning commission that may adopt, prepare or amend a comprehensive plan.

(c) “Political subdivision” means a city, village, town, or county that may adopt, prepare, or amend a comprehensive plan.

(2) CONTENTS OF A COMPREHENSIVE PLAN. A comprehensive plan shall contain all of the following elements:

(a) *Issues and opportunities element.* Background information on the local governmental unit and a statement of overall objectives, policies, goals and programs of the local governmental unit to guide the future development and redevelopment of the local governmental unit over a 20-year planning period. Background information shall include population, household and employment forecasts that the local governmental unit uses in developing its comprehensive plan, and demographic trends, age distribution, educational levels, income levels and employment characteristics that exist within the local governmental unit.

(b) *Housing element.* A compilation of objectives, policies, goals, maps and programs of the local governmental unit to provide an adequate housing supply that meets existing and forecasted housing demand in the local governmental unit. The element shall assess the age, structural, value and occupancy characteristics of the local governmental unit’s housing stock. The element shall also identify specific policies and programs that promote the development of housing for residents of the local governmental unit and provide a range of housing choices that meet the needs of persons of all income levels and of all age groups and persons with special needs, policies and programs that promote the availability of land for the development or redevelopment of low-income and moderate-income housing, and policies and programs to maintain or rehabilitate the local governmental unit’s existing housing stock.

(c) *Transportation element.* A compilation of objectives, policies, goals, maps and programs to guide the future development of the various modes of transportation, including highways, transit, transportation systems for persons with disabilities, bicycles, electric personal assistive mobility devices, walking, railroads, air transportation, trucking and water transportation. The element shall compare the local governmental unit’s objectives, policies, goals and programs to state and regional transportation plans. The element shall also identify highways within the local governmental unit by function and incorporate state, regional and other applicable transportation plans, including transportation corridor plans, county

highway functional and jurisdictional studies, urban area and rural area transportation plans, airport master plans and rail plans that apply in the local governmental unit.

(d) *Utilities and community facilities element.* A compilation of objectives, policies, goals, maps and programs to guide the future development of utilities and community facilities in the local governmental unit such as sanitary sewer service, storm water management, water supply, solid waste disposal, on-site wastewater treatment technologies, recycling facilities, parks, telecommunications facilities, power-generating plants and transmission lines, cemeteries, health care facilities, child care facilities and other public facilities, such as police, fire and rescue facilities, libraries, schools and other governmental facilities. The element shall describe the location, use and capacity of existing public utilities and community facilities that serve the local governmental unit, shall include an approximate timetable that forecasts the need in the local governmental unit to expand or rehabilitate existing utilities and facilities or to create new utilities and facilities and shall assess future needs for government services in the local governmental unit that are related to such utilities and facilities.

(e) *Agricultural, natural and cultural resources element.* A compilation of objectives, policies, goals, maps and programs for the conservation, and promotion of the effective management, of natural resources such as groundwater, forests, productive agricultural areas, environmentally sensitive areas, threatened and endangered species, stream corridors, surface water, floodplains, wetlands, wildlife habitat, metallic and nonmetallic mineral resources consistent with zoning limitations under s. 295.20 (2), parks, open spaces, historical and cultural resources, community design, recreational resources and other natural resources.

(f) *Economic development element.* A compilation of objectives, policies, goals, maps and programs to promote the stabilization, retention or expansion, of the economic base and quality employment opportunities in the local governmental unit, including an analysis of the labor force and economic base of the local governmental unit. The element shall assess categories or particular types of new businesses and industries that are desired by the local governmental unit. The element shall assess the local governmental unit's strengths and weaknesses with respect to attracting and retaining businesses and industries, and shall designate an adequate number of sites for such businesses and industries. The element shall also evaluate and promote the use of environmentally contaminated sites for commercial or industrial uses. The element shall also identify county, regional and state economic development programs that apply to the local governmental unit.

(g) *Intergovernmental cooperation element.* A compilation of objectives, policies, goals, maps and programs for joint planning and decision making with other jurisdictions, including school districts and adjacent local governmental units, for siting and building public facilities and sharing public services. The element shall analyze the relationship of the local governmental unit to school districts and adjacent local governmental units, and to the region, the state and other governmental units. The element shall incorporate any plans or agreements to which the local governmental unit is a party under s. 66.0301, 66.0307 or 66.0309. The element shall identify existing or potential conflicts between the local governmental unit and other governmental units that are specified in this paragraph and describe processes to resolve such conflicts.

(h) *Land-use element.* A compilation of objectives, policies, goals, maps and programs to guide the future development and redevelopment of public and private property. The element shall contain a listing of the amount, type, intensity and net density of existing uses of land in the local governmental unit, such as agricultural, residential, commercial, industrial and other public and private uses. The element shall analyze trends in the supply, demand and price of land, opportunities for redevelopment and existing and potential land-use conflicts. The element shall contain projections, based on the background information specified in par. (a), for 20 years, in 5-year increments, of future residential, agricultural, commercial and industrial land uses including the assumptions of net densities or other spatial assumptions upon which

the projections are based. The element shall also include a series of maps that shows current land uses and future land uses that indicate productive agricultural soils, natural limitations for building site development, floodplains, wetlands and other environmentally sensitive lands, the boundaries of areas to which services of public utilities and community facilities, as those terms are used in par. (d), will be provided in the future, consistent with the timetable described in par. (d), and the general location of future land uses by net density or other classifications.

(i) *Implementation element.* A compilation of programs and specific actions to be completed in a stated sequence, including proposed changes to any applicable zoning ordinances, official maps, or subdivision ordinances, to implement the objectives, policies, plans and programs contained in pars. (a) to (h). The element shall describe how each of the elements of the comprehensive plan will be integrated and made consistent with the other elements of the comprehensive plan, and shall include a mechanism to measure the local governmental unit's progress toward achieving all aspects of the comprehensive plan. The element shall include a process for updating the comprehensive plan. A comprehensive plan under this subsection shall be updated no less than once every 10 years.

(3) ACTIONS, PROCEDURES THAT MUST BE CONSISTENT WITH COMPREHENSIVE PLANS. Beginning on January 1, 2010, if a local governmental unit engages in any of the following actions, those actions shall be consistent with that local governmental unit's comprehensive plan:

(g) Official mapping established or amended under s. 62.23 (6).

(h) Local subdivision regulation under s. 236.45 or 236.46.

(j) County zoning ordinances enacted or amended under s. 59.69.

(k) City or village zoning ordinances enacted or amended under s. 62.23 (7).

(L) Town zoning ordinances enacted or amended under s. 60.61 or 60.62.

(q) Zoning of shorelands or wetlands in shorelands under s. 59.692, 61.351 or 62.231.

(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 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.

(b) The plan commission or other body of a local governmental unit that is authorized to prepare or amend a comprehensive plan may recommend the adoption or amendment of a comprehensive plan only by adopting a resolution by a majority vote of the entire commission. The vote shall be recorded in the official minutes of the plan commission or other body. The resolution shall refer to maps and other

descriptive materials that relate to one or more elements of a comprehensive plan. One copy of an adopted comprehensive plan, or of an amendment to such a plan, shall be sent to all of the following:

1. Every governmental body that is located in whole or in part within the boundaries of the local governmental unit.
2. The clerk of every local governmental unit that is adjacent to the local governmental unit that is the subject of the plan that is adopted or amended as described in par. (b) (intro.).
3. The Wisconsin land council.
4. After September 1, 2005, the department of administration.
5. The regional planning commission in which the local governmental unit is located.
6. The public library that serves the area in which the local governmental unit is located.

(c) No comprehensive plan that is recommended for adoption or amendment under par. (b) may take effect until the political subdivision enacts an ordinance or the regional planning commission adopts a resolution that adopts the plan or amendment. The political subdivision may not enact an ordinance or the regional planning commission may not adopt a resolution under this paragraph unless the comprehensive plan contains all of the elements specified in sub. (2). An ordinance may be enacted or a resolution may be adopted under this paragraph only by a majority vote of the members-elect, as defined in s. 59.001 (2m), of the governing body. An ordinance that is enacted or a resolution that is adopted under this paragraph, and the plan to which it relates, shall be filed with at least all of the entities specified under par. (b).

(d) No political subdivision may enact an ordinance or no regional planning commission may adopt a resolution under par. (c) unless the political subdivision or regional planning commission holds at least one public hearing at which the proposed ordinance or resolution is discussed. That hearing must be preceded by a class 1 notice under ch. 985 that is published at least 30 days before the hearing is held. The political subdivision or regional planning commission may also provide notice of the hearing by any other means it considers appropriate. The class 1 notice shall contain at least the following information:

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

(e) At least 30 days before the hearing described in par. (d) is held, a local governmental unit shall provide written notice to all of the following:

1. An operator who has obtained, or made application for, a permit that is described under s. 295.12 (3) (d).
2. A person who has registered a marketable nonmetallic mineral deposit under s. 295.20.

3. Any other property owner or leaseholder who has an interest in property pursuant to which the person may extract nonmetallic mineral resources, if the property owner or leaseholder requests in writing that the local governmental unit provide the property owner or leaseholder notice of the hearing described in par. (d).

(5) APPLICABILITY OF A REGIONAL PLANNING COMMISSION'S PLAN. A regional planning commission's comprehensive plan is only advisory in its applicability to a political subdivision and a political subdivision's comprehensive plan.

(6) COMPREHENSIVE PLAN MAY TAKE EFFECT. Notwithstanding sub. (4), a comprehensive plan, or an amendment of a comprehensive plan, may take effect even if a local governmental unit fails to provide the notice that is required under sub. (4) (e), unless the local governmental unit intentionally fails to provide the notice.

History: 1999 a. 9, 148; 1999 a. 150 s. 74; Stats. 1999 s. 66.1001; 1999 a. 185 s. 57; 1999 a. 186 s. 42; 2001 a. 30, 90; 2003 a. 33, 93, 233, 307, 327.

Appendix C
TIMELINE FOR THE TOWN OF CEDARBURG'S COMPRHENSIVE PLAN
(see attached 11x17 schedule)

COMPREHENSIVE PLAN SCHEDULE	2006		2007												2008			
	November	December	January	February	March	April	May	June	July	August	September	October	November	December	January	February	March	April
Public Participation Plan																		
• Draft Public Participation Plan (PPP)																		
• Submit PPP to Plan Commission (February 27, 2007)																		
• Submit PPP to Board (March 2007)																		
• Submit PPP to Ozaukee County																		
Household Survey																		
• Prepare Sample Household Survey Questions																		
• Conduct Household Survey Workshop with Ad-Hoc Committee																		
• Revise Household Survey																		
• Present Final Household Survey to Ad-Hoc Committee																		
• Submit (Electronic) Household Survey to Town																		
• Receive and Tabulate Household Survey																		
• Submit Results of Household Survey to Town																		
Issues and Opportunities																		
• Develop Draft Element																		
• Present and Discuss Draft Element to Ad-Hoc Committee																		
• Revise and Submit Final Draft Element to Ozaukee County																		
• Ozaukee County Deadline (November 30, 2006)																		
Public Workshop #1																		
• Present of "Smart Growth" Legislation																		
• Present and Discuss Draft Issues & Opportunities Element																		
• Conduct Visual Preference Survey																		
Housing																		
• Develop Draft Element																		
• Present and Discuss Draft Element to Ad-Hoc Committee																		
• Revise and Submit Final Draft Element to Ozaukee County																		
• Ozaukee County Deadline (February 28, 2007)																		
Economic Development																		
• Develop Draft Element																		
• Present and Discuss Draft Element to Ad-Hoc Committee																		
• Revise and Submit Final Draft Element to Ozaukee County																		
• Ozaukee County Deadline (March 31, 2007)																		
Agricultural, Natural, & Cultural Resources																		
• Develop Draft Element																		
• Present and Discuss Draft Element to Ad-Hoc Committee																		
• Revise and Submit Final Draft Element to Ozaukee County																		
• Ozaukee County Deadline (April 30, 2007)																		
Land Use																		
• Develop Draft Element																		
• Present and Discuss Draft Element to Ad-Hoc Committee																		
• Revise and Submit Final Draft Element to Ozaukee County																		
• Ozaukee County Deadline (May 31, 2007)																		
Transportation																		
• Develop Draft Element																		
• Present and Discuss Draft Element to Ad-Hoc Committee																		
• Revise and Submit Final Draft Element to Ozaukee County																		
• Ozaukee County Deadline (September 30, 2007)																		
Utilities and Community Facilities																		
• Develop Draft Element																		
• Present and Discuss Draft Element to Ad-Hoc Committee																		
• Revise and Submit Final Draft Element to Ozaukee County																		
• Ozaukee County Deadline (October 31, 2007)																		
Intergovernmental Cooperation																		
• Develop Draft Element																		
• Present and Discuss Draft Element to Ad-Hoc Committee																		
• Revise and Submit Final Draft Element to Ozaukee County																		
• Ozaukee County Deadline (November 30, 2007)																		
Implementation																		
• Develop Draft Element																		
• Present and Discuss Draft Element to Ad-Hoc Committee																		
• Revise and Submit Final Draft Element to Ozaukee County																		
• Ozaukee County Deadline (December 31, 2007)																		
Public Workshop #2																		
• Present and Discuss Draft Comprehensive Plan																		
Plan Adoption																		
• Present Draft Comprehensive Plan at Public Hearing																		
Deliverables																		
• Twenty (20) Copies of Comprehensive "Smart Growth" Document																		
• Five (5) Color Copies of All Large-Scale Maps																		
• One (1) Electronic Copy of Document and Maps																		

BACK ON SCHEDULE

- LEGEND**
- Ad-Hoc Committee Meetings (10 Total)
 - Public Workshop Meetings (2 Total)
 - Public Plan Adoption Meetings (2 Total)
 - Develop, Revise, and/or Submit Draft Element
 - Ozaukee County Deadline

• NOTE: Scope of services for ordinance revisions will begin in April of 2008. A detailed schedule will be created at that time.

