

**Public Participation Plan  
for the  
Town of Burns  
Comprehensive Plan Process**

**I. Introduction.**

The Town of Burns is in the process of creating the Town's Comprehensive Plan pursuant to the State's Comprehensive Planning Law, Section 66.1001 of the Wisconsin Statutes. Section 66.1001(4)(a) of Wisconsin Statutes specifically requires the governing body of the local government unit to adopt written procedures designed to foster public participation, including open discussions, communication programs, information services, and public meetings for which advance notice has been provided, in every stage in the preparation of the comprehensive plan. These written procedures contained within this Public Participation Plan (hereinafter referred to as the "Plan") satisfy this requirement. This Plan will guide public participation throughout the Town of Burns's Comprehensive Planning Process.

This Public Participation Program offers all citizens, businesses in the Town, and affected units of government, an opportunity to participate in the planning process.

The public participation process will:

1. Ensure all planning decisions are open to public comment;
2. Support and add credibility to all Town decision-making processes;
3. Strengthen the relationship between our decision makers and citizens.

**II. Public Participation Opportunities.**

The Town of Burns has established the following list of public participation opportunities.

**1. Community Input.**

Throughout the planning process all property owners' input regarding the plan is welcomed and needs to be in writing. Input is welcomed at Plan Commission meetings.

**2. Website.**

The Town of Burns may post on its website the Comprehensive Plan and plan process information. This information may include the project schedule, agendas, draft plan elements and reports, maps, photographs, and updates.

**3. Public Comments.**

The Town Board and the Plan Commission will always welcome written comments regarding issues presented. Direct written responses will be made where a response is appropriate. Comments will always be addressed and discussed at meetings. Written comments can be mailed to the Plan Commission Chairperson \_\_\_\_\_ at \_\_\_\_\_, \_\_\_\_\_ Wisconsin, 54614.

**4. Meeting Notices.**

The Plan Commission chairman, or designee, will post meeting notices for each meeting and event in a timely manner at accessible locations (the Town Hall, Town Shop, and Kountry Motors), and the notices will meet the requirements for proper notification regarding date, time, location, etc. Noticing requirements are identical to the Town board noticing and policy.

**5. Plan Commission Meetings.**

The nine elements of the Town of Burns Comprehensive Plan will be developed at a series of meetings

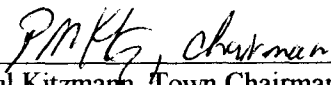
of the Town of Burns Plan Commission. The meetings, unless otherwise noted, will be open to the public and allow opportunities for public comments. The meetings will focus on the development of plans, policies, and programs to implement the Town comprehensive plan. Meeting agenda and minutes will be posted at the Town hall. All monthly meetings will have a public attendance sign in sheet for records.

**7. Open House & Public Hearing on Final Town Plan Adoption.**

The final step in the Plan adoption process is for the Town Board to hold a public hearing on the proposed "Final Comprehensive Plan" adoption ordinance and the "Final Comprehensive Plan" document. The Town Board is required to consider any comments received on the Recommended Comprehensive Plan prior to adopting a Final Comprehensive Plan. After adoption of the ordinance for the Final Comprehensive Plan, the Plan and adoption ordinance shall be distributed by the Town to recipients listed in Section 66.1001(4)(b) of the Wisconsin Statutes.

**III. Adoption.**

This Plan was adopted by the Town of Burns Board on this 13 day of August, 2009.

  
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Paul Kitzmann, Town Chairman

  
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Attest: Jane Esser, Town Clerk