

**Public Participation**



Town of Three Lakes  
P.O. Box 565  
Three Lakes, WI 54562

RESOLUTION  
For Adoption of a Public Participation Plan

WHEREAS, the Town of Three Lakes is required to prepare and adopt a comprehensive plan as outlined in Wisconsin Statute 66.1001; and

WHEREAS, public participation is critical for development of a sound plan; and

WHEREAS, it is necessary for the Town of Three Lakes to approve a methodology to involve the public in the planning process;

NOW, THEREFORE, BE IT RESOLVED, that the Town of Three Lakes does approve and authorize the Public Participation Plan as presented.

Adopted on the 16<sup>th</sup> day of September, 2008

ATTEST: Warner Stebbeds, Jr.  
Warner Stebbeds, Jr. Town Chairman

The Three Lakes Board of Supervisors, the governing body for the Town of Three Lakes, has adopted this resolution, on the date indicated herein.

ATTEST: Courtney Peterson  
Courtney Peterson Town Clerk

## APPENDIX B

### Town of Three Lakes Public Participation Plan

#### Introduction

In accordance with the provisions of Wisconsin Statute 66.1001, the objective of the Public Participation Plan is to encourage community input and involvement throughout the comprehensive planning process. The Town of Three Lakes seeks to keep the public informed and involved during each phase of the planning process. The participation plan will be maintained and administered to the extent that the concerns of the public are addressed and accounted for prior to completion of the comprehensive plan.

#### Participation Plan Elements

The following elements will be utilized during the planning process to establish direct communication with local citizens to afford their input in the development of the comprehensive plan:

- All TAG meetings will be conducted in accordance with Wisconsin Open Meeting laws. Minutes and records of attendance will be kept. The minutes of each meeting shall be public record.
- Official minutes shall be kept of each meeting and shall be made available to the public for review and comment. Copies of said minutes may be obtained from the Town Clerk or via the Town and/or TAG websites.
- Written notice shall be given of meetings open to the general public. Two facilitated forums will be held within the first six months of the planning process. An open house meeting will be held approximately midway through the planning process. A public hearing will take place near the end of the planning process. The results and analysis of all forums and open house meetings shall be public record and made available to all interested persons in a manner similar to meeting minutes.
- Two community surveys shall be administered: an economic development survey distributed to every business in the township, and a residential survey mailed to every land-owner in the township. Data will be compiled and analyzed by TAG to gather useful statistics for the development of policy recommendations. The results and analysis of both surveys shall be public record and made available in manner similar to the meeting minutes.
- Provisions for open discussion shall be afforded to all citizens attending public meetings. TAG will provide contact information for citizens seeking information and/or to provide them with the ability to make oral or written comments in addition to scheduled meeting times. TAG will respond to questions or requests directly as well as disclose the nature of these dialogues at the next scheduled public meeting for documentation on public record.
- Multiple press releases and newspaper articles detailing activities undertaken during the planning process will be sent to the media by the Community Relations Officer of TAG.
- Upon completion of the Town of Three Lakes Comprehensive Plan, the resulting planning document shall be made available to the public as the final step in the public participation plan. Reports, maps, poster plan summaries, recommendations, and the plan itself shall be available for review at the Three Lakes Town Office and may also be obtained by downloading from the TAG website.

#### Adaptability of Plan

The Public Participation Plan is intended to be adaptable to address unforeseen issues that may arise during the planning process. Therefore, the above elements may be subject to change and/or more elements may be added. However, all public participation efforts shall be documented and reported within the completed comprehensive plan.