

**Citizen Participation Plan
Downtown Master Plan
City of Shawano, Wisconsin**

PURPOSE

For the Downtown Master Plan to operate effectively and to address the needs of the citizens, businesses, landowners, and visitors of the City of Shawano, the entire population must be kept informed. The decision-making process must be open and consistent. To accomplish this task, the following public participation plan will be followed:

PROGRAM OVERSIGHT

1. A steering committee composed of a number of varied and diverse stakeholders and representatives of the City of Shawano will be appointed by the City to guide the creation of the Master Plan.
2. A planning process progress report will be provided to the City Plan Commission and RDA by City Staff at a regularly scheduled meetings during the planning process.

CITIZEN PARTICIPATION

1. A steering committee composed of a number of varied and diverse stakeholders and representatives of the City of Shawano will be appointed by the City of Shawano to guide the creation of the Plan, which shall serve as an appendix to the Comprehensive Plan. The City will post the meeting notices in the standard manner of posting public meetings.
2. An online and paper survey will be distributed on the City's website, through social media, and made available at City Hall and at locations and events around the City to provide the public the opportunity to make written statements concerning the plan.
3. Three (3) public meetings will be held to allow residents and other landowners of the City the opportunity to provide input concerning the Master Plan and process. In later meetings, citizens will have the opportunity to review plan drafts and strategies.
4. A variety of stakeholders, as identified by City staff, will be interviewed concerning specific comprehensive plan elements as part of the planning process. Staff and the consultant will present the results to the steering committee at the scheduled meetings.
5. Material about the planning process will be available for review at community events.
6. A public hearing will be held at a joint meeting of the City Plan Commission and RDA to review the Master Plan. After the public hearing has been held, the Plan Commission may recommend the Plan to be approved and included as an appendix to the Comprehensive Plan by the City Council.

NOTICE OF HEARINGS

1. Since the Master Plan will be an appendix to the City's Comprehensive Plan, this engagement strategy will require a public hearing by the City Plan Commission and should be preceded by a class 1 notice under Wisc. S.S. ch. 985 that is published at least

30 days before the public hearing. 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:

- The date, time and place of the hearing.
 - A summary, which may include a map, of the proposed comprehensive plan or amendment to such a plan.
 - The name of an individual employed by the local governmental unit who may provide additional information regarding the proposed ordinance.
 - 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.
2. At least 30 days before the public hearing, the City will provide written notice to all of the following:
- An operator who has obtained, or made application for, a permit that is described under s. 295.12 (3) (d).
 - A person who has registered a marketable nonmetallic mineral deposit under s. 295.20.
 - 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 provides the property owner or leaseholder notice of the hearing.

REQUIRED PUBLIC HEARINGS

1. In addition to three public input meetings, a required public hearing shall be held at a meeting of the City Plan Commission before the Plan Commission may make any recommendation to the City Council concerning the adoption of the Master Plan.

PROGRAM INFORMATION, FILES, and ASSISTANCE

1. The City will maintain, at City Hall, a record of all citizen participation efforts including minutes of meetings, and copies of notices and brochures.

NON-ENGLISH SPEAKING PERSONS

1. Upon request, the City will make all special efforts to assure them equal opportunity in the citizen participation process.