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Appendix A
Appendix B
Appendix C

Public Participation Plan

As required by SS 66.1001, every community must adopt a public participation plan at the beginning of the planning process. The purpose of the public participation plan is to define procedures for public involvement during every stage of the planning process.

City of Tomah Comprehensive Plan Update Public Participation Plan

The City of Tomah completed its comprehensive land use plan in 2003. State Statute 66.1001 requires municipalities to update their comprehensive plan every 10 years. The City of Tomah elects to use the Long Range Planning Committee (LRPC) to work with MSA Professional Services, Inc. to update the City's Comprehensive Plan. The LRPC will have the responsibility for developing the draft Comprehensive Plan. The City Council shall have the authority to adopt the Comprehensive Plan.

The City of Tomah has developed guidelines for involving the public as part of the requirements of the Comprehensive Planning Process (Section 66.1001(4)(a), Stats.). The goal of a public participation plan is 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 City of Tomah will develop its Comprehensive Plan with opportunities for public participation as follows:

- **Project Meetings**: It is anticipated that the project will take 10 meetings to complete. Six of the eight meetings will be working sessions with the LRPC. The purpose of the working sessions is to review, discuss, and create project material related to the creation of the Draft Comprehensive Plan.
- **Public Notice**: Meeting times will be published and posted in accordance with City procedures and State law. All LRPC meetings are open to the public unless otherwise indicated in the posted meeting notice. Public attendees will be provided an opportunity to voice their ideas, opinions, and concerns at each meeting.
- **Project Website**: MSA Professional Services will provide a temporary website for the project (www.imaginetomah.com). The website will be used to post draft material, notice meeting dates, host the Imagine Tomah campaign, and gather feedback from interested individuals through direct email subscription.
- **Imagine Tomah Visioning Campaign**: Using the temporarily project website and various media outlets, the City will invite the public to submit ideas for making Tomah a better place to live, work and play. The responses will be used by the LRPC as part of the creation of the implementation element of the comprehensive plan.

Adoption Procedures:

- The LRPC shall submit the draft comprehensive plan to the City's Plan Commission. The Plan Commission shall, by majority vote, adopt a resolution recommending that the City Council pass an ordinance to adopt the Draft Comprehensive Plan (Statute 66.1001(4)(b)). Prior to taking action on the resolution the Plan Commission shall hold a Public Informational Meeting on the Draft Plan.
- An electronic (CD) copy of the Draft Plan will be disseminated to neighboring jurisdictions and appropriate governments, as stated in Statutes 66.1001 (4), providing 30 days for written comments. A copy of the Draft Plan will be sent to:
 - The Clerk for the following local governmental units shall receive a copy of the plan:
 - Monroe County
 - Town of LaGrange
 - Town of Tomah

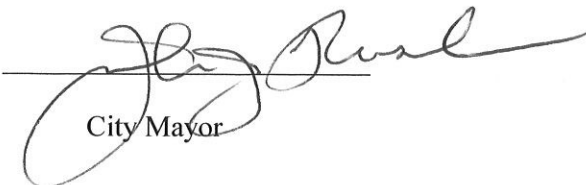
- Mississippi River Regional Planning Commission
 - The Wisconsin Department of Administration – Division of Intergovernmental Relations
 - Administrator for the Tomah Area School District
 - Tomah Public Library
- The City Council, by a majority vote, shall enact the ordinance adopting the recommended plan (Section 66.1001(4)(c), Stats.). The adopted plan and adopting ordinance will be copied on to an electronic (CD) and disseminated to the above-mentioned governing bodies, as stated in Wisconsin Statute 66.1001(4)(b).
- Before City Council adoption, a Public Hearing will be held for presentation of the Recommended Draft Comprehensive Plan as stated in Stat. 66.1001(4)(d). The hearing must be preceded by a class 1 notice under ch.985.
 - At least 30 days before the hearing is held the City of Tomah shall 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), within the jurisdiction of the City.
 - A person who has registered a marketable nonmetallic mineral deposit under s. 295.20 within the jurisdiction of the City.
 - 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 City of Tomah provide the property owner or leaseholder notice of the hearing.
 - Any person who has submitted a request to receive notice of any proposed ordinance that affects the allowable use of property owned by the person.
- Any comments by the above-mentioned governing bodies, or public, will be read into the minutes during the Public Hearing, evaluated, and incorporated as necessary by the City Council into the Adopted Comprehensive Plan. A summary of comments and subsequent action will be provided upon request.

Other public participation activities may be added as deemed necessary by the LRPC with approval of the City Council.

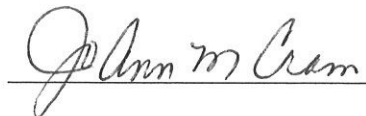
Vote: Yes 7 No Abstain Absent 1

Adopted this 11th day of December, 2012.

Attest:



 City Mayor



 City Clerk

**CITY OF TOMAH
COMPREHENSIVE PLAN UPDATE
PROJECT SCHEDULE**

A. City Action prior to the first meeting (December 2012) - MSA does not attend meeting

- Adopt a Public Participation Plan
- Consider invitations to other local government units to join the LRPC for the comprehensive plan update project.

Task 1: Kickoff Meeting (January 2013)

- A discussion of the questions and media outreach efforts for the Imagine Tomah Vision Campaign.
- Issues and Opportunities Exercise - A discussion of issues, ideas, and concerns regarding the future of the community, including a review and update of action items from the existing comprehensive plan – update Condensed Summary Doc.

Task 2: Meeting #2, Community Indicators Report (February 2013)

- Review and revise Community Indicators Report
- Update of Imagine Tomah Visioning Campaign

Task 3: Meeting #3, Imagine Tomah Response Review (March 2013)

- Review of the responses submitted as part of the Imagine Tomah campaign, as grouped/summarized by MSA
- Narrow top ideas to 40 for further public input to create the Top 20 Ideas

Task 4: Meeting #4, Goals, Objectives and Policies; Future Land Use Map (April 2013)

- Review and revise Goals, Objectives, and Policies
- Review draft Future Land Use Map

Task 5: Meeting #5, Future Land Use Map, Action Plan (May 2013)

- Review and finalize Future Land Use Map
- Review public input to the Top 20 Ideas, narrow to Top 10 Ideas
- Review and revise Implementation (“Action”) Plan

Task 6: Meeting #6, Draft Review (July 2013)

- Review complete draft Tomah 2035 Comprehensive Plan
- Recommend draft plan for public presentation and plan commission review

Task 7: Meeting #7, Public Presentation of Plan to Community at a Plan Commission Meeting (August 2013)

- Review of Process
- Review highlights of the plan (GOPs, Future Land Use Map, Action Plan)
- Feedback and discussion
- Plan Commission resolution recommending plan to City Council for adoption after a public hearing is held

Task 8: Meeting #8, Public Hearing and Plan Adoption at a City Council Meeting (October 2013)

- Public Hearing as required by state statutes
- Vote on adoption ordinance