

**Citizen Participation Plan  
Comprehensive Plan Update 2022  
Town of Troy, Sauk County Wisconsin**

Approved by Town Board: 07/12/2022  
Recommended by Plan Commission: 6/20/2022

**PURPOSE**

Recognizing the need for comprehensive planning in accordance with the Wisconsin "Comprehensive Planning" legislation, Troy created a Comprehensive Plan consistent with Wis. Stats. §66.1001. Per the Statutes, the Town will provide updates to its Comprehensive Plan at a minimum of every ten (10) years.

In order for the Comprehensive Plan to operate effectively and to address the needs of the citizens of the Town of Troy, the entire population must be kept informed. The decision-making process must be open and consistent with state regulations. To accomplish this, the following plan will be followed:

**PROGRAM OVERSIGHT**

1. The Town designates the Plan Commission as the steering committee to guide the update of the Comprehensive Plan.
2. A planning process progress report will be provided to the Town Board throughout the planning process.

**CITIZEN PARTICIPATION**

1. The Town designates the Plan Commission as the steering committee to guide the update of the Comprehensive Plan.
2. Notice of these meetings will be posted by the Town in the standard manner of posting public meetings.
3. A Community Survey will be distributed to Town residents. The survey will be designed to obtain public opinions and preferences on key subjects addressed in each of the comprehensive plan elements.
4. Plan Commission will hold a public meeting to allow residents of the Town the opportunity to provide input concerning the Comprehensive Plan and comprehensive planning process. At a later meeting, Citizens will have the opportunity comment on the draft plan. The Plan Commission may recommend the Comprehensive Plan to the Town Board for adoption.
5. The Draft Plan will be available for 30 days to allow residents to review and provide comments. The Town will have a copy at the Town Hall, and on the Town website, for review.
6. A public hearing will be held at a joint meeting of the Plan Commission and Town Board to review the Comprehensive Plan. After the public hearing has been held, the Town Board may approve the Comprehensive Plan Update.

## **NOTICE OF HEARINGS**

1. Per Wis. Stats. §66.1001(4)(d), the required public hearing by the Town Plan Commission must be preceded by a Class 1 notice under Wisc. S.S. 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:
  - 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.

## **REQUIRED PUBLIC HEARINGS**

1. A required public hearing shall be held at a joint meeting of the Plan Commission and Town Board before the Town Board may approve the adoption of the Comprehensive Plan.

## **PROGRAM INFORMATION, FILES, and ASSISTANCE**

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

## **NON-ENGLISH-SPEAKING PERSONS**

1. The Town will make all special efforts to assure them equal opportunity in the citizen participation process.