

Comprehensive Plan STEP 1: Pre-planning

Step 1 includes the following sub-steps:

- A. Develop Planning Process
- B. Develop Public Participation Plan
- C. Develop Planning Structure and Procedures

Public Participation Plan for Comprehensive Plan Step 1

General Public Participation Strategy

This phase of the planning process involves getting ready for the comprehensive planning process. The Comprehensive Plan staff team will generate a planning process model and develop specific public participation tools, and the Dane County UW-Extension staff team will develop a public participation plan template and provide appropriate instruction to planning participants. The chairs from the Dane County Board Zoning and Natural Resources and Strategic Growth Management Committees will appoint a Comprehensive Planning Steering Committee.

The focus of all public participation activities during this step will be focused on building public awareness of the comprehensive planning process including the makeup and role of the Comprehensive Plan Steering Committee, the comprehensive planning process, and the public participation plan. In addition, hard copies of the comprehensive planning process and the public participation plan will be distributed to all Dane County local units of government, and will be available from the Dane County Office of Planning and Development, the Dane County UW-Extension Office, and elsewhere as determined by the Comprehensive Plan Steering Committee.

Develop 'Standard' Public Participation Tools

1. Dane County UW-Extension faculty will develop a working template for use by the Comprehensive Plan Steering Committee in developing the Public Participation Plan.
2. The Comprehensive Planning staff team will schedule, design and conduct a general comprehensive planning 'kickoff' event scheduled for winter 2003. This event will be held twice to maximize participation. The purposes of this event are to: introduce the comprehensive planning process and public participation plan, place this planning process in context with other planning and to solicit input for the comprehensive planning process and public participation plan. This event will be held at a central location in the county. The event will be publicized with the goal of attracting a diverse range of stakeholders using a variety of mass media and other outreach methods (see appendix 1 for a preliminary media listing).
3. The Comprehensive Planning staff team will develop 'fact sheets' as a way to help the public better understand planning issues and concepts, and as a means of sharing important planning information generated during the planning process. These fact sheets will be distributed to all local units of government and the media, will be placed on the Comp Planning Website, and will be available at the Dane County Planning & Development Office and the Dane County Extension Office.

4. Planning and Development staff will take the lead in designing and setting up a Dane County website by January 2003 and a Comprehensive Planning newsletter with an electronic and print format by June 2003 for use in providing the public with a venue for learning about the planning process as it unfolds.