

Model Community Relations Plan

Wisconsin Ready for Reuse Program

Name of Local Government

Name of Project

Overview

The purpose of the Community Relations Plan (CRP) is to describe the name of local government strategy to address the concerns of residents potentially affected by activities conducted at the name of project. The CRP also outlines how citizens have been involved throughout the planning process for this project.

Spokesperson and Administrative Record

The spokesperson for this project is name of contact, who may be contacted at:

address

e-mail:

phone:

The Administrative Record is located at the location during the hours of hours. During the 30-day comment period, a set of documents will also be available at address, if applicable.

The administrative record is an evolving record and does not end with the end of the public comment period. The Administrative Record will periodically be updated, as appropriate, during the public participation and cleanup phases of the project. It will include:

- A site investigation report in conformance with chapter NR 716, WI Admin. Code, dated that describes the results of the environmental investigation, the types of contaminants, their concentrations and locations in the environment and the risks posed by these contaminants.
- A remedial action options report in conformance with chapter NR 722, WI Admin. Code, dated that describes alternatives for environmental remedial action and the recommended alternative, if one has been identified. State whether this report is included as part of the site investigation report.
- A summary of the site investigation report and the remedial action options that is written in plain English for use by the general population.
- Responses to public comments on the cleanup alternatives and the preferred alternative(s). These responses may be included in the decision memo.
- A decision memo from the loan or grant recipient stating the cleanup alternative(s) that has been selected.
- A copy of the grant or loan.
- A letter from the state regulatory authority (DNR, Dept. of Safety & Professional Services (DSPS), Dept. of Agriculture, Trade & Consumer Protection (DATCP)) stating that the cleanup proposal has been approved.

- Progress reports, verification sampling, closeout reports, etc., all of which will document the progression and completion of the cleanup and any significant changes or problems that arise.
- A letter from the state regulatory authority stating that the cleanup has been satisfactorily completed and approved by the state.
- Information regarding options for redevelopment of the property after the environmental cleanup, if available

Site Description and History

Site Location

Describe the specific site location, including the intersection(s), if applicable.

Site History

List all previous owners, uses/businesses and dates of operation. List the wastes or contaminants generated by the businesses.

Nature of Threat to Public Health and Environment

The environmental threats may be summarized as follows:

- List all unsafe structures, barrels and vats, contaminated soil or groundwater, etc.

Options for Redevelopment of the Property

- *Option A:* Describe
- *Option B:* Describe

Community Profile

Basic Profile

Include population and other relevant community profile information.

Chronology of Community Involvement

List all:

- city council meetings (topics, dates)
- planning and zoning meetings (topics, dates)
- smart growth planning meetings (topics, dates)
- city council resolutions for grant and/or loan funding

Key Community Concerns

List all key community health and redevelopment concerns.

Continued Community Involvement

Describe all future community involvement, including:

- future newspaper notices regarding the status of the cleanup,
- maintenance of the administrative record to reflect the status of the cleanup, public comments, response to public comments and decisions regarding the cleanup; and
- future public meetings regarding redevelopment options for the property.