



Village of Elmwood

Pierce County,
Wisconsin

VILLAGE OF ELMWOOD: COMPREHENSIVE PLANNING PUBLIC PARTICIPATION PLAN

PURPOSE

In accordance with Wisconsin State Statute 66.1001 (4)(a):

'The governing body of a local governmental unit shall adopt written procedures that are designed 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 written procedures shall provide for wide distribution of proposed, alternative, or amended elements of a comprehensive plan and shall provide an opportunity for written comments on the plan to be submitted by members of the public to the governing body and for the governing body to respond to such written comments. The written procedures shall describe the methods the governing body of a local governmental unit will use to distribute proposed, alternative, or amended elements of a comprehensive plan to owners of property, or to persons who have a leasehold interest in property pursuant to which the persons may extract nonmetallic mineral resources in or on property, in which the allowable use or intensity of use of the property is changed by the comprehensive plan.'

COMPREHENSIVE PLAN COMMITTEE MEETINGS

The Village Board has designated the Village of Elmwood Comprehensive Plan Committee to develop and review the comprehensive plan. The Comprehensive Plan Committee will adopt the plan by resolution and petition the Village Board to adopt the plan by ordinance.

All meetings of the Village of Elmwood Comprehensive Plan Committee will be posted in advance and open to the public in accordance with Wisconsin law. The agenda shall provide for comments from the general public.

PUBLIC PARTICIPATION METHODS

- **Comprehensive Plan Committee Meetings:** The Village of Elmwood Comprehensive Plan Committee will develop the Comprehensive Plan. The Plan Committee may invite key citizens for specific issues and not require them to remain active members throughout the process. The planning consultant, Stevens Engineers, facilitates the meetings, provides background research, and writes the document. The Plan Committee decides what is included in the plan and approves the contents of the final document with ultimate adoption authority lying with the Village Board. All Plan Committee meetings are open to the public.
- **Open Houses / Public Comment Meetings:** In addition to participating in the regular meetings to develop the plan, the public will be invited to attend open houses or public comment meetings at key points in the planning process. At these meetings a brief summary of the plan to date will be given and the public will be given an opportunity to comment on the plan. These meetings may take place at a regular Village Comprehensive Plan Committee or Village Board Meeting.
- **Written Comment:** The public is invited to provide written comments for the development of the comprehensive plan. The Plan Committee will accept written comments submitted to the Village Clerk. The Clerk will record the transmittal and forward copies of the comments to the Plan Committee for consideration.
- **Public Hearing:** A public hearing will be held in accordance with § 66.1001(4)(d) prior to the Village Board adopting the Comprehensive Plan.



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- **Community Survey:** The Village will mail out a survey to all residents and/or property owners in the municipality or a statistically valid sample number of them. Residents and/or property owners will be asked a series of questions to determine their values, preferences, and opinions about the Village of Elmwood. The Comprehensive Plan Committee will consider the survey results to develop the plan.
- **Newsletter:** A periodic newsletter may be distributed by local officials.
- **Newspaper:** The Village will send a press release to the area newspaper announcing all meetings of the Plan Commission and meetings for public comment. In addition, the Village will periodically send a press release out on the progress of the plan. The local media will be encouraged to attend and report on what takes place during the comprehensive planning process.
- **Website:** The Village of Elmwood can post completed elements of the DRAFT Comprehensive Plan on the Village's website for public review and comment.

PUBLIC ACCESS AND PUBLIC COMMENT ON DRAFT DOCUMENT

Wisconsin's open records law will be complied with in all cases. During the preparation of the comprehensive plan, a copy of the draft plan will be kept on file at the Village Hall and will be available for public inspection during normal office hours. The public is encouraged to submit written comments on the plan or any amendments of the plan. Written comment should be addressed to the Village Clerk who will record the transmittal and forward copies of the comments to the Plan Commission or Village Board for consideration.

The Village Board shall respond to written comments either individually or collectively by type of comments. Village Board responses may be in the form of written or oral communication, or by a written summary of the Village's disposition of the comments in the comprehensive plan.

PLAN COMMITTEE ADOPTION OF PLAN BY RESOLUTION

The Village of Elmwood Comprehensive Plan Committee may recommend the adoption or amendment of the comprehensive plan only by the adoption of a resolution by a majority vote of the entire Committee at a regularly scheduled and publicly noticed meeting of the Comprehensive Plan Committee in accordance with § 66.1001 (4)(b). The vote shall be recorded in the official minutes. The resolution shall refer to maps and other descriptive materials that relate to one or more elements of the Comprehensive Plan.

DISTRIBUTION OF THE RECOMMENDED AND ADOPTED PLANS

In accordance with § 66.1001 (4), Procedures for Adopting Comprehensive Plans, one copy of the recommended and adopted plan or amendment shall be sent to the following:

- Every governmental body that is located in whole or in part within the boundaries of the local governmental unit;
- Every local governmental unit that is adjacent to the local governmental unit which is the subject of the plan;
- The Wisconsin Land Council;
- The Wisconsin Department of Administration;
- The West Central Wisconsin Regional Planning Commission; and
- The public library that serves the Village of Elmwood.



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ADOPTION OF COMPREHENSIVE PLAN BY VILLAGE BOARD

After adoption of a resolution by the Village of Elmwood Comprehensive Plan Committee, the Village Board will adopt the Comprehensive Plan by ordinance only after holding at least one public hearing at which the ordinance relating to the Comprehensive Plan is discussed. A majority vote of the members-elect is necessary for adoption. The hearing will be preceded by a Class 1 notice under ch. 985 that is published at least 30 days before the hearing is held. 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;
- The name of an individual employed by the Village of Elmwood who may provide additional information regarding the proposed ordinance; and
- Information relating to where and when the proposed comprehensive plan may be inspected before the hearing, and how a copy of the plan may be obtained.

Upon the day of publication of the public hearing notice, copies of the plan will be made available for public review at the nearest local library of the community and at the Elmwood Village Hall. Written comments on the plan from members of the public will be accepted by the Village Board at any time prior to the public hearing and at the public hearing.

ADDITIONAL STEPS FOR PUBLIC PARTICIPATION

The Village of Elmwood reserves the right to execute additional steps, means, or methods in order to gain additional public participation and /or additional understanding of the Comprehensive Plan and the process of its development and adoption. These optional steps may include, but are not limited to, informational memos, postcards, letters, posters, fliers, or website.

STATE STATUTES

Where there is a conflict with these written procedures and provisions of § 66.1001 (4), Procedures for Adopting a Comprehensive Plan, the state statutes shall apply.

AMENDMENTS

The Village Board may amend these procedures.