

VILLAGE OF NEW GLARUS  
RESOLUTION 15-33

ESTABLISHING PUBLIC PARTICIPATION PROCEDURES  
FOR AN UPDATE TO THE VILLAGE OF NEW GLARUS COMPREHENSIVE PLAN

WHEREAS, §66.1001(2)(i), Wisconsin Statutes, requires that the Village of New Glarus, Wisconsin update its comprehensive plan at least once every ten years; and

WHEREAS, the Village intends to prepare and adopt an update to the 2005 Village of New Glarus Comprehensive Plan, under the authority of and procedures established by §66.1001(4), Wisconsin Statutes; and

WHEREAS, §66.1001(4)(a), Wisconsin Statutes requires that the Village Board adopt written procedures designed to foster public participation at every stage of a comprehensive plan update or amendment process, and that such written procedures provide for wide distribution of draft plan materials, an opportunity for the public to submit written comments on the plan materials, and a process for the Board to respond; and

WHEREAS, meaningful public involvement in processes to update and subsequently amend the Village Comprehensive Plan is important to ensure that the resulting plan meet the wishes and expectations of the public and remains pliable to future changes in conditions and opinions; and

WHEREAS, the attached "Public Participation Strategy and Procedures for the Village of New Glarus Comprehensive Plan" includes procedures to foster public participation, ensure distribution of draft plan materials, provide opportunities for written comments, and provide mechanisms to respond to such comments.

NOW, THEREFORE, BE IT RESOLVED that the Village Board of the Village of New Glarus, Wisconsin hereby adopts the attached "Public Participation Strategy, Village of New Glarus Comprehensive Plan" as its public participation procedures for its update to the 2005 Comprehensive Plan, and for subsequent periodic amendments to such updated plan, meeting the requirements of §66.1001(4)(a), Wisconsin Statutes.

Enacted this 7<sup>th</sup> day of July, 2015

  
Roger Truttman, Village President

ATTEST:

  
Lynne Erb, Village Clerk/Treasurer

# Public Participation Strategy

## Village of New Glarus Comprehensive Plan

(Prepared June 17, 2015)

### Introduction

Section 66.1001 of Wisconsin Statutes—the State’s comprehensive planning legislation—community stakeholders be involved throughout the process to prepare, update, or amend a local comprehensive plan. Participation helps to ensure that the resulting comprehensive plan reflects the vision, goals, and values of the community.

Section 66.1001(4)(a) requires the Village of New Glarus to adopt, by resolution, written procedures designed to foster public participation at every stage in the update to and subsequent amendment of its comprehensive plan. The written procedures must provide for wide distribution of the draft comprehensive plan, an opportunity for the public to submit written comments on the draft plan, and provisions for local response to such comments.

This document is intended to fulfill this statutory requirement. It outlines the procedures that will be followed to consider and adopt an update to the 2005 version of the Village of New Glarus Comprehensive Plan, and subsequent periodic amendments to that new update, until such time as the Village once again participates in another full update to the Village of New Glarus Comprehensive Plan (presumably in the 2025-26 timeframe).

### Goals Addressed by this Public Participation Strategy

- Provide opportunities for people to participate in processes to consider and adopt an update and subsequent amendments to the Village Comprehensive Plan.
- Adopt provisions in the update and subsequent amendments that reflect the ideas, desires, and objectives of most residents and property owners.
- Use meetings of the Plan Commission to guide the Comprehensive Plan update and subsequent amendment processes, with significant input from the Community Development Authority on economic development matters and from the Village Board as necessary.
- Meet the requirements set forth in Section 66.1001 of Wisconsin Statutes.
- Recognize that the goals expressed above must be balanced with the need to complete the comprehensive plan update/amendments within a reasonable timeframe and a limited budget.

### Public Participation Techniques

The process to complete the update to the Village of New Glarus Comprehensive Plan is described in the attached “Meetings and Milestones Schedule.” Community participation will focus around meetings of the Plan Commission and Village Board, with additional input opportunities at other meetings of other New Glarus area committees

or boards. The Village will, at a minimum, use the following techniques to obtain public input during the plan update process and each subsequent plan amendment process:

- Ensure that all Plan Commission and Village Board meetings held to consider, discuss, and adopt the Comprehensive Plan update/amendments are open to the public, and are noticed as required by State open meeting regulations.
- Provide at least some opportunity at all public meetings for public comment, at the discretion of the Plan Commission, Village Board, and/or Community Development Authority. Some meetings will be specifically intended to encourage wide participation from the public. Other meetings will be primarily intended as work sessions for the Plan Commission, Village Board, Community Development Authority, or some combination. A public comment period will be included at the end of each such work session, the beginning of the work session, or both. This will allow the Commission, Board, and/or Authority to concentrate on completing tasks without interruption, while still allowing the public an appropriate opportunity to observe and provide comments.
- Conduct meetings with existing committees and groups in the New Glarus area that affect or are interested in the future growth and development of the community.
- Conduct a public open house, or some equivalent event or input opportunity(ies), midway or close to the end of the Comprehensive Plan update process. The purpose is to share draft concepts and recommendations and solicit public input.
- Hold one formal public hearing on the proposed Comprehensive Plan update and subsequent amendments prior to adoption. The public will have an opportunity to present testimony and offer comments at the public hearing. The public hearing will be noticed and held per the requirements of Wisconsin Statutes, Section 66.1001.
- Include relevant Comprehensive Plan update information on the Village's Web page, and provide an opportunity for interested residents to provide input via the Web, through the provided Administrator's email address.

#### Opportunities for Comments on the Draft Comprehensive Plan Update/Amendments

The Village will have available copies of draft plan update/amendment materials at the Village Hall during normal business hours, and on the Village's Web page. The Village will also provide copies of the plan update/amendments to adjacent and overlapping governments as required by statute, and to members of the participating public and others listed in the statute as requested. The Village may charge for copies an amount equal to the costs of time and materials to produce such copies.

Public comments will be solicited and responded to at every stage of the plan update/amendment processes. Written comments on the Comprehensive Plan update/amendments may also be delivered, mailed, or e-mailed to the Village Administrator. The Village will respond to written comments via mail, e-mail, telephone, meeting, and/or through consideration of appropriate changes to the Comprehensive Plan.

# Meetings and Milestones Schedule

(Prepared June 17, 2015; Subject to Change as Process Evolves)

**Consultant Prepares First Draft of Conditions and Issues Volume of Plan:** *August 2015*

**Plan Commission Meeting #1:** *September or October 2015*

- Share purpose and process for Comprehensive Plan update
- Recommend public participation plan
- Review draft Conditions and Issues volume
- Discuss potential vision, themes, directions, and challenges for plan

**Community Development Authority Meeting #1:** *October 2015*

- Share purpose and process for Comprehensive Plan update
- Review Economic Development chapter of draft Conditions and Issues volume
- Identify intersection of CDA plans and activities with Village Comprehensive Plan

**Consultant Prepares Second Draft of Conditions and Issues Volume of Plan:**  
*November. 2015*

**Community Committee and Group Meetings:** *December 2015-February 2016*

- Up to six group/committee meetings. Potential groups may include Historical Preservation Commission, New Glarus Chamber of Commerce, New Glarus School Board or administration, and the Town of New Glarus Board and/or Plan Commission.
- Identify initiatives and plans that may intersect with Village plans, and vice versa
- Discuss potential vision, themes, policy directions, and challenges for Village plan

**Consultant Identifies Preliminary Vision, Opportunities, and Policy Options:** *Feb 2016*

**Plan Commission Meeting #2:** *March 2016*

- Review results of fall committee and group meetings
- Review and advise on preliminary vision, opportunities, and policy options, including Future Land Use map changes

**Consultant Prepares First Draft of Vision and Directions Volume of Plan:** *April 2016*

**Plan Commission Meetings #3 and #4:** *May-July 2016*

- Review and advise changes to first draft of Vision and Directions volume
- Prepare for community presentation and input meeting

**Community Development Authority Meeting #2: *June 2016***

- Review and advise changes to Economic Development chapter in first draft of Vision and Directions volume

**Consultant Prepares Second Draft of Vision and Directions Volume of Plan: *July 2016***

**Community Presentation and Input Meeting (or substitute): *July 2016***

- Invite public, members of earlier committees/groups, adjoining towns, and county to attend and provide input

**Consultant Prepares Third Drafts of Both Volumes of Plan: *August 2016***

**Joint Village Board/Plan Commission Meeting #5: *September 2016***

- Hold formal public hearing on Comprehensive Plan
- Plan Commission recommends Comprehensive Plan for Village Board adoption
- Board adopts Comprehensive Plan

**Consultant Prepares Adopted Versions of Both Volumes of Plan: *October 2016***

- Also, follow distribution requirements under Section 66.1001 of Statutes