



RESOLUTION No. 07-14-2015(b)

RESOLUTION ESTABLISHING PUBLIC PARTICIPATION PROCEDURES
FOR AN UPDATE TO THE SAUK PRAIRIE COMPREHENSIVE PLAN

WHEREAS, §66.1001(2)(i), Wisconsin Statutes, requires that the Village of Prairie du Sac, Wisconsin update a comprehensive plan at least once every ten years; and

WHEREAS, the Village intends to work with the Village of Sauk City and Town of Prairie du Sac to prepare and adopt an update to the Sauk Prairie Comprehensive Plan, last updated in 2005, 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 the 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 Sauk Prairie 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 Sauk Prairie 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 Vilalge of Prairie du Sac, Wisconsin hereby adopts the attached "Public Participation Strategy" as its public participation procedures for its update to the 2005 Comprehensive Plan and subsequent periodic amendments to such updated plan, meeting the requirements of §66.1001(4)(a), Wisconsin Statutes.

Adopted this 14th day of July, 2015.

Village of Prairie du Sac, WI

Cheryl A. Sherman
Village President

Niki Conway
Village Clerk



Public Participation Strategy

(Prepared June 4, 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 Town of Prairie du Sac 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 Sauk Prairie Comprehensive Plan, and subsequent periodic amendments to that new update, until such time as the Town once again participates in another full update to the Sauk Prairie Comprehensive Plan (presumably in the 2025 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 Comprehensive Plan.
- Adopt provisions in the update and subsequent amendments that reflect the ideas, desires, and objectives of most residents and property owners.
- Use the Sauk Prairie Intergovernmental Planning Committee (IPC) as the steering committee to guide the Comprehensive Plan update and subsequent amendment processes.
- 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 Sauk Prairie Comprehensive Plan is described in the attached “Meetings and Milestones Schedule.” Community participation will focus around meetings of IPC, with additional input opportunities at meetings of the Town Plan Commission and Town Board. The Town 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 IPC, Plan Commission, and Town 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 IPC, Plan Commission, or Town Board. Some meetings will be specifically intended to encourage wide participation from the public. Other meetings will be primarily intended to be work sessions for the IPC, Plan Commission, Town Board, or some combination. With respect to the latter, a public comment period will be included at the end of the work session, the beginning of the work session, or both. This will allow the IPC, Commission, or Board to concentrate on completing tasks without interruption, while still allowing the public an appropriate opportunity to observe and provide comments.
- 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. The participating communities will strive to have a single, joint public hearing.
- Work with the other communities to include all relevant Comprehensive Plan update information on the Web page of one of more of the communities, and provide an opportunity for interested residents to provide input via the Web.

Opportunities for Comments on the Draft Comprehensive Plan Update/Amendments

The Town will have available copies of draft plan update/amendment materials at the Town Hall during normal business hours, and either on the Town's Web page to the Web page of one of the other participating communities. The Town 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 Town 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 Town Clerk. The Town 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 4, 2015; Subject to Change as Process Evolves)

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

Intergovernmental Planning Committee (IPC) Meeting #1: *June 24, 2015*

- Share purpose and process for Comprehensive Plan update
- Recommend public participation plan (forward to Town/Village Boards for approval)
- Review draft Conditions and Issues volume
- Discuss potential vision, themes, directions, and challenges for plan
- Select locations of “targeted investment areas,” including downtowns, SPH Wellspring Campus, and up to 3 other small areas where specific opportunities will be identified

Joint Local Staff and Planning and Engineering Consultant Meeting #1: *July 2015*

- Discuss potential vision, themes, policy directions, and challenges for plan
- Review transportation, utility, and storm water matters to address
- Discuss opportunities within selected “targeted investment areas”
- Discuss any desired public involvement per public participation plan

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

Consultant Identifies Preliminary Vision, Opportunities, and Policy Options: *Aug. 2015*

IPC Meeting #2: *September 2015*

- Address any remaining matters from IPC meeting #1
- Review and advise on policy directions, including Future Land Use map changes
- Direct any desired public involvement per public participation plan

Consultant Prepares First Draft of Vision and Directions Volume of Plan: *October 2015*

Joint Local Staff and Planning Consultant Meeting #2: *November 2015*

- Review and advise changes to first draft of Vision and Directions volume



IPC Meetings #3 and #4: *November-December 2015*

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

Consultant Prepares Second Draft of Vision and Directions Volume of Plan: *Dec. 2015*

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

IPC Meeting #5: *February 2016*

- Invite adjoining towns and county to attend and provide input
- Review community input on draft Comprehensive Plan
- Advise changes and endorse draft Plan for local government adoption

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

Village and Town Plan Commission Meetings: *April 2016*

- Recommend Comprehensive Plan for Village/Town Board adoption (via Plan Commission resolutions)

Joint Villages/Town Board Public Hearing on Comprehensive Plan: *May 2016*

- Hold public hearing on recommended Comprehensive Plan
- Boards adopt Comprehensive Plan (via Board ordinances)

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

- Also, follow distribution requirements under Section 66.1001 of Statutes