

Ordinance No 2011-01
Village of Dane Comprehensive Plan
Public Participation Plan

The Village of Dane seeks the involvement of residents, business owners, and other stakeholders in the creation of its first comprehensive plan. The intent of this Public Participation Plan is to define the methods by which interested stakeholders will be informed and involved in every stage of the planning process, including open discussion, communication programs, information services, and public meetings for which advance notice has been provided. The village is adopting this Public Participation Plan to satisfy the requirements of the state's Comprehensive Planning statute (Section 66.1001(4)(a), Stats.).

The Village of Dane elects to use the Plan Commission to work with MSA Professional Services, Inc. to develop the Comprehensive Plan. The Plan Commission will have the responsibility for developing the Comprehensive Plan and will recommend the plan for adoption. The Village Board shall have the authority to adopt the Comprehensive Plan.

Opportunities for public involvement in the planning process include:

- **Project Meetings:** It is anticipated the update process will include a minimum of eleven public meetings, all of which will be publicly noticed and open to public attendance. The project schedule is tentative; Plan Commission meetings will be held tentatively be held the third Thursday of each month, 6:30 pm at Village hall.
 - Meeting 1 - Plan Commission Kick-Off Meeting (January 2011)
 - Confirmation of Planning Process and Meeting Schedule
 - Discuss the content of the community survey
 - Meeting 2 - Public Visioning Meeting (February)
 - Plan Commission, Village Board, and all interested stakeholders should attend
 - Explanation of Planning Process and Meeting Schedule
 - Issues and Opportunities Activity
 - Community Vision Activity
 - Distribute the draft Existing Conditions report to Plan Commission
 - Meeting 3 - Plan Commission Working Meeting 1 (March)
 - Review and revise the Existing Conditions report, Elements 1-7
 - Review and revise Existing Conditions maps, including current land use
 - Meetings 4,5 - Economic Development and Recreation Focus Groups (2 meetings) (March/April)
 - Participants will be sought by open announcement and direct invitation
 - Discuss issues, opportunities, and desired improvements
 - Meeting 6 - Plan Commission Working Meeting 2 (April)
 - Review and revise the Goals, Objectives, and Policies
 - Meeting 7 - Plan Commission Working Meeting 3 (May)
 - Review and revise the Goals, Objectives, and Policies
 - Discuss/create Future Land Use Map
 - Meeting 8 - Plan Commission Working Meeting 4 (June)
 - Review Revise Future Land Use Map and Text
 - Meeting 9 - Plan Commission Working Meeting 5 (July)
 - Review entire draft plan

- Meeting 10 - Public Presentation of Plan to the Community (Plan Commission Meeting) (September)
 - All interested stakeholders should attend
 - Briefly describe the process
 - Briefly describe important existing conditions
 - Describe the Goals, Objectives, Policies, and Actions
 - Feedback and Discussion
 - Plan Commission recommends Plan to the Village Board for adoption
 - Meeting 11 - Public Hearing and Plan Adoption at Village Board Meeting (October/November)
 - Public hearing as required by state statute
 - Vote on adoption
- **Public Notice:** Meeting times and agendas will be published and posted in accordance with Village procedures and State law. All Plan Commission meetings are open to the public unless otherwise indicated in the posted meeting notice. Public attendees are encouraged to voice their ideas, opinions, and concerns at each meeting, especially Meetings 2, 4, 5 and 10.

Draft Review and Adoption Procedures: The Village will use the following procedures to meet the requirements of state statute and to be sure that interested stakeholders are able to review the draft plan and communicate any comments or concerns to Plan Commission and/or Village Board before it is adopted.

- Any interested stakeholder may submit a written request to the Village Clerk to receive notice of the proposed Comprehensive Plan at least 30 days prior to public hearing and adoption. The Clerk will maintain a list of any such requests.
- The Plan Commission shall, by majority vote, adopt a resolution recommending that the Village Board pass an ordinance to adopt the Draft Comprehensive Plan. Prior to this vote the draft plan will be made available for review and the Plan Commission will host a public information meeting (Meeting 10):
 - The Public Information Meeting will include an open house for informal review of the draft amended plan and a presentation summarizing the plan. Residents will be encouraged to provide verbal or written comments before the Plan Commission recommends adoption of the plan. Verbal comments will be heard by Plan Commission, and written comments, which should be forwarded to the City Clerk at least 24 hours before the scheduled meeting, will be consolidated and presented to the Plan Commission prior to the vote on the resolution recommending adoption.
 - Printed copies will be made available at Village Hall and the Waunakee Public Library, and a digital PDF copy will be posted on the City website at least two weeks prior to the public information meeting and Plan Commission vote to recommend the plan. Public announcements about this meeting will be posted and published at least two weeks prior to the meeting and will note where drafts can be viewed.
- A Public Hearing shall be held before the Village Board considers adoption of the Draft Comprehensive Plan as recommended by Plan Commission, and the following actions will be completed no less than 30 days before the day of the public hearing:
 - A class 1 notice will be published, including the following: the date, time, and place of the hearing; a summary of the plan; a contact person at the Village who can provide additional information; and a information about how the plan draft can be accessed and inspected before the hearing
 - A copy of the class 1 notice and a copy of the proposed adoption ordinance shall be sent directly

to the following:

- Any known owners, operators, or leaseholders of nonmetallic mineral deposits (e.g. gravel pits) located within the Village's mapped extraterritorial planning area
- Any individual that has submitted a written request to receive notification of the proposed ordinance
- Paper copies of the draft plan will be made available at Village Hall
- Digital PDF copy of the draft plan will be made available on the Village web site.
- Digital PDF copy of the draft plan will be provided, on CD, to the following to provide opportunity for written or verbal comment before adoption:
 - Clerks in the Towns of Dane and Vienna
 - Administrator of the Lodi School District
 - Planning Director for Dane County

Any written comments submitted prior to the public hearing will be read into the minutes during the Public Hearing, evaluated, and incorporated as necessary by the Village Board into the Adopted Comprehensive Plan.

- The Village Board shall, by a majority vote, enact an ordinance adopting the recommended plan. After adoption the approved, completed plan shall be distributed and shared with all stakeholders:
 - Digital PDF copy of the adopted plan and adoption ordinance will be provided, on CD, to the following:
 - Clerks in the Towns of Dane and Vienna
 - Administrator of the Lodi School District
 - The Wisconsin Department of Administration
 - Planning Director for Dane County
 - A hard copy of the plan will be provided to the Waunakee Public Library to provide ongoing public access to the adopted plan.
 - A Digital PDF copy of the adopted plan will be made available on the Village web site to provide ongoing public access.

Other public participation activities may be added as deemed necessary by the Plan Commission with approval of the Village Board.

Vote: Yes_____ No_____ Abstain_____ Absent_____

Adopted this _____ day of _____, 2011.

Attest:

Village President

Village Clerk