

RESOLUTION 2022-05

**ESTABLISHING PUBLIC PARTICIPATION PROCEDURES
FOR AN UPDATE TO THE VILLAGE OF MARSHALL COMPREHENSIVE PLAN**

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

WHEREAS, the Village intends to prepare and adopt an update to the Village of Marshall Comprehensive Plan (“Plan”), last updated in 2011, under the authority of and procedures established by §66.1001(4), Wisconsin Statutes; and

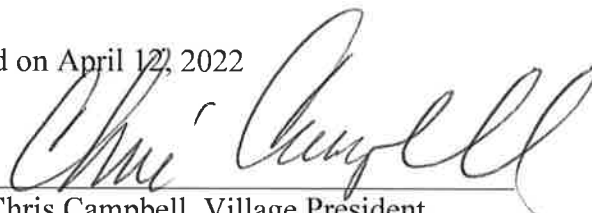
WHEREAS, §66.1001(4)(a), Wisconsin Statutes requires that the Village Board adopt written procedures designed to foster public participation at every stage of the Plan update process, and that such written procedures provide for wide distribution of draft Plan materials, an opportunity for the public 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 the Plan is important to ensure that it meets 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 Marshall 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 Marshall, Wisconsin hereby adopts the attached “Public Participation Strategy, Village of Marshall Comprehensive Plan” as its public participation procedures for its Plan update, and for subsequent periodic amendments to such updated plan, meeting the requirements of §66.1001(4)(a), Wisconsin Statutes.

Passed by a majority vote of the Village Board on April 12, 2022


Chris Campbell, Village President


Lindsey Johnson, Village Clerk

**Public Participation Strategy
Village of Marshall Comprehensive Plan
(Prepared March 15, 2022)**

Introduction

Section 66.1001 of Wisconsin Statutes—the State’s comprehensive planning legislation—requires that 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 Marshall 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 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 2002/2011 version of the Village of Marshall 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 Comprehensive Plan (presumably in the 2032-33 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 Village Board.
- 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 and subsequent amendments within a reasonable timeframe and a limited budget.

Public Participation Techniques

The process to complete the update to the Village of Marshall Comprehensive Plan is described in the attached “Meetings and Milestones Schedule.” This includes major participation opportunities such as a community survey, stakeholder interviews, small group meetings, and a community workshop. The exact events, topics, and timeframes may be adjusted during the Plan update process.

In addition, the Village will 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 or Village Board, while recognizing that the Commission and Board will need time at each meeting to concentrate on completing tasks without interruption.
- 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.

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 or through 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.



Comprehensive Plan Update Meetings and Major Milestones

Plan Commission Meeting #1: *March 23, 2022*

- Share purpose and process for comprehensive plan update; relationship to other plans
- Review public participation plan and resolution
- Learn about Regional Development Framework and relation to Village plan
- Discuss key topical areas, hopes, and desired analyses for Plan update

Village Staff/Consultant Kick-Off Work Session: *April 2022*

Public and Stakeholder Outreach Efforts: *April 2022-January 2023*

- Introductory information and link on Village Web page to more detailed MDRoffers' Web page for project (April-May 2022); keep Web page updated thereafter
- Special outreach in advance of community survey and Community Growth and Change Workshop (early June and early August)
- Periodic content for posting on the Village Facebook profile and to list of people expressing interest in being updated on the process
- Partner with existing media, such as the Waterloo-Marshall Courier, for outreach

Community Survey: *April-June 2022*

- Prepare draft survey in hard-copy format (April)
- After Plan Commission reviews survey, revise and adapt for Survey Monkey (May)
- Release survey and publicize survey availability through initial outreach (early June)
- Survey response deadline (late June)
- Code and report results (in advance of July Plan Commission meeting)

Complete Draft Conditions & Issues Volume of Comprehensive Plan: *April-July 2022*

Plan Commission Meeting #2: *May 25, 2022*

- Review and advise changes to draft community survey
- Advise on community stakeholders to interview and meet
- Review progress on Conditions & Issues volume preparation

Village Board Check-in Meeting #1: *June 14, 2022*

Intergovernmental Communications: *June-July 2022*

- Reach out to all adjoining towns, Dane County, WisDOT, and WisDNR for data & insight
- Obtain input on intergovernmental agreements, development, preservation, recreation, and transportation plans, and potential policies

Stakeholder Interviews: *July-August 2022*

- Interview key stakeholders, landowners, and developers and meet with committees and other small groups
- Understand vision and priorities for the Village, and learn advice and direction for chapters of the plan or parts of the Village of interest

Plan Commission Meeting #3: *July 27, 2022*

- Review results of community survey, and stakeholder and intergovernmental meetings
- Review Draft #1 of Conditions and Issues volume
- Plan for Community Growth and Change Workshop

Complete Draft Vision & Directions Volume of Comprehensive Plan: *August-November 2022*

Community Growth and Change Workshop: *August 2022 (or shift to Sep. for participation?)*

- Invite community to assist in updating the future land use map and growth policies
- Divide participants into small groups for a land use planning exercise

Plan Commission Meeting #4: *August 24, 2022 (or September 28, 2022)*

- Develop or refine community vision statement for plan
- Identify preliminary policy and initiative priorities within different plan chapters

Village Board Check-in Meeting #2: *September 13, 2022 (or October 11, 2022)*

Plan Commission Meetings #5 & #6: *October 12, 2022 (special) & October 26, 2022 (or Nov.)*

- Review and advise adjustments to draft Vision & Directions volume
- Decide on when to proceed with public hearing relative to other Village business/holiday

Public Hearing Draft Plan Materials Preparation: *November or December 2022*

- Prepare public hearing drafts of Conditions & Issues and Vision & Directions volumes, plus draft "poster plan" summary
- 30 days before hearing, post draft volumes on Web page, share with County and adjoining municipalities for comment, and publish public notice for hearing

Joint Board and Plan Commission Hearing: *December 2022 or January 2023*

- Conduct joint public hearing on plan update
- Followed by Plan Commission recommendation and Board adoption, at same meeting or subsequent meetings

Final Plan Assembly and Distribution: *January 2023 or February 2023*