

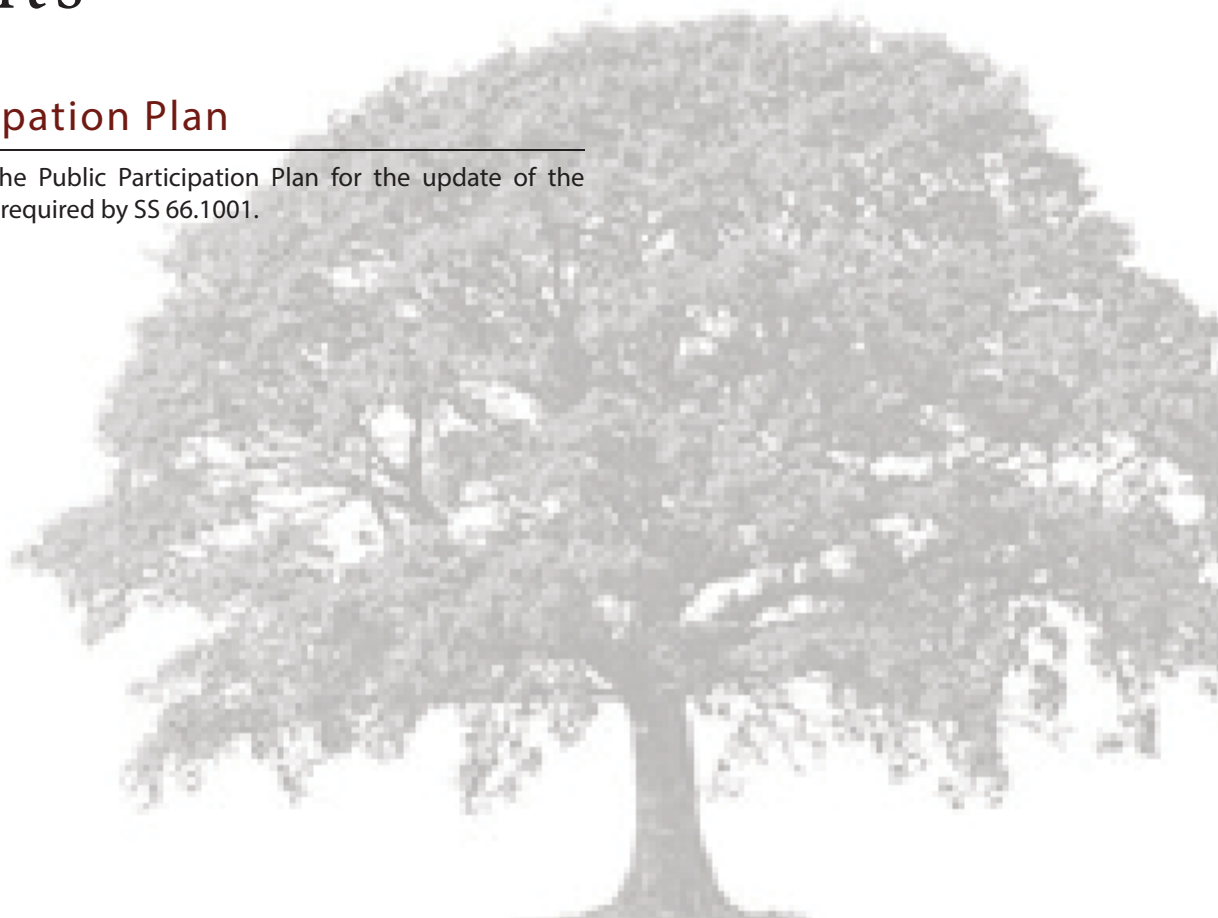
Appendix A

PUBLIC PARTICIPATION PLAN

Appendix A Contents

Public Participation Plan

Appendix A includes the Public Participation Plan for the update of the Comprehensive Plan as required by SS 66.1001.



Village of West Baraboo 2016 Comprehensive Plan Update Public Participation Plan

The Village of West Baraboo last updated its comprehensive land use plan in 2004. State Statute 66.1001 requires municipalities to update their comprehensive plan every 10 years. The Village of West Baraboo has elected to use the Village's Planning Commission to work with MSA Professional Services, Inc. to update the Village's Comprehensive Plan. The Planning Commission will have the responsibility for reviewing and recommending the draft Comprehensive Plan prepared by MSA and Village Staff. The Village Board shall have the authority to adopt the revised Comprehensive Plan.

The Village of West Baraboo has developed guidelines for involving the public as part of the requirements of the Comprehensive Planning Process (Wis. Stat. 66.1001(4)a). The goal of a public participation plan is 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 Village of West Baraboo will develop its Comprehensive Plan with opportunities for public participation as follows:

- **Project Meetings:** It is anticipated that the project will take eight meetings to complete. Six of the eight meetings will be working sessions with the Planning Commission. The purpose of the working sessions is to review, discuss, and create project material related to the creation of the draft Comprehensive Plan. A seventh meeting with the Planning Commission will include a formal public hearing held on the draft Comprehensive Plan. The final meeting will occur before the Village Board to adopt the Comprehensive Plan.
- **Public Notice:** Meeting times will be published and posted in accordance with Village procedures and State law. All Planning Commission and Village Board meetings are open to the public unless otherwise indicated in the posted meeting notice. Public attendees will be provided an opportunity to voice their ideas, opinions, and concerns at each meeting according to meeting procedures.
- **Project Website:** The Village of West Baraboo maintains its own website (www.vi.westbaraboo.wi.gov). The website may be used to post draft plan materials and meeting notices as they become available.
- **Community Survey:** Using an online web survey the Village will invite the public to submit ideas for making West Baraboo a better place to live, work shop, play, and stay. The results of the survey will be incorporated into the updated Comprehensive Plan.
- **Public Hearing:** One public hearing will be held on the updated Comprehensive Plan prior to adoption.

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

Plan Adoption Procedures:

- The Planning Commission shall, by majority vote, adopt a resolution recommending that the Village Board pass an ordinance to adopt the Draft Comprehensive Plan (Wis. Stat. 66.1001(4)b). Prior to taking action on the resolution the Planning Commission shall hold a Public Hearing on the Draft Plan, as stated in Wis. Stat. 66.1001(4)d. The hearing must be preceded by a Class 1 notice under ch.985.

- At least 30 days before the public hearing is held the Village shall provide written notice to all of the following, as stated in Wis. Stat. 66.1001(4)e:
 - An operator who has obtained, or made application for, a permit that is described under s. 295.12(3)d, within the jurisdiction of the Village.
 - A person who has registered a marketable nonmetallic mineral deposit under s. 295.20 within the jurisdiction of the Village.
 - Any other property owner or leaseholder who has an interest in property pursuant to which the person may extract nonmetallic mineral resources, if the property owner or leaseholder requests in writing that the Village of West Baraboo provide the property owner or leaseholder notice of the hearing.
 - Any person who has submitted a request to receive notice of any proposed ordinance that affects the allowable use of property owned by the person.

- An electronic (CD) copy of the Draft Plan, or notification on how to view/download a copy of the plan online, will be disseminated to neighboring jurisdictions and appropriate governments, as stated in Wis. Stat. 66.1001(4)b, providing 30 days for written comments. A copy of the Draft Plan will be sent to:
 - The Clerk for the following local governmental units shall receive a copy of the plan:
 - Sauk County
 - Town of Baraboo
 - Town of Delton
 - City of Baraboo
 - Administrator for the Baraboo School District
 - Baraboo Public Library
 - The Wisconsin Department of Administration – Division of Intergovernmental Relations

- Any written comments submitted to the Village by the above-mentioned governing bodies, property owners, or public, will be read into the minutes during the Public Hearing, evaluated, and incorporated as determined by the Planning Commission into the Comprehensive Plan. A summary of comments and subsequent action will be provided upon request.

- The Village Board, by a majority vote, shall enact the ordinance adopting the recommended plan (Wis. Stat. 66.1001(4)c). An electronic (CD) copy of the adopted plan and ordinance, or notification on how to view/download a copy of the plan online, will be disseminated to the above-mentioned governing bodies, as stated in Wis. Stat. 66.1001(4)b.

Vote: Yes _____ No _____

Adopted this _____ day of _____, 2016.

Attest:

 Village President, David Dahlke

 Village Clerk, Kathy Goerks

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