



## **Appendix A**

### Public Participation Plan



# APPENDIX A: PUBLIC PARTICIPATION PLAN

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# **PUBLIC PARTICIPATION PLAN FOR COMPREHENSIVE PLANNING**

## **VILLAGE OF Hortonville**

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### **INTRODUCTION**

The Village of Hortonville recognizing the need for comprehensive planning in accordance with the Wisconsin "Comprehensive Planning" legislation has created a Comprehensive Plan consistent with Section 66.1001 of Wisconsin Statutes. Consistent with Wisconsin Statutes, the Village will provide updates to its comprehensive plan at a minimum of every ten (10) years. The Village Board of Trustees or its appointed designee administers the Public Participation Plan.

In order to facilitate public knowledge and involvement in the Comprehensive Planning process the Village of Hortonville has prepared the following public participation plan. The plan was prepared in conformance with Section 66.1001(4)(a) of Wisconsin Statutes which states: "The governing body of a local government unit shall adopt written procedures that are designed 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 written procedures shall provide for wide distribution of proposed, alternative or amended elements of a comprehensive plan and shall provide an opportunity for written comments on the plan to be submitted by members of the public to the governing body and for the governing body to respond to such written comments."

### **GOALS OF PUBLIC PARTICIPATION PLAN**

The major goals of the public participation plan are as follows:

- Provide a range of opportunities and venues for the residents of the Village of Hortonville to participate in the Comprehensive Planning Process.
- Meet the standards set forth in Section 66.1001(4)(a), Wisconsin Statutes.
- Establish a formalized and recorded framework for public participation.
- Work with the Village of Hortonville Board of Trustees or its appointed designee and the Village Planning and Zoning Commission to create a thorough plan that can implement the goals and vision of the Village.

### **PUBLIC PARTICIPATION STRATEGY AND METHODS**

The public participation strategy provides a timeline, outlines notification methods and identifies how to submit written comments.

#### **Timeline**

The project timeline is project specific. It provides an approximate timeframe and a description of the key events and opportunities for public participation. See Attachment A.

## **Program Oversight**

The Village Board of Trustees or its appointed designee shall work with the Planning and Zoning Commission to develop a comprehensive plan and/or update to the existing comprehensive plan. Local residents and interested parties are encouraged to attend and provide input at Planning and Zoning Commission meetings throughout the comprehensive planning process. Once the draft plan is complete, the Planning and Zoning Commission shall recommend adoption of the plan to the Village Board of Trustees.

## **Notification Methods**

All meetings on the comprehensive plan and/or amendment shall be open to the public and the Village of Hortonville shall post a notice of all meetings in accordance with Chapter 985.02(2) of the Wisconsin Statutes. A meeting agenda shall be posted at the Village Administration Office, as well as on the posting board on West Main Street and the Village Police Department at 111 S. Nash Street. Press releases will be provided at key points in the planning process. Notice of the comprehensive planning process will be sent to owners of property, or to persons who have a leasehold interest in property pursuant to which the persons may extract non-metallic mineral resources in or on a property, in which the allowable use or intensity of use of the property is changed by the comprehensive plan and/or amendment (Chapter 66.1001 (4)(a) of the Wisconsin State Statutes). Notification to these individuals will be sent at the beginning of the process and during public comment and review prior to the plan adoption.

## **Written Comments**

Written comments will be collected both electronically and on paper throughout the comprehensive planning process. Electronic comments should be submitted via the Village of Hortonville's webpage (<http://www.hortonvillewi.org/>) unless otherwise specified in Attachment A. Written comments should be directed to the Village Administrator at P.O. Box 99, Hortonville, WI 54944-0099 or emailed to [admin@VOHortonville.com](mailto:admin@VOHortonville.com). Copies of the comments will be routed to the Village of Hortonville's Planning and Zoning Commission Chair, Village of Hortonville President and project consultant (if utilized). The Village Administrator will respond to the written comments by acknowledging receipt of the document and that the comments have been shared with those noted above for consideration in the final plan.

## **Website and Technology**

The planning process will utilize the Village of Hortonville's website, unless otherwise specified in Attachment A. The Village of Hortonville's website will contain all documents and maps produced as part of the Comprehensive Planning process. The website will also contain meeting notices, progress reports of the comprehensive planning status and a calendar of comprehensive plan events.

## **PLAN ADOPTION PROCEDURES**

A draft plan and/or amendment, when complete, shall be available at the Hortonville Public Library, the Village Administration office and on the Village of Hortonville's website. At least 30 days before the public hearing, written notice of when and where the comprehensive plan can

be inspected and how a copy of the plan can be obtained shall be sent to all of the following as specified in Chapter 66.1001(4) of the Wisconsin Statutes: An operator who has registered, obtained, made application for or received a permit for a non-metallic mining deposit; 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 local governmental unit provide the property owner or leaseholder notice of the hearing; and A political subdivision shall maintain a list of persons who submit a written request to receive notice of any proposed ordinance, for the adoption of a comprehensive plan or amendment, that affects the allowable use of the property owned by the person. Written notice and the proposed ordinance shall be provided, either by mail or in any reasonable form that is agreed to by the person and the political subdivision. The political subdivision may charge each person on the list who receives a notice a fee that does not exceed the approximate cost of providing the notice to the person. Additionally, written notice shall be sent to every governmental body that is located in whole or part within the boundaries of the Village of Hortonville and the clerk of every local governmental unit that is adjacent to the Village of Hortonville.

The Village will publish a class one notice at least 30 days prior to the public hearing. The notice shall include the date, time, and place of the public hearing; a summary, which may include a map, of the comprehensive plan or amendment to such a plan; the name of an individual employed by the local governmental unit who may provide additional information regarding the proposed ordinance; information relating to where and when the comprehensive plan or amendment to such a plan may be inspected before the hearing, and how a copy of the plan or amendment may be obtained.

The Village of Hortonville Planning and Zoning Commission will adopt a resolution to recommend the draft plan and/or amendment to the Village Board, after the public hearing. A public hearing will be held in accordance with Wisconsin Statutes 66.1001(4)(d) prior to Village Board approval of the comprehensive plan and/or amendment. Subsequent to the public hearing and on the recommendation from the Planning and Zoning Commission, the Village Board shall enact an ordinance adopting the Village of Hortonville Comprehensive Plan and/or amendment. The Village of Hortonville shall send one copy of the adopted comprehensive plan, or an amendment of the plan to all of the following: every governmental body that is located in whole or part within the boundaries of the Village of Hortonville, the clerk of every local governmental unit that is adjacent to the Village of Hortonville, the Wisconsin Department of Administration, East Central Wisconsin Regional Planning Commission and the local public libraries serving the Village of Hortonville.





## Attachment A

### PROJECT: VILLAGE OF HORTONVILLE YEAR 2030 COMPREHENSIVE PLAN UPDATE

Phase	Timeframe (Approximate)	Description/Key Events
<b>Organization</b>	February – March, 2013	<ul style="list-style-type: none"> <li>• Creation &amp; Adoption of Public Participation Plan</li> <li>• Establishment of Comprehensive Plan Update Webpage</li> </ul>
<b>Plan Kickoff Meeting &amp; Visioning</b>	March – May, 2013	<ul style="list-style-type: none"> <li>• Information article in <i>Village Voice</i></li> <li>• Kickoff Meeting with the Hortonville Planning and Zoning Commission</li> <li>• Neighborhood Focus Group Session</li> </ul>
<b>Inventory/Analysis &amp; Issue Identification</b>	February – July, 2013	<ul style="list-style-type: none"> <li>• Update inventory of the physical, social, and economic resources of the Village</li> <li>• Development of background maps</li> <li>• Review Focus Group results</li> <li>• Identify and prioritize issues (needs) and opportunities</li> <li>• Meet with Hortonville Planning and Zoning Commission</li> </ul>
<b>Plan/Goal Alternative Development</b>	July – September, 2013	<ul style="list-style-type: none"> <li>• Develop Plan alternatives and draft goals, strategies and recommendations</li> <li>• Meet with Hortonville Planning and Zoning Commission</li> </ul>

<b>Plan Implementation</b>	October – November, 2013	<ul style="list-style-type: none"> <li>• Develop final plan, strategies and recommendations</li> <li>• Create specific techniques, programs, and activities to meet community needs as they relate to broader jurisdictional planning issues</li> <li>• Meet with Hortonville Planning and Zoning Commission</li> </ul>
<b>Plan Review, Public Hearing &amp; Adoption</b>	November, 2013 – January, 2014	<ul style="list-style-type: none"> <li>• Develop draft comprehensive plan document</li> <li>• Meet with Hortonville Planning and Zoning Commission</li> <li>• Develop press release</li> <li>• Publish 30 day public notice</li> <li>• Hold Public Informational Meeting</li> <li>• Hold Public hearing</li> <li>• Hortonville Planning and Zoning Commission recommendation of comprehensive plan amendment</li> <li>• Village of Hortonville adoption of comprehensive plan amendment by ordinance</li> </ul>
<b>Plan Printing &amp; Distribution Activities</b>	February, 2014	<ul style="list-style-type: none"> <li>• Plan printing and delivery</li> </ul>

### **Planning Approach**

An update of all factual information contained within the existing Village of Hortonville Comprehensive Plan adopted in August, 2003 will be completed. This information will be shared with community leaders and the general public to ensure that the updated comprehensive plan is current and well-connected to short and long term trends and challenges.

Public participation and engagement will be generally sought in two basic forms:

- 1) traditional, yet well publicized, public comment opportunities will be provided at regular Planning and Zoning Commission and Village Board meetings during the process, and;
- 2) through the hosting of four 'neighborhood' focus groups (as part of a single event) which will assist in providing input and direction for community and neighborhood level physical improvements and changes that will be required to meet the established land use vision. (Described in more detail below)

At the end of the comprehensive planning process, a single public informational meeting will be held to provide the community an opportunity to ask questions and comment on the draft comprehensive plan amendment.

### **Community-Wide Planning Workshop/Neighborhood Focus Groups**

A large community-wide planning event will be held in the late spring of 2013 to evaluate a number of issue areas within the general framework of the comprehensive plan and in the context of the 'neighborhood'. This event will include a review and summary of standard plan element inventories and conclusions, as well as a list of known issues and accomplishments from the current comprehensive plan adopted in 2003. The focus groups will be used to identify specific neighborhood improvements and changes that will be used to maintain or enhance the specific planning topic areas including: livability and quality of life, multi-modal transportation and mobility, recreation and health, housing and changing markets, community services, economic development, environmental qualities and functions and adjacent developing areas.

