

**VILLAGE OF HEWITT
RESOLUTION 2010-03
Village of Hewitt Comprehensive Plan**

Public Participation

Statutory Requirement

Wis. Stats. § 66.1001 (4) (a) *The governing body of a local governmental 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 comment.*

Village of Hewitt Public Participation Policies and Procedures

- 1) All Comprehensive Planning Committee meetings will be open to the public and will be posted at the following public places: Hewitt Village Hall; Draxlers Food Mart and Hewitt Pioneer Bank. Notification of Comprehensive Planning Committee meetings will also be announced at monthly Village Board meetings.
- 2) Meetings of the Comprehensive Planning Committee will be held monthly at 7:00 p.m. at the Village Hall. Although the day and week of each meeting will be as consistent as possible, the actual date will be announced at the end of each Planning Committee meeting and will be posted as noted in #1 above.
- 3) A Community Survey will be mailed to all property owners and residents in the Village. This survey will be the primary source in drafting issues and opportunities for the comprehensive plan.
- 4) Each adjacent municipality will be notified of the Village's intent to begin the comprehensive planning process. The adopted comprehensive plan will be provided to adjacent municipalities.
- 5) The general public will be allowed to participate in each meeting and encouraged to do so.
- 6) Minutes of Planning Committee meetings and copies of comprehensive plan elements will be made available to the public upon request, and posted on the Village web site.
- 7) Two open houses will be held to give residents the opportunity to talk to Comprehensive Planning Committee members about plan progress, and provide input on the plan.

8) The Comprehensive Planning Committee will review the plan prior to recommendation for adoption to ensure that all elements specified in Wis. Stats. § 66.1001(2) entitled "Contents of a Comprehensive Plan" are included. The Planning Committee will forward the final draft of the comprehensive plan to the Village Board with a resolution passed by a majority vote of the Committee, recommending that the Village Board adopt the plan by ordinance. The Committee's vote shall be recorded in their official minutes. The resolution to the Village Board shall refer to all components of the comprehensive plan including maps and other descriptive materials.

9) Prior to adoption of the comprehensive plan by the Village Board, there will be at least one public hearing at which the proposed ordinance is discussed. A time period of up to 30-days following the public hearing will be set for the public to comment in writing. A Class 1 notice, pursuant to Chapter 985, Wis. Stats, will precede that hearing. The Class 1 notice shall contain at least the following information:

- a) The date, time and place of the hearing.
- b) A summary, which may include a map, of the proposed comprehensive plan or amendment to the plan.
- c) The name of a member of the Comprehensive Planning Committee or the Village Board, who can provide additional information regarding the proposed ordinance.
- d) Information relating to where and when the proposed comprehensive plan may be inspected before the hearing and a copy of the plan or amendment may be obtained.

10) Following the public hearing and review period, it will take a majority vote of the Village Board to enact the comprehensive plan as an ordinance.

11) Following adoption of the comprehensive plan as an ordinance, the ordinance and the plan shall be filed with the following entities in accordance with State Stats. 66.1001(4)(b).

- a) Every local body that is located in whole or in part within the boundaries of the local governmental unit (i.e., school district).
- b) The clerk of every local governmental unit that is adjacent to the Village of Hewitt.
- c) The Wisconsin Department of Administration.
- d) The North Central Wisconsin Regional Planning Commission.
- e) The Marshfield Public Library in Wisconsin Rapids.

Adopted by the Village of Hewitt Board on August 10, 2010.

I hereby certify that the foregoing resolution was duly adopted by the Village of Hewitt at a legal meeting on 10th day of August 2010 by a vote of: 4 YES 0 NO

Signed: [Signature] 8-10-10
Village President Date

[Signature] 8-10-10
Village Clerk Date