

Appendix A

PUBLIC PARTICIPATION PLAN

Appendix A Contents

Public Participation Plan

As required by SS 66.1001, every community must adopt a public participation plan at the beginning of the planning process. The purpose of the public participation plan is to define procedures for public involvement during every stage of the planning process.

PUBLIC PARTICIPATION PLAN

Village of Holmen 2015 Comprehensive Plan Update Public Participation Plan

The Village of Holmen 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 Holmen 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 Holmen 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 Holmen will develop its Comprehensive Plan with opportunities for public participation as follows:

- **Project Meetings:** It is anticipated that the project will take four meetings to complete. Two of the four 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 third 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.
- **Project Website:** The Village of Holmen maintains its own website (www.holmenwi.com). The website may be used to post draft materials and meeting notices as they become available.

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 Holmen provide the property owner or leaseholder notice of the hearing.

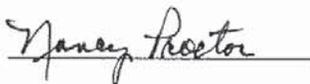
- Any person who has submitted a request to receive notice of any proposed ordinance that affects the allowable use of property owned by the person.
- An electronic (CD) copy of the Draft Plan will be disseminated to neighboring jurisdictions and appropriate governments, as stated in Wis. Stat. 66.1001 (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:
 - La Crosse County
 - Town of Holland
 - Town of Onalaska
 - City of Onalaska
 - Mississippi River Regional Planning Commission
 - The Wisconsin Department of Administration – Division of Intergovernmental Relations
 - Administrator for the Holmen School District
 - Holmen Public Library
- 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). The adopted plan and adopting ordinance will be copied on to an electronic (CD) and disseminated to the above-mentioned governing bodies, as stated in Wis. Stat. 66.1001(4)b.

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

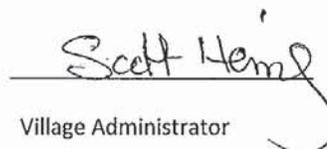
Vote: Yes No

Adopted this 10th day of September, 2015.

Attest:



Village President



Village Administrator

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