

Village of Menomonee Falls Resolution No. 1448-R-24

**A RESOLUTION TO ESTABLISH PUBLIC PARTICIPATION PROCEDURES FOR
COMPREHENSIVE PLAN UPDATE**

WHEREAS, the Village of Menomonee Falls has decided to prepare a comprehensive plan under the authority of and procedures established by Section 66.1001(4), Wis Stats; and

WHEREAS, Section 66.1001(4)(a), Wis. Stats, requires that the governing body of the local governmental unit adopt written procedures designed to foster public participation at every stage of comprehensive plan preparation, and that such written procedures shall provide for wide distribution of draft plan materials, and a process for the governing body to respond to such comments; and

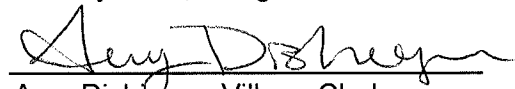
WHEREAS, the Village of Menomonee Falls believes that regular, meaningful public involvement in the comprehensive plan process is important to assure that the resulting plan meets the wishes and expectations of the public; and

WHEREAS, the attached Village of Menomonee Falls Comprehensive Plan Update Public Participation Plan includes written procedures to foster public participation, ensure wide distribution of draft plan material, provide opportunities for written comments on such materials, and provide mechanisms to respond to such comments.

NOW, THEREFORE, BE IT RESOLVED that the Menomonee Falls Village Board hereby adopts the written procedures included in the attached Village of Menomonee Falls Comprehensive Plan Update Public Participation Plan as its public participation procedures meeting the requirements of Section 66.1001(4)(a), Wis. Stats, for its current comprehensive planning efforts.

Adopted by the Board of Trustees of the Village of Menomonee Falls on the 5th day of August, 2024.

By: 
Jeremy Walz, Village President

Attest: 
Amy Dishinger, Village Clerk

Village of Menomonee Falls 2045 Comprehensive Plan Update

Public Participation Plan

The Village of Menomonee Falls's current Comprehensive Plan was adopted in 2016. State Statute 66.1001 requires municipalities to update their comprehensive plan every 10 years. The Village has developed the following public participation plan to inform and engage the public as part of the requirements of the Comprehensive Planning state statutes (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.

Public Participation Opportunities:

The Village will develop its Comprehensive Plan with opportunities for public participation including, but not limited, to the following activities:

1. Project Meetings:

- a. **Standing Committee Meetings.** The project will include multiple meetings with existing Village committees to review and discuss draft plan content. All meetings which involve agenda items related to the Comprehensive Plan update are anticipated to occur in open session and will be noticed according to Village's agenda posting practices. In addition, Plan Commission and Village Board standing committee meetings will be recorded and broadcast by government access Channel 25.
 - I. **Plan Commission.** The Village has elected to utilize Plan Commission as the steering committee overseeing the development of the Comprehensive Plan update. The planning process will include at least (6) meetings with the Planning Commission, inclusive of the public hearing.
 - II. **Other Committee & Commission Meetings.** The planning process may include one meeting attended with each of the following existing committees and commissions while working on corresponding sections of the plan relevant to each entity: Architectural Control Board, Utilities and Public Works and Community Development Authority.
 - III. **Village Board Meetings.** At least one meeting will be held with the Board after the public hearing and recommendation from Plan Commission. The Village Board shall have the authority to adopt the new updated Comprehensive Plan.
 - IV. **Public Hearing.** At least one public hearing will be held on the updated Comprehensive Plan prior to adoption by the Plan Commission as required under Wis. Stat. 66.1001(4)d.

2. **Public Open Houses.** The Village, with assistance from MSA, will share and seek feedback on the draft plan through both an in-person and online (Microsoft Teams) open house meetings prior to the Plan Commission's plan recommendation to the Village Board. At these pair of meetings, MSA will provide a summary overview of the planning process and the plan itself, highlighting critical policy directions, then collect reactions to gauge support for the proposed plan policies.

3. Online/Digital Engagement:

- a. **Community Survey.** The Village will develop and distribute a community survey, which will be used to garner issues and opportunities input from the general public. MSA will summarize and utilize the results of the survey to inform the goals and strategies identified in the plan.
- b. **Community Input Mapping.** MSA will develop a sharable link to an ArcGIS application focused on a map of Menomonee Falls that can be used by the public to identify strengths and weaknesses they would like to document and upload to the process.

4. **Stakeholder Interviews and Focus Groups.** MSA will conduct up to ten (10) interviews with stakeholders in the initial phase of the planning process to identify and understand issues of interest to the community. The interview process is an opportunity to connect with stakeholders that the Village knows tend not to show up in other parts of the process. MSA will also facilitate up to two (2) focus group discussions on such topics as renting, housing and the business climate. These interviews and focus groups will be held remotely (Microsoft Teams) which allows for greater flexibility and availability of participants.
5. **Pop-Up Events.** Village staff will have an interactive booth or tent at least two (2) outdoor events during the planning process to garner feedback and design ideas.
6. **Promotional Methods:**
 - a. **Village Website.** The Village will utilize its website to post draft plan materials, project and meeting notices, and meeting minutes as they become available.
 - b. **Flyers/Posters.** Physical flyers or posters will be used to help reach people that are otherwise relatively hard to reach, such as renters. Flyers will be posted in Village facilities, and with permission, at the community center, the library, and local businesses.
 - c. **Newspaper Articles.** The Village will reach out to the [North NOW] prior to key project events and milestones to encourage and inform articles about the process.
 - d. **Emails.** The Village will utilize the existing Village email listserv to promote project events and surveys. In addition, the Village will seek assistance from various community and business associations in the Village to promote project events and surveys through emails to their memberships.
 - e. **Social Media.** Announcements regarding project meetings and surveys will be promoted through the Village's Facebook feed.

Plan Adoption Procedures:

- a) The Village Board shall, by majority vote, pass an ordinance to adopt the Comprehensive Plan (Wis. Stat. 66.1001(4)b).
- b) Prior to adopting the Comprehensive Plan, the Village will hold at least one (1) Public Hearing on the plan. As stated in Wis. Stat. 66.1001(4)d, the hearing must be preceded by a Class 1 notice under ch.985. a minimum of 30 days prior to the hearing. Said notice shall contain at least the following information:
 - a. The date, time and place of the hearing.
 - b. 66.1001(4)(d)2. A summary, which may include a map, of the proposed comprehensive plan or amendment to such a plan.
 - c. 66.1001(4)(d)3. The name of an individual employed by the local governmental unit who may provide additional information regarding the proposed ordinance.
 - d. 66.1001(4)(d)4. Information relating to where and when the proposed 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.
- c) 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:
 - a. 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.
 - b. A person who has registered a marketable nonmetallic mineral deposit under s. 295.20 within the jurisdiction of the Village.
 - c. 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 provide the property owner or leaseholder notice of the hearing.

- d. 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.
- d) An electronic 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:
 - a. The Clerk for the following local governmental units shall receive a copy of the plan:
 - City of Milwaukee
 - City of Brookfield
 - City of Pewaukee
 - Village of Richfield
 - Village of Germantown
 - Village of Sussex
 - Village of Lannon
 - Village of Lisbon
 - Village of Butler
 - Waukesha County
 - b. Menomonee Falls Public Library
 - c. Southeastern Wisconsin Regional Planning Commission (SEWRPC)
 - d. The Wisconsin Department of Administration – Division of Intergovernmental Relations
- e) The Village Board, by a majority vote, shall enact the ordinance adopting the recommended plan (Wis. Stat. 66.1001(4)c). An electronic 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.