

RESOLUTION NO. 22-434A RESOLUTION TO ADOPT A PUBLIC PARTICIPATION PLAN FOR MASTER PLAN UPDATES, WHICH IS  
INCLUSIVE OF THE COMPREHENSIVE PLAN

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WHEREAS, The Village of Summit is currently engaged in an update of the Village of Summit Master Plan – 2020, which includes a Comprehensive Plan; and

WHEREAS, the Village acknowledges Wisconsin's Comprehensive Planning Legislation as set forth in s.66.1001 Wisconsin Statutes and the benefits of comprehensive planning; and

WHEREAS, this planning effort will lead to the preparation of an updated Village Master Plan satisfying the provision of s.66.1001 Wisconsin Statutes; and

WHEREAS, the statutes require that the governing body of a local governmental unit 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 during the preparation of a comprehensive plan; and

WHEREAS, at their January 13, 2022 meeting, the Summit Village Board and Plan Commission agreed upon the various elements of the Public Participation Plan; and

WHEREAS, the Public Participation Plan will serve as a guide to the Village Plan Commission and Village staff to develop detailed initiatives to obtain public input.

NOW BE IT HEREBY RESOLVED BY THE VILLAGE BOARD OF THE VILLAGE OF SUMMIT that the Village adopts the Public Participation Plan as presented on January 13, 2022.


EFFECTIVE DATE. This resolution shall take effect immediately upon passage and posting or publication as provided by law.

Dated this 13<sup>th</sup> day of January 13, 2022.

Village of Summit

  
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Jack Riley, Village President

ATTEST:

  
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Debra J Michael  
Village of Summit Administrator-Clerk/Treasurer



**Public Participation Plan for the 2022 Update  
of the Master Plan for Village of Summit  
January 13, 2022**

**Introduction**

Public participation is an important part of the Village's planning process. For a plan to develop, decision makers need to hear ideas, thoughts, and opinions from their citizens and stakeholders. The public participation plan outlines procedures to give citizens the opportunity to participate and learn about their community.

Section 66.1001(4)(a) of the Wisconsin Statutes identifies, in part: "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 a wide distribution of proposed, alternative, or amended elements of a comprehensive plan and shall provide every 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."

The Village Board and Plan Commission for the Village of Summit intend to be responsive with the state mandate to include public participation throughout the planning process. The Village intends to use this document as a guide to involve their citizenry. Both residents and property owners can provide input as plan review occurs.

**Methods of Citizen Participation**

Many methods of public participation have existed in the past and will continue to exist. The Village of Summit update process uses six methods to encourage public input throughout the process. This plan explains the six methods.

**Method 1: Master Plan Update Committee**

The Village of Summit Village Board appointed Master Plan Update Committee members at their October 14, 2021 meeting to help guide the planning process. This group includes residents from the Village, as well as the Village Board and Plan Commission. The residents make up a majority of the membership with diverse interests and backgrounds. The committee has the responsibility of providing leadership and guidance during the plan development process and informing people in the community they represent.

**Method 2: Village Committee/Board Meetings**

The Village opens all planning meetings to the public. Village staff post all agendas on the Village Posting Board. Village staff also post agendas and meeting minutes through the Village of Summit website at [www.summitvillage.org](http://www.summitvillage.org) and residents can sign up for NotifyMe. Time is set aside at each meeting for public input.

**Method 3: Informational Letter**

The Village Board and Plan Commission intend to mail at least one letter to all property owners and residents directly affected by proposed changes to the Master Plan. This letter will outline the major issues and areas of the Village that may change, along with the meeting schedule. The owner list comes from official Waukesha County files.

**Method 4: Newspaper Reports**

Newspaper reports can effectively keep both the public and the press informed about the planning process. Village Staff will communicate with the local paper and distribute information that can expand public awareness of the planning process.

**Method 5: Open Houses**

The Village of Summit will sponsor one open house at the beginning of the update process and hold at least one more open house prior to any public hearing after recommendations have been prepared. The open house concept provides an informal setting for residents to interact with the commissioners, board members, committee members, and village staff. The open house also gives citizens the opportunity to gather information, ask questions, react to information and provide both written and verbal feedback.

**Method 6: Public Hearing**

The Village will hold at least one public hearing near the end of the plan update process, consistent with the requirements established in s.66.1001 Wisconsin Statutes. This hearing allows residents to receive information and provide public input on the Plan. The public hearing consists of a presentation summarizing and highlighting the major parts of the planning process and the final draft of the Plan. Participants have the opportunity to ask questions and provide comment. An official public record of the presentation and all comments will be established. The Village will make a draft of the Plan update available for review at the Village Hall at least 30 days before any public hearing. The Village will also mail copies of the draft Plan to surrounding municipalities and governments at least 30 days before any public hearing.

Chapter 66.1004(4)(a) states: "The written procedures shall describe the methods the governing body of a local governmental unit will use to distribute proposed, alternative, or amended elements of a comprehensive plan to owners of property, or to persons who have a leasehold interest in property pursuant to which the persons may extract nonmetallic mineral resources in or on property, in which the allowable use or intensity of use of the property is changed by the comprehensive plan." To satisfy this statutory requirement, the Village will provide information on the planning process directly to the owners of these properties in the Village.

Participants will also have the opportunity to provide written comments. The deadline for all written comments will be one week after any public hearing.