

Appendix F: Plan Adoption Documents

Village of Dane

2043 Comprehensive Plan Update

Public Participation Plan

The Village of Dane's current Comprehensive Plan was adopted in 2011. 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 statues (Wis. Stat. 66.1001(4)a). The goal of a public participation plan is to foster public participation with the diverse populations of the Village through 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. Plan Commission Meetings. The Village has elected utilize the Plan Commission as the board overseeing the development of the Comprehensive Plan update with the Village's selected consultant, MSA Professional Services Inc. The Plan Commission will have the responsibility for reviewing and recommending the draft Comprehensive Plan prepared by MSA. The planning process includes at least three (3) Plan Commission working meetings facilitated by the consultant.
 - b. Village Board Meeting & Public Hearing. At least one (1) public hearing will be held on the updated Comprehensive Plan prior to adoption by either the Plan Commission or Village Board as required under Wis. Stat. 66.1001(4)d.
2. Community Survey. Using an online web survey the Village will invite the public to submit ideas for making Dane a better place to live, work, shop, play, and stay. The results of the survey will be incorporated into the updated Comprehensive Plan. A hard copy of the survey will be available for pickup at a public facility.
3. Digital Engagement:
 - a. Promotional Methods:
 - I. Project Website. The Village will post draft plan materials, project and meeting notices, and meeting minutes, as they become available, on the Village's website.
 - II. Flyers/Posters. Physical flyers or posters may be used to help reach people that are otherwise relatively hard to reach, such as renters and minority residents. Flyers will be posted in Village facilities, and with permission, at local businesses and community facilities such as churches.
 - III. Newspaper Articles. The Village will reach out to the local newspaper prior to key project events and milestones to encourage and inform articles about the process.
 - IV. Emails. The Village will utilize email to promote project events. In addition, the Village will seek assistance from various community and business associations/groups in the Village to promote project events through emails to their memberships.

Plan Adoption Procedures:

1. The Plan Commission shall, by majority vote, adopt a resolution recommending that the Village Board pass an ordinance to adopt the Comprehensive Plan (Wis. Stat. 66.1001(4)b).
2. Prior to adopting the Comprehensive Plan the Village will hold at least one 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.
3. 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.
4. 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: Town of Dane, Town of Vienna, Dane County, Wisconsin Department of Administration – Division of Intergovernmental Relations
5. 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.

Vote: Yes _____ No _____

Adopted this _____ day of _____, 2022.

Attest:

Donald Postler, Village President

Teresa Hughey Groves, Clerk

VILLAGE OF DANE COMPREHENSIVE PLAN UPDATE
NOTICE OF OPEN HOUSE AND PUBLIC HEARING

NOTICE: The Village of Dane invites you to a public open house on January 8, 2024, at Village Hall, 102 Main Street, Dane, Wisconsin. The event will be held from 5:00 PM to 6:30 PM, providing an opportunity for the public to offer comments and pose questions regarding the revisions to the Village of Dane Comprehensive Plan. Individuals interested in participating are welcome to attend at any point during this designated time period.

NOTICE: The Village of Dane will hold a Public Hearing at 6:30 p.m. on January 8, 2024, at Village Hall, 102 Main Street, Dane, Wisconsin, to consider an update to the Village of Dane Comprehensive Plan. Any interested person may be heard at the time of the public hearing.

The purpose of the Comprehensive Plan is to guide land use and development-related decisions to meet an identified long-term vision. Chapters include goals, policies and actions pertaining to Housing; Transportation; Economic Development; Agricultural, Cultural and Natural Resources; Utilities and Community Facilities; Intergovernmental Cooperation and Land Use.

The draft plan is available on the Village's website at <https://villageofdane.org>. Questions regarding the Comprehensive Plan update should be directed to the Village Clerk by email at clerktreasurer@villageofdane.org or by phone at (608) 849-5422.

For publication for December 8, 2023.

RESOLUTION ____

ADOPTION OF THE RECOMMENDED 2043 COMPREHENSIVE PLAN AS PREPARED BY
THE PLAN COMMISSION

WHEREAS, the Village Board of the Village of Dane assigned the Plan Commission to prepare an update to the Village's Comprehensive Plan, previously adopted in 2011 for the Village of Dane; and

WHEREAS, the Plan Commission met numerous times to prepare and review the draft Village of Dane 2043 Comprehensive Plan; and

WHEREAS, members of the public were invited to participate in the planning process through regular monthly Plan Commission meetings; and

WHEREAS, the Village of Dane Plan Commission has reviewed the recommended the Village of Dane 2043 Comprehensive Plan at a regular monthly meeting; and

WHEREAS, members of the public, adjacent local governmental units, and Outagamie County will be given a 30-day review and comment period prior to the public hearing, which will be conducted by the Plan Commission for the Village of Dane 2043 Comprehensive Plan; and

WHEREAS, after said public hearing, the Village Board will decide whether to adopt by ordinance the Comprehensive Plan; and

WHEREAS, the Comprehensive Plan may be used as the basis for, among other things, official mapping, local subdivision regulations, general zoning ordinances, shoreland/wetland zoning, and as a guide for approving or disapproving actions affecting growth and development within the jurisdiction of the Village of Dane; and

WHEREAS, this Village of Dane 2043 Comprehensive Plan may from time to time be amended, extended, or added to in greater detail.

NOW, THEREFORE, BE IT RESOLVED, that the Village of Dane Plan Commission recommends adoption of said Village of Dane 2043 Comprehensive Plan by the Village Board by ordinance, after a 30-day public review and comment period and public hearing.

Adopted this [] day of [] 2023.

APPROVED

ATTEST

Donald Postler, Chairperson

Teresa Hughey Groves, Secretary

ORDINANCE NO. _____

AN ORDINANCE TO UPDATE AND ADOPT THE COMPREHENSIVE PLAN OF THE VILLAGE OF DANE, DANE COUNTY, WISCONSIN.

The Village Board of the Village of Dane, Dane County, Wisconsin, do ordain as follows:

Section 1. Pursuant to section 62.23(2) and (3) of the Wisconsin Statutes, the Village of Dane is authorized to prepare and adopt a comprehensive plan as defined in section 66.1001(1)(a) and 66.1001(2) of the Wisconsin Statutes.

Section 2. Prior to beginning the process to update the Village's previously adopted 2011 Comprehensive Plan, the Village Board adopted written procedures designed to foster public participation in every stage of the preparation of a comprehensive plan as required by section 66.1001(4)(a) of the Wisconsin Statutes.

Section 3. The Village Board of the Village of Dane assigned the Plan Commission to prepare an update to the Village's Comprehensive Plan.

Section 4. The Plan Commission has recommended the draft Village of Dane 2043 Comprehensive Plan for adoption by the Village Board.

Section 5. The Plan Commission of the Village of Dane has adopted a resolution recommending to the Village Board adoption of the document entitled "Village of Dane 2043 Comprehensive Plan," containing all the elements specified in section 66.1001(2) of the Wisconsin Statutes.

Section 6. The Plan Commission has held at least one public hearing on this ordinance, in compliance with the requirements of section 66.1001(4)(d) of the Wisconsin Statutes.

Section 7. The Comprehensive Plan may be used as the basis for, among other things, official mapping, local subdivision regulations, general zoning ordinances, shoreland/wetland zoning, and as a guide for approving or disapproving actions affecting growth, development, conservation, and recreation within the jurisdiction of the Village of Dane and its extraterritorial plat review area.

Section 8. The Village Board of the Village of Dane, WI, 2043 Comprehensive Plan," pursuant to section 66.1001(4)(c) of the Wisconsin Statutes.

Section 9. This ordinance shall take effect upon passage by a majority vote of the members-elect of the Village Board and [publication/posting] as required by law.

Adopted this _____ day of _____, 2023

APPROVED

ATTEST

Donald Postler, Village President

Teresa Hughey Groves, Village Clerk