

# **Citizen Participation Plan Comprehensive Planning Village of Harrison, Wisconsin**

## **PURPOSE**

In order for the comprehensive plan to operate effectively and to address the needs of the citizens of the Village of Harrison, the entire population must be kept informed. The decision-making process must be open and consistent with State regulations. To accomplish this, the following plan will be followed:

## **PROGRAM OVERSIGHT**

1. A steering committee composed of a number of varied and diverse stakeholders and representatives of the Village of Harrison will be appointed by the Village to guide the creation of the Comprehensive Plan.
2. A planning process progress report will be provided to the Village Plan Commission at three regularly scheduled meetings during the planning process.

## **CITIZEN PARTICIPATION**

1. A steering committee composed of a number of varied and diverse stakeholders and representatives of the Village of Harrison will be appointed by the Village to guide the creation of the Comprehensive Plan. Notice of these meetings will be posted by the Village in the standard manner of posting public meetings.
2. An online and paper survey will be distributed on the City's website, through social media, and made available at Village Hall and at locations and events around the Village to provide the public the opportunity to make written statements concerning the comprehensive plan.
3. Four (4) public meetings will be held to allow residents of the Village the opportunity to provide input concerning the comprehensive plan and comprehensive planning process. In later meetings, citizens will have the opportunity to review plan drafts and strategies.
4. A variety of stakeholders, as identified by Village staff, will be interviewed concerning specific comprehensive plan elements as part of the planning process. These results will be presented to the steering committee at its public meetings.
5. Material about the planning process will be available for review at community events.
6. A public hearing will be held at a meeting of the Village Plan Commission to review the Comprehensive Plan. After the public hearing has been held, the Plan Commission may recommend the Comprehensive Plan to the Village Board for adoption.

## **NOTICE OF HEARINGS**

1. The required public hearing by the Village Plan Commission must be preceded by a class 1 notice under Wisc. S.S. ch. 985 that is published at least 30 days before the hearing is

held. The political subdivision or regional planning commission may also provide notice of the hearing by any other means it considers appropriate. The class 1 notice shall contain at least the following information:

- The date, time and place of the hearing.
  - A summary, which may include a map, of the proposed comprehensive plan or amendment to such a plan.
  - The name of an individual employed by the local governmental unit who may provide additional information regarding the proposed ordinance.
  - 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.
2. At least 30 days before the public hearing is held, the Village will provide written notice to all of the following:
- An operator who has obtained, or made application for, a permit that is described under s. 295.12 (3) (d).
  - A person who has registered a marketable nonmetallic mineral deposit under s. 295.20.
  - 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 local governmental unit provide the property owner or leaseholder notice of the hearing.

#### **REQUIRED PUBLIC HEARINGS**

1. In addition to four public input meetings, a required public hearing shall be held at a meeting of the Village Plan Commission before the Plan Commission may make any recommendation to the Village Board concerning adoption of the Comprehensive Plan.

#### **PROGRAM INFORMATION, FILES, and ASSISTANCE**

1. The Village will maintain, at Village Hall, a record of all citizen participation efforts including minutes of meetings, and copies of notices and brochures.

#### **NON-ENGLISH SPEAKING PERSONS**

1. The Village will make all special efforts to assure them equal opportunity in the citizen's participation process.