

# Public Participation Plan

for the Village of Rockdale Comprehensive Plan Update Process

## Introduction

Recognizing that the Rockdale Village Comprehensive Master Plan must reflect the people it serves, the Village intends to encourage citizen input throughout the process of updating of its Comprehensive Plan. State statutes call for public participation procedures that provide for broad dissemination of proposals and alternatives, public meetings after effective notice, opportunity for written comments, communication programs, information services, provisions for open discussion, and consideration of and response to public comments. The creation of a Public Participation Plan is the first step in meeting these statutory requirements.

This Public Participation Plan outlines a basic framework for achieving an interactive dialogue between Village staff, Plan Commission members, Village Board members, and Rockdale residents. The following strategy for soliciting public review and input will apply throughout the local planning process leading to the adoption of the updated Rockdale Village Comprehensive Master Plan.

## Objectives for Public Involvement

The following is a list of objectives for public participation that the Village of Rockdale would like to achieve during the 2020 update of the Rockdale Village Comprehensive Master Plan:

- To promote awareness of the importance of participating in local planning processes among all Rockdale-area residents
- To engage people of all races, ethnic backgrounds and income levels
- To give the public opportunities to provide their input (both formally and informally) to the Plan Commission and Village Board
- To give the public access to all technical information and analyses performed throughout the planning process
- To obtain input from the broadest possible range of perspectives and interests in the community
- To elicit input through a variety of means (printed, and oral) in such a way that it may be carefully considered and responded to in a timely fashion
- To strengthen the Village’s sense of community and further the vision of active and positive participation by all members of the community in the decision-making and civic life of the municipality over the long term

## Responsibility for Implementation

The Village, its Board, committees, and staff have certain responsibilities for implementation of the public participation process and achieving the above objectives.

Each body shares the responsibility for implementing this plan and employing other methods that enhance public participation during the Village comprehensive plan process. Ultimately, it is the Village Board that will decide on the direction and content of policy documents and regulations that they deem to be in the best interest of Rockdale.

## **Public Participation Guidelines**

To promote awareness among Rockdale residents and invite their suggestions and comments during the plan update process, the Village of Rockdale has adopted the following public participation guidelines. Input will primarily be collected by making plan elements and drafts available for public viewing and comment and by inviting interested parties to participate in Rockdale Village Plan Commission meetings. A formal public hearing will also be conducted to allow public testimony regarding the final draft of the updated Rockdale Village Comprehensive Master Plan.

### **Guidelines for Meetings and Public Hearings**

The Village of Rockdale will ensure that public meetings allow for an open discussion of the relevant issues at hand and that public hearings allow for appropriate testimony. When public meetings or hearings are conducted, the Village of Rockdale will make every effort to ensure those who choose to participate in the planning process will have their opinions heard. To accomplish this, the following actions will be implemented:

- An agenda will be established that clearly defines the purpose of the public meeting or hearing, the items to be discussed, and any actions that may be taken.
- The scheduled date, time, and place will be convenient to encourage maximum participation by Village residents.
- The chair will conduct the meeting or hearing in an orderly fashion to ensure that all attendees have an opportunity to offer comments, discuss issues or provide testimony.
- The chair will provide opening remarks that clearly outline the purpose of the meeting or hearing, describe procedures attendees should use during the meeting or hearing when offering input and describe how the public input will be used.
- As appropriate, an overview of documents or proposals to be considered will be discussed.
- All persons attending the meeting or hearing that desire to participate should be allowed to do so. However, specific factors, such as the meeting or hearing purpose, number in attendance, time considerations, or future opportunities to participate, may require that appropriate constraints be applied. These constraints will be clearly outlined by the chair if the need arises.
- All attendees will be asked to sign in using a provided sign-in sheet.
- Summaries or minutes of meetings or hearings will be transcribed and made available as soon as possible following the meeting or hearing through the Village website.
- Special arrangements will be made under the provisions of the Americans with Disabilities Act (ADA) with sufficient advance notice.

## **Guidelines for Collecting Written Comments**

Detailed comments are often best expressed in a written format. To encourage the citizens of the Village to express written comment throughout the planning process, the following steps will be taken:

- All meeting and hearing notices will include the name and address of the Village Clerk to whom written comments should be sent, along with any deadlines for submitting comments.
- At public meetings or hearings, the chair will clearly announce any deadline for submitting written comments, if such comments are allowed subsequent to the meeting or hearing.
- Persons speaking or testifying will be encouraged to concisely express their comments and provide specific details in written format.

## **Consideration of and Response to Public Comments**

The various methods for involving the public and soliciting public opinions and comments during the Comprehensive Plan Process are defined herein. These methods represent the initial steps for bringing public comment into the decision-making process. The following steps will be taken to ensure that public recommendations and comments are taken into consideration by the decision-makers when developing the Comprehensive Master Plan:

- Time will be reserved after the close of a meeting, hearing or comment deadline and prior to the actual decision or recommendation being made to ensure that decision-makers can adequately review all relevant materials or comments.
- Decision-makers may reconvene a public hearing for the purpose of addressing public comments.
- The record (written comments or testimony, tape recordings, or minutes) of hearings and meetings will be compiled by Village Staff and made available to decision-makers for their review and consideration prior to a recommendation or decision being made. Substantive comments pertaining to studies, analyses, or reports, along with appropriate responses, will be included in the published documents.
- Relevant comments or testimony will be addressed through the findings-of-fact portion of the decision-maker's written decision or recommendation.

## **Public Participation Plan**

### **Planning Document Dissemination**

Draft elements of the updated Comprehensive Plan will be made available for public review as they are created. Documents that are up for review and/or approval during Plan Commission meetings will be made available at least 10 calendar days prior to the meeting scheduled for their discussion. The Village will also share a final draft of the updated plan prior to the public hearing.

Documents will be disseminated as follows:

- Digital copies will be posted to the Village website.

- One hard copy will be available for public review at the Village of Rockdale Community Building. Residents may request their own hard copy from the Village of Rockdale's offices for the cost of reproduction.
- Hard copies will be delivered to each of the elected Village officials and/or key staff. An additional copy will also be delivered for placement at the Town of Christiana clerk's office.

Meeting and hearing notices will state the availability and location of documents. The public will be invited to submit written feedback to the Village Clerk and/or to share feedback in person at Plan Commission meetings.

## **Public Meetings**

Meeting procedures may be modified as needed to adapt to the ongoing COVID-19 pandemic. All participants will be asked to comply with the relevant public health guidelines in place at the time of the meeting.

### *Plan Commission Meetings*

The primary opportunity for in-person citizen participation will occur at Village Plan Commission meetings. Public comment will be received following existing Plan Commission guidelines, with a two-minute limit per person. Additional comments may be submitted in writing to the Village Clerk.

### *Public Hearings*

Once the final draft of the updated Village of Rockdale Comprehensive Master Plan is complete, the Village, with assistance from RPC planning staff, will conduct a public hearing to receive public comment on the proposed Plan. A tentative schedule for these meetings is listed in the Plan Adoption Process section of this participation plan.

### *Meeting/Hearing Notices*

All public hearings held by the Village Plan Commission must comply with applicable notice requirements of the Wisconsin Open Meetings Law, statutes governing procedures for plan commissions, and any other notice requirements imposed by local ordinance or bylaws. At a minimum, the requirements of §19.31 pertaining to public meetings and notification will be met.

Official meeting notices will be prepared for any public meetings or hearings conducted pertaining to the Comprehensive Plan update. Village Staff will place public hearing notices in The Cambridge News (the Village's official paper) for each public hearing. It is recommended that any meeting notices be published at least one week prior to the meeting.

All governmental units must place a Class 1 notice at least 30 days prior to a hearing for comprehensive plan adoption or amendments (§ 985.07 and 985.01(1), Wisconsin Statutes). A Class 1 notice is one newspaper publication at least one week before the act or event (§ 985.07 and 985.01(1), Wisconsin Statutes). Public hearings held by the Village Plan Commission regarding ordinance adoption or amendment require a Class 2 notice according to state statutes. A Class 2 notice consists of two newspaper publications, at least once each week for consecutive weeks, the last at least one week before the act or event (§ 985.07 and 985.01(1), Wisconsin Statutes). Newspaper publications must be

in the municipality’s official newspaper or, if no official newspaper is designated, in a newspaper likely to give notice in the affected area (§ 985.03 and 985.05, Wisconsin Statutes).

The following information should be included in any notice:

- Name of the governmental body that will meet.
- Date, time and location of the hearing.
- Name of the applicant, appellant or petitioner.
- General description of the proposal, application or petition.
- Subject matter, statutory authority (recommended) and notice of any anticipated closed session and any intent to reconvene in open session within 12 hours after completion of a closed session (§ 19.85(2), Wisconsin Statutes).
- Notice that interested persons may present testimony regarding matters on the agenda at the meeting/hearing or in writing to the board prior to a deadline.
- Contact information for further information about the proposal or application.

## Plan Adoption Process

The Village of Rockdale will follow the procedures for adopting the comprehensive plan as listed in §66.1001, Wisconsin Statutes (Comprehensive planning). The first step in the adoption process is met by the adoption of this document, which details written procedures that are designed to foster public participation throughout the Comprehensive Plan update process.

## General Meeting Schedule

| Meeting Date     | Plan Commission Actions   |
|------------------|---|
| August 17, 2020  | Review and approve: <ul style="list-style-type: none"> <li>• Scope of work, timeline, meeting schedule</li> </ul> Review and adopt: <ul style="list-style-type: none"> <li>• Public participation plan</li> </ul> Review and edit: <ul style="list-style-type: none"> <li>• Goals, objectives, policies, recommendations</li> <li>• Progress since 2005</li> </ul>  |
| October 19, 2020 | Review and approve: <ul style="list-style-type: none"> <li>• Background document summary</li> <li>• Appendices - growth management options, environmental corridors, design review guidelines, annexation guidelines, historical site</li> </ul> Review and approve: <ul style="list-style-type: none"> <li>• Updated data</li> <li>• Updated maps</li> <li>• Updated Future Land Use Map (FLUM)</li> </ul> |

| <b>Meeting Date</b> | <b>Plan Commission Actions</b>  |
|---------------------|---|
| November 16, 2020   | Review and approve for 30-day public comment period: <ul style="list-style-type: none"> <li>• Final draft with updated data, maps, and text changes</li> <li>• Public hearing notice</li> </ul> |
| January 18, 2020    | Hold public hearing   |
| February 15, 2020   | Vote on resolution to adopt updated plan  |

## Project Timeline

It is anticipated that the Village Plan Commission will meet five times during the update process, and the update will be completed by spring 2021.

| <b>Month</b>     | <b>Activities</b>   | <b>Hours</b> | <b>Deliverables</b>   |
|------------------|---|--------------|---|
| July/August 2020 | Establish scope of work, timeline, meeting schedule<br>Revise goals, objectives, policies, recommendations<br>Document progress since 2005<br>Draft public participation plan | 12           | Scope of work, timeline, meeting schedule<br>Draft goals, objectives, policies, recommendations<br>Draft progress since 2005<br>Public participation plan |
| September 2020   | Review related documents<br>Review appendices   | 8            | Summary of related documents<br>Updated appendices  |
| October 2020     | Update data (24 tables)<br>Update maps (7 maps)<br>Update Future Land Use Map   | 34           | Updated tables, maps, FLUM  |
| November 2020    | Incorporate public feedback<br>Revise text and format document  | 20           | Final draft<br>Public hearing notice  |
| January 2021     | Hold public hearing   | 2            |   |
| February 2021    | Vote on plan adoption   | 2            | Final updated plan  |