

Appendix A

PUBLIC PARTICIPATION PLAN

Appendix A Contents

Public Participation Plan

As required by SS 66.1001, every community must adopt a public participation plan at the beginning of the planning process. The purpose of the public participation plan is to define procedures for public involvement during every stage of the planning process.

PUBLIC PARTICIPATION PLAN

Village of Holmen 2025-2045 Comprehensive Plan Update Public Participation Plan

The Village of Holmen's current Comprehensive Plan was adopted in 2016 with the land use section updated in 2021. 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).

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** 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.
 - I. **Plan Commission Meetings**. The Village has elected utilize the Plan Commission as the steering committee overseeing the development of the Comprehensive Plan update. The Plan Commission will have the responsibility for reviewing and recommending the draft Comprehensive Plan prepared by MSA for adoption by the Village Board. The planning process includes up to three (3) Plan Commission working meetings facilitated by Village staff with assistance from MSA, as needed.
 - II. **Community Survey**. We will use one (1) online community survey during the planning process. It will focus on identification of issues, opportunities, and preferences for the future of the community.
 - III. **Village Board Meetings**. The planning process will include at least one (1) Village Board meeting attended by the Village staff. The Village Board shall have the authority to adopt the new updated Comprehensive Plan and may hold a public hearing on the draft plan.
 - IV. **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. Promotional Methods:

- I. **Village Website**. The Village will utilize its existing website structure to post draft plan materials, project and meeting notices, and meeting minutes as they become available.

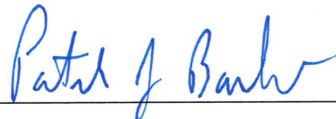
Plan Adoption Procedures:

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 (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.
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/Administrator for the following local governmental units shall receive a copy of the plan:
 - Town of Onalaska
 - City of Onalaska
 - Town of Holland
 - b. Village of Holmen Village Hall and Holmen Public Library
 - c. The 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 6 No 0

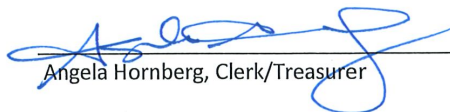
Adopted this 13th day of February, 2025.



Patrick Barlow, Village Board President

Attest:


Scott A Heinig, Administrator


Angela Hornberg, Clerk/Treasurer

This page intentionally left blank