

**VILLAGE OF WINDSOR  
PLAN COMMISSION RESOLUTION 2023-15**

**RECOMMENDING ADOPTING PUBLIC PARTICIPATION PROCEDURES  
FOR THE 2050 VILLAGE OF WINDSOR COMPREHENSIVE PLAN**

**WHEREAS**, pursuant to Section 66.1001 of the Wisconsin Statutes, all units of government which enact or amend zoning, subdivision, or official mapping ordinances on or after January 1, 2010, must adopt a comprehensive plan; and

**WHEREAS**, the Village of Windsor has adopted a comprehensive plan under the authority of and procedures established by Section 66.1001 of the Wisconsin Statutes; and

**WHEREAS**, Section 66.1001(4)(a) of the Wisconsin Statutes requires that the Village Board adopt written procedures designed to foster public participation during the preparation of a comprehensive plan; and

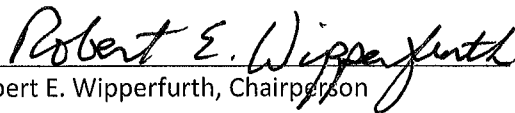
**WHEREAS**, the Village of Windsor believes that regular, meaningful public involvement in the comprehensive planning process is important to assure that the comprehensive plan continues to reflect input from the public; and

**WHEREAS**, public participation procedures have been developed to foster public participation in the comprehensive planning process.

**NOW, THEREFORE, BE IT RESOLVED** by the Plan Commission of the Village of Windsor recommends adopting the public participation procedures for developing the comprehensive plan attached hereto as Exhibit A to fulfill the requirements of Section 66.1001(4)(a) of the Wisconsin Statutes.

The above and foregoing Resolution was duly adopted at a meeting of the Plan Commission of the Village of Windsor held on June 08, 2023, by a vote of 5 in favor and 0 opposed.

**PLAN COMMISSION**

  
Robert E. Wipperfurth, Chairperson

**Attested by:**

  
Jamie Rybarczyk, Community Development Director

**Incorporated by Reference:**

Exhibit A: Public Participation Procedures for the Village of Windsor 2050 Comprehensive Plan

**VILLAGE OF WINDOR  
VILLAGE BOARD RESOLUTION 2023-75**

**ADOPTING PUBLIC PARTICIPATION PROCEDURES  
FOR THE 2050 VILLAGE OF WINDOR COMPREHENSIVE PLAN**

**WHEREAS**, pursuant to Section 66.1001 of the Wisconsin Statutes, all units of government which enact or amend zoning, subdivision, or official mapping ordinances on or after January 1, 2010, must adopt a comprehensive plan; and

**WHEREAS**, the Village of Windsor has adopted a comprehensive plan under the authority of and procedures established by Section 66.1001 of the Wisconsin Statutes; and

**WHEREAS**, Section 66.1001(4)(a) of the Wisconsin Statutes requires that the Village Board adopt written procedures designed to foster public participation during the preparation of a comprehensive plan; and


**WHEREAS**, the Village of Windsor believes that regular, meaningful public involvement in the comprehensive planning process is important to assure that the comprehensive plan continues to reflect input from the public; and

**WHEREAS**, public participation procedures have been developed to foster public participation in the comprehensive planning process.

**NOW, THEREFORE, BE IT RESOLVED** that the Village Board of the Village of Windsor hereby adopts the public participation procedures for developing the comprehensive plan attached hereto as Exhibit A to fulfill the requirements of Section 66.1001(4)(a) of the Wisconsin Statutes.

The above and foregoing Resolution was duly adopted at a meeting of the Village Board of the Village of Windsor held on June 15, 2023, by a vote of 4 in favor and 0 opposed.

**VILLAGE BOARD**

  
Robert E. Wipperfurth, Chairperson

**Attested by:**

  
Christine Capstran, Clerk

**Incorporated by Reference:**

Exhibit A: Public Participation Procedures for Amending the Village of Windsor 2050 Comprehensive Plan

## EXHIBIT A

### PUBLIC PARTICIPATION PROCEDURES FOR THE VILLAGE OF WINDSOR 2050 COMPREHENSIVE PLAN

#### A. Purpose

The Village of Windsor previously adopted a comprehensive plan under Section 66.1001 of the Wisconsin Statutes, which was titled “Village of Windsor Comprehensive Plan: 2035.” The comprehensive plan was prepared in accordance with a public participation plan adopted by the Village Board at that time that included activities to foster public participation in the preparation of the comprehensive plan. Under Section 66.1001(4)(a) of the Wisconsin Statutes, future amendments or new comprehensive plans must also be carried out in accordance with a public participation plan, adopted by the Village Board, designed to foster public participation. Public participation helps to ensure that the resulting comprehensive plan accurately reflects the vision, goals, and values of citizens in the community.

The balance of this document describes the process to be followed by the Village to foster public participation in development of the 2050 Comprehensive Plan. While no specific dates are outlined in this herein, the document serves as a general guideline for the methods of public outreach, the mechanisms, and the meetings to be held.

#### B. Goals

The Village of Windsor, Wisconsin and staff will work to:

1. Ensure that a broad range of interests are considered in the comprehensive planning process;
2. Actively seek involvement from the general public;
3. Ensure that the comprehensive planning process is inclusive as possible and the perspectives of all the interested parties influence the comprehensive plan;
4. Serve as liaisons to, and perform outreach to, individuals and groups throughout the community; and
5. Engage the entire community and stakeholder interest groups so that the comprehensive plan becomes a “living plan” with community buy-in and transparency.

#### C. Public Participation Activities and Procedures for the Comprehensive Plan

The Village will, at minimum, use the following techniques to obtain public input during the comprehensive plan update process:

1. Background Materials: the Village will provide opportunities for public review of materials describing the comprehensive plan (text, maps, tables), including the following:
  - a. Electronic copies of various draft materials throughout the comprehensive planning process will be made available on the Village website.
  - b. Printed copies of final draft materials will be made available at the Village Municipal Building for public viewing. The Village may charge a fee to cover the cost of providing additional printed copies.
  - c. Meeting minutes and agendas will be made available on the Village’s website as they take place.

2. Public Participation Methods: it is intended that the following public participation methods will be made available throughout the analysis portions of the comprehensive plan update:
  - a. Steering Committee: The Steering Committee (The Plan Commission) will hold various meetings throughout the comprehensive planning process to discuss goals and policies, review draft plan progress, review public input, and provide feedback. Meeting venues will include the Village Municipal Building and may include additional meeting locations (schools, senior centers, etc.). All meetings will be made available to the public allowing written or verbal comments.
  - b. Stakeholder Interviews: Consultants and Village staff will hold stakeholder meetings with a wide range of individuals and groups identified by the Village to explore issues and opportunities in and around the Village related to major components including land use, transportation, housing and economic development; Stakeholders will be engaged via personal interviews and attendance at Steering Committee meetings.
  - c. Online Engagement: The Village has employed an online software engagement platform as part of the comprehensive planning process. A dedicated online engagement website (insert website address) will be used to engage citizens and interested parties on the vision for the Village's future which will be customized to the community's needs, and may include components for general idea submission, targeting ideas to a map, instant polling, soliciting responses to particular challenges, online polls and surveys, photo sharing or responding to photos in a visual preference survey. All data received from the online engagement website will be incorporated into the plan.
  - d. Website & Social Media: The Village website will have a dedicated comprehensive plan page with information on the comprehensive planning process, opportunities for public input, and draft documents for all interested parties. Village social media (i.e. Constant Contact, Facebook and Instagram) may also be used to provide information on the comprehensive planning process.
  - e. Village Newsletter: Information on the planning process and opportunities for public input will be shared through the Village's triannual newsletter mailed directly to residents.
  - f. Public Workshop: A public workshop will be held to review comprehensive plan goals, objectives, trends; discuss public input gathered to date; and solicit additional input on the plan elements.
  - g. Open House: A public open house meeting will occur to allow all interested parties to review proposed comprehensive plan recommendations and provide feedback.
  - h. Adoption Meetings: As provided in Section 3 below public input opportunities will take place during the final adoption process of the comprehensive plan including a public hearing and Plan Commission/Village Board meetings.
3. Adoption Procedures
  - a. Public Hearing: As required by Section 66.1001(4)(d), the Village will hold a public hearing on the comprehensive plan. The hearing may be held by the Plan Commission, Village Board, or jointly by the Plan Commission and Village Board. The hearing will include a background presentation of the recommended comprehensive plan followed by an opportunity for the public to provide comments. The Village Plan Commission and Village Board will consider public testimony provided at the hearing and any written comments submitted to the Village prior their deliberations on the proposed comprehensive plan.

- b. Notice of Public Hearing: The public hearing will be preceded by a Class 1 notice that is published or posted at least 30 days before the hearing is held. In accordance with Section 66.1001(4)(d), the notice will include the date, time, and place of the hearing; a brief summary of the proposed comprehensive plan; a local staff contact for additional information and comment/questions submission; and information on how the proposed comprehensive plan may be viewed or obtained.
- c. Notification to Interested Parties: The Village Clerk will provide a copy of the public hearing notice and the proposed plan at least 30 days prior to the public hearing to any person who submits a written request to receive notice of a proposed comprehensive plan under Section 66.1001(4)(f). The Village may charge a fee to cover the cost of providing such notice.
- d. Plan Commission Recommendation: Following the public hearing, the Plan Commission will make a recommendation to the Village Board to approve, deny, or modify the proposed comprehensive plan. The Plan Commission's recommendation will be in the form of a resolution approved by a majority of the full membership of the Plan Commission.
- e. Village Board Action: Following Plan Commission action, the Village Board will consider the comprehensive plan and the Plan Commission's recommendation and approve, deny, or refer the proposed comprehensive plan back to the Plan Commission. If approved, Village Board approval will be in the form of an ordinance adopted by a majority of the full membership of the Village Board.
- f. Distribution of Plan: If approved by the Village Board, electronic copies of the plan will be sent by the Village Clerk to the parties listed in Section 66.1001(4)(b).