

**VILLAGE OF PULASKI, WISCONSIN**

**COMPREHENSIVE PLAN**

**PUBLIC PARTICIPATION PLAN**

**PROCEDURES FOR AMENDING  
COMPREHENSIVE PLAN**

*Adopted  
December 29, 2020*

VILLAGE OF PULASKI, WISCONSIN  
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# VILLAGE OF PULASKI, WISCONSIN

## PUBLIC PARTICIPATION PLAN PROCEDURES FOR AMENDING COMPREHENSIVE PLAN

On October 2, 2017 the Village of Pulaski adopted a the VILLAGE OF PULASKI COMPREHENSIVE PLAN under Section 66.1001, Wis. Stats. (the “Comprehensive Plan”). The Comprehensive Plan was prepared in accordance with a public participation plan adopted by the Village Board that included activities to foster public participation in the preparation of the comprehensive plan. Under Section 66.1001(4)(a), Wis. Stats., future amendments to the Comprehensive Plan must also be carried out in accordance with a public participation plan, adopted by the Village that is also designed to foster public participation in the amendment process. This document describes the process to be followed by the Village to foster public participation in the consideration of periodic future amendments to the Comprehensive Plan.

### ARTICLE I

#### **Public Participation Activities and Procedures for Comprehensive Plan Amendments**

Section 1.1 BACKGROUND MATERIALS The Village will make available to the public and provide opportunities for public review of materials describing all proposed amendments to the comprehensive plan, including the following:

- (a) Printed copies of materials describing a proposed plan amendment will be made available at the Village of Pulaski Municipal Building
- (b) Electronic copies of materials describing a proposed plan amendment may be posted on the Village website.

Section 1.2 OPTIONAL PUBLIC INFORMATIONAL MEETING. The Village Board, at its option, may schedule a public informational meeting to be held prior to the required public hearing. The public informational meeting will provide an opportunity for the public to review maps and other information relating to the proposed amendment. No formal procedures or notice requirements are required for the informational meeting; however, the Village will provide notice of the meeting through its website and through publication or posting.

Section 1.3 PUBLIC HEARING Pursuant to Section 66.1001(4)(d), the Village will schedule, notice and hold a public hearing on each proposed amendment to the Comprehensive Plan. The hearing shall be held by the Planning and Zoning Commission. The hearing will include a presentation by the applicant describing the proposed plan amendment followed by an opportunity for the public to comment on the proposed amendment. The Plan and Zoning Commission and Village Board will consider public testimony provided at the hearing and any written comments submitted to the Village prior to the hearing during their deliberations on the proposed plan amendment.

Section 1.4 NOTICE OF PUBLIC HEARING The public hearing will be preceded by a Class 1 Notice that is published or posted at least 30 days prior to the hearing date and by publishing on the Notice on the Village's internet website. Pursuant to Sec. 66.1001(4)(d), Wis. Stats., the notice shall include the following:

- (a) The date, time, and place of the hearing;
- (b) A brief summary of the proposed Comprehensive Plan Amendment and map illustrating the proposed amendment;
- (c) A local contact who may be contacted for additional information on the proposed plan amendment and to whom written comments regarding the plan amendment may be submitted; and
- (d) Information regarding where and when the proposed plan amendment may be inspected before the hearing and how a copy of the proposed plan amendment may be obtained.

Section 1.5 NOTIFICATION TO INTERESTED PARTIES The Village Clerk shall provide a copy of the public hearing notice and the proposed Comprehensive Plan Amendment at least 30 days prior to the date of the public hearing to any person who submits a written request to receive notice of a proposed amendment under Sec. 66.1001(4)(f), Wis. Stats.; and, in the event of a proposed amendment to the Comprehensive Plan related to a re-zoning petition, to any person who owns property within 500 feet from the boundaries of the parcel proposed to be re-zoned. A fee to cover the cost of providing such notice may be charged. The Clerk shall maintain a list of persons who have submitted a written request to receive notices of public hearings under Sections 66.1001(4)(e)(3) and 66.1001(4)(f), Wis. Stats.

Section 1.6 PLAN COMMISSION RECOMMENDATION Following the public hearing under Section 1.3 hereof, the Planning and Zoning Commission shall make a written recommendation to the Village Board to approve, deny, or modify the proposed amendment. The Planning and Zoning Commission's recommendation will be in the form of a resolution approved by a majority of the full membership of the Commission.

Section 1.7 VILLAGE BOARD ACTION Following Planning and Zoning Commission action, the Village Board will consider the amendment and the Planning and Zoning Commission's recommendation and approve, deny, or refer the proposed amendment back to the Commission. If approved, Village Board approval will be in the form of an ordinance adopted by the Village Board.

Section 1.8 DISTRIBUTION OF PLAN AMENDMENT If approved by the Village Board, printed or electronic copies of the amendment will be sent by the Village Clerk to the parties listed in Section 1.5 hereof.

## **ARTICLE II**

### **Additional Procedures for Comprehensive Plan Amendments Requiring a Rezoning**

Section 2.1 COMBINED HEARINGS FOR RE-ZONINGS. In the event an amendment to the Comprehensive Plan may be needed in order for a allow for a proposed rezoning to be consistent with the plan, the Village Board may, by Resolution of the Board, allow the public notice and public hearing for the proposed Comprehensive Plan Amendment and rezoning to be combined, if a combined hearing is acceptable to the applicant.

Section 2.2 COMBINED HEARING PROCEDURE. In the event of a Combined Hearing, the following procedures shall apply in addition to or in combination with those set forth in Article I:

- (a) The notice of the public hearing shall be published and distributed in accordance with the procedures set forth in Section 1.3 and Section 1.4; however, the public notice shall also include notification that the proposed rezoning will also be considered at the hearing. The notice will include any information required in a public notice for a rezoning under the Village zoning ordinance. The combined notice will constitute the first of the two (Class 2) public notices required for rezoning. The public notice will be published a second time one week after the first notice is published, unless a later time is specified in the zoning ordinance. The Village will also notify parties-in-interest as required by the Village zoning ordinance, and any parties that have filed a written request for rezoning notifications.
- (b) The Planning and Zoning Commission will consider and act on a proposed plan amendment before considering the requested rezoning, and a separate motion will be made for a recommendation to the Town Board on the plan amendment, followed by a motion to make a recommendation to the Town Board on the rezoning.

- (c) The Village Board shall consider and act on a proposed plan amendment before considering the requested rezoning. A separate motion shall be made for action on the plan amendment, followed by a motion to act on the rezoning. If approved, separate ordinances will be adopted for the plan amendment and for the rezoning as made and provide under the Village Code.

**ARTICLE III**  
**Optional Procedures**

The Village Board may from time to time, at its option, develop and approve additional public participation procedures or a separately documented public participation plan to provide for public informational meetings, the formation of advisory committees, the conduct of public opinion surveys, and/or other procedures to designed to obtain enhanced public input on a proposed Comprehensive Plan amendments.