

Village of Deerfield 2045 Comprehensive Plan Update Public Participation Plan

The Village of Deerfield's current Comprehensive Plan was adopted in 2007. 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) and the procedures required under the current Comprehensive Plan.

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 to utilize Plan Commission as the steering committee overseeing the development of the Comprehensive Plan update with the Village's planning consultant, MSA Professional Services Inc. The Plan Commission will have the responsibility for reviewing and recommending the draft Comprehensive Plan prepared by MSA. The planning process includes up to five (5) working meetings facilitated by the consultant.
 - II. **Plan Commission Public Hearing**. At least one (1) public hearing will be held on updated Comprehensive Plan prior to the Plan Commission recommending adoption by the Village Board as required under the current Comprehensive Plan.
 - III. **Village Board Meeting**. The planning process will include at least one (1) meeting attended by the consultant with the Village Board. 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. **Village Board Public Hearing**. At least one (1) public hearing will be held on the updated Comprehensive Plan prior to adoption by the Village Board as required under Wis. Stat. 66.1001(4)d.

2. Project Survey:

- a. **Community Survey**. The Village will provide a link to a question survey, which will be used to garner issues and opportunities input from the general public.

3. Digital Engagement:

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

Plan Adoption Procedures:

1. The Plan Commission shall develop an updated Comprehensive Plan with the consultant during its working meetings. At the conclusion of the working meetings, the Plan Commission shall submit an application to amend the Comprehensive Plan to the Village Clerk, including the updated Comprehensive Plan. The Village Clerk will verify receipt and forward a copy of the application to each member of the Plan Commission.
2. The Plan Commission shall review the application at one of its regular or special meetings. No action shall be taken at this meeting.

3. The Plan Commission shall hold a public hearing on its application and updated Comprehensive Plan. The hearing must be preceded by a Class 1 notice under ch. 985 a minimum of 7 days prior to the hearing. The notice shall contain at least the following information:
 - a. The date, time and place of the hearing.
 - b. 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.
4. After the public hearing, the Plan Commission shall make a written recommendation to the Village Board to:
 - a. Deny the proposed amendment;
 - b. Approve the proposed amendment without revision; or
 - c. Approve the proposed amendment with revision(s) that it deems appropriate, provided that such revisions are limited in scope to those matters considered in the public hearing.
5. The Village Board shall, by majority vote, pass an ordinance to adopt the Comprehensive Plan (Wis. Stat. 66.1001(4)b).
6. 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.
7. At least 30 days before the public hearing is held the Villages 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.
8. 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 for the following local governmental units shall receive a copy of the plan:
 - Town of Deerfield
 - Dane County
 - b. Deerfield Public Library
 - c. Capital Area Regional Planning Commission (CARPC)

- d. The Wisconsin Department of Administration – Division of Intergovernmental Relations
9. 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.

RESOLUTION #2023-04 OF THE VILLAGE OF DEERFIELD, WISCONSIN

Committee: n/a
 Committee Date: n/a
 Committee Recommendation: n/a

Public Hearing: n/a
 Village Board Date: July 24, 2023
 Village Board Action:

***A RESOLUTION TO ESTABLISH PUBLIC PARTICIPATION
 PROCEDURES FOR
 COMPREHENSIVE PLAN***

WHEREAS, the Village of Deerfield has decided to prepare a comprehensive plan under the authority of and procedures established by Section 66.1001(4), Wis Stats; and

WHEREAS, Section 66.1001(4)(a), Wis. Stats, requires that the governing body of the local governmental unit adopt written procedures designed to foster public participation at every stage of comprehensive plan preparation, and that such written procedures shall provide for wide distribution of draft plan materials, and a process for the governing body to respond to such comments; and

WHEREAS, the Village of Deerfield believes that regular, meaningful public involvement in the comprehensive plan process is important to assure that the resulting plan meets the wishes and expectations of the public; and

WHEREAS, the attached Village of Deerfield Comprehensive Plan Update Public Participation Plan includes written procedures to foster public participation, ensure wide distribution of draft plan material, provide opportunities for written comments on such materials, and provide mechanisms to respond to such comments.

NOW, THEREFORE, BE IT RESOLVED, that the Deerfield Village Board hereby adopts the written procedures included in the attached Village of Deerfield Comprehensive Plan Update Public Participation Plan as its public participation procedures meeting the requirements of Section 66.1001(4)(a), Wis. Stats, for its current comprehensive planning efforts.

BE IT FURTHER RESOLVED, the above and foregoing Resolution was duly adopted by the Village Board of the Village of Deerfield, Dane County, Wisconsin at a regular meeting held on 7-24-23 by a vote of 7 ayes and 0 nays, with ___ members not voting.

Adopted this 24th day of July, 2023.

Approved:



Village President Gregory Frutiger

Attested:



Village Clerk Marissa Aravena

ORDINANCE #2024-01 OF THE VILLAGE OF DEERFIELD, WISCONSIN

Committee: Deerfield Plan Commission
 Committee Date: May 20, 2024
 Committee Recommendation: Approved 5-0

Public Hearing: June 24, 2024
 Village Board Date: June 24, 2024
 Village Board Action: *Approved 5-0*

**ADOPTING THE VILLAGE OF DEERFIELD 2045 COMPREHENSIVE
 PLAN, AN UPDATE TO THE VILLAGE OF DEERFIELD
 COMPREHENSIVE PLAN**

WHEREAS, pursuant to Wis. Stat. §§ 62.23 and 66.1001, the Village of Deerfield is authorized to prepare and adopt a comprehensive plan;

WHEREAS, the Village Board, by the enactment of an ordinance, formally adopted the Village of Deerfield Comprehensive Plan as the Village's comprehensive plan on May 14, 2007;

WHEREAS, pursuant to Wis. Stat. § 66.1001(2)(i), the Comprehensive Plan must be regularly updated;

WHEREAS, the Plan Commission, by a majority vote of the entire Commission at a meeting held on May 20, 2024, adopted Plan Commission Resolution 2024-02 approving and recommending to the Village Board the adoption of an update to the Comprehensive Plan, titled Village of Deerfield 2045 Comprehensive Plan and attached hereto as Exhibit A, providing for a complete update of the Comprehensive Plan;

WHEREAS, the Village published a Class 1 public notice and held a public hearing regarding the update in accordance with the requirements of Wis. Stat. § 66.1001(4), the Comprehensive Plan, and the public participation procedures previously adopted by the Village Board; and

WHEREAS, the Village Board discussed the Village of Deerfield 2045 Comprehensive Plan at its June 24, 2024 meeting and found that the updated plan is in the best interest of the Village and that the Village of Deerfield 2045 Comprehensive Plan contains all of the required elements specified in Wis. Stat. § 66.1001(2);

ORDINANCE #2024-01 OF THE VILLAGE OF DEERFIELD, WISCONSIN

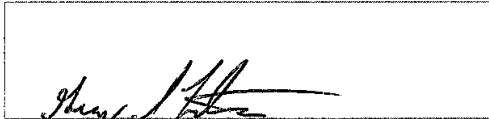
THEREFORE, the Village Board of Deerfield do ordain as follows:

PART I. The Village Board hereby adopts the Village of Deerfield 2045 Comprehensive Plan attached hereto as Exhibit A, replacing in whole the Comprehensive Plan adopted on May 14, 2007.

PART II. The Village Clerk is hereby instructed to send a copy of this ordinance, including Exhibit A, to the parties listed in Wis. Stat. § 66.1001(4)(b).

Adopted this 24th day of June, 2024.

Approved:



Gregory Frutiger, Village Board President

Attested:



Marissa Aravena, Village Clerk

Publication/Posting Date:

I hereby certify that the foregoing ordinance was duly enacted by the Village Board of the Village of Deerfield on June 24, 2024 by a vote of not less than a majority of the members-elect of the Village Board.


Marissa Aravena, Village Clerk