

# **APPENDIX A: PLAN ADOPTION & AMENDMENTS**

# Village of Genoa City 2045 Comprehensive Plan Update

## Public Participation Plan

The Village of Genoa City's current Comprehensive Plan was adopted in 2008. 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). The goal of a public participation plan is to foster public participation, including open discussion, communication programs, information services, and public meetings for which advance notice has been provided, in every stage of the preparation of a 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.** The project will include multiple meetings with existing Village committees to review and discuss draft plan content. 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. In addition, standing committee meetings may also be recorded and broadcasted by XXX.
- I. **Plan Commission.** The Village has elected to utilize Plan Commission as the steering committee overseeing the development of the Comprehensive Plan update. The planning process will include at least five (5) meetings with the Planning Commission, inclusive of the public hearing.
- II. **Village Board Meetings.** At least two (2) meetings will be held with the Village Board. At the first meeting, the Village Board will review the Draft Comprehensive Plan prior to the Public Open House. A second meeting will be held with the Village Board after the public hearing and recommendation from Plan Commission. The Village Board will review and shall have the authority to adopt the new updated Comprehensive Plan.
- III. **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. **Public Open Houses.** The Village, with assistance from MSA, will share and seek feedback on the draft plan through two (2) in-person open house meetings. The first meeting will serve as a Visioning Workshop Open House held at the beginning of the process to capture existing Village issues and opportunities from community members. Prior to the Plan Commission's plan recommendation to the Village Board, a second open house will be held to present the final draft of the plan. At this meeting, MSA will provide a summary overview of the planning process and the plan itself, highlighting critical policy directions, then collect reactions to gauge support for the proposed plan policies.

#### **3. Online/Digital Engagement:**

- a. **Community Survey.** The Village will develop and distribute a community survey, which will be used to garner issues and opportunities input from the general public. MSA will summarize and utilize the results of the survey to inform the goals and strategies identified in the plan.
4. **Stakeholder Interviews and Focus Groups.** MSA will conduct up to five (5) interviews or focus groups with stakeholders in the initial phase of the planning process to identify and understand issues of interest to the community. The interview process is an opportunity to connect with stakeholders that the Village knows tend not to show up in other parts of the process. These interviews and focus groups will be held remotely (Microsoft Teams) which allows for greater flexibility and availability of participants.



5. **Promotional Methods:**

- 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.
- b. **Flyers/Posters.** Physical flyers or posters will be used to help reach people that are otherwise relatively hard to reach, such as renters and minority residents. Flyers will be posted in Village facilities, and with permission, at other Village locations.
- c. **Newspaper Articles.** The Village will reach out to the [newspaper] prior to key project events and milestones to encourage and inform articles about the process.
- d. **Emails.** The Village will utilize existing email listservs to promote project events and surveys. In addition, the Village will seek assistance from various community and business associations in the Village to promote project events and surveys through emails to their memberships.
- e. **Social Media.** Announcements regarding project meetings and survey will be promoted through the Village's Facebook page.

**Plan Adoption Procedures:**

- a) The Village Board shall, by majority vote, pass an ordinance to adopt the Comprehensive Plan (Wis. Stat. 66.1001(4)b).
- b) 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.
- c) 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.
- d) 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:

- Village of Richmond, IL
- Village of Twin Lake
- Village of Bloomfield
- Town of Bloomfield

- Town of Randall
- Walworth County
- Kenosha County

- b. Genoa City Public Library
  - c. Southeastern Wisconsin Regional Planning Commission (SEWRPC)
  - d. The Wisconsin Department of Administration – Division of Intergovernmental Relations
- e) 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.

VILLAGE OF GENOA CITY

RESOLUTION NO. 2025-R-01-03

A RESOLUTION TO ESTABLISH PUBLIC PARTICIPATION PROCEDURES FOR  
COMPREHENSIVE PLAN UPDATE

**WHEREAS**, the Village of Genoa City 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 Genoa City 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 Genoa City 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 Village of Genoa City Board hereby adopts the written procedures included in the attached Village of Genoa City 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.

The above and foregoing Resolution was duly adopted by the Village of Genoa City Board, Walworth and Kenosha Counties, Wisconsin at a regular meeting held on 11/9/25 by a vote of 5 ayes and 0 nays, with 0 members not voting.

VILLAGE OF GENOA CITY

Approved: 

By: Ken Parker  
Ken Parker, Village President

Attest:   
Jackie Petritis, Clerk Treasurer

APPROVED: 11/9/2025

POSTED: 11/12/2025

RESOLUTION 2025-R-11-01

RE: ADOPTION OF THE RECOMMENDED VILAGE OF GENOA CITY COMPREHENSIVE PLAN 2045 AS PREPARED BY THE PLAN COMMISSION

WHEREAS, the Village Board of the Village of Genoa City assigned the Plan Commission to prepare an update to the Village's Comprehensive Plan, previously adopted in 2008 for the Village of Genoa City; and

WHEREAS, the Plan Commission met numerous times to prepare and review the Village of Genoa City Comprehensive Plan 2045; and

WHEREAS, members of the public were invited to participate in the planning process through regular monthly Plan Commission meetings; and

WHEREAS, the Village of Genoa City Plan Commission has reviewed the recommended the Village of Genoa City Comprehensive Plan 2045 at a regular monthly meeting; and

WHEREAS, members of the public, adjacent local governmental units, and Kenosha and Walworth Counties were given a 30-day review and comment period prior to the public hearing, which was conducted by the Plan Commission for the Village of Genoa City Comprehensive Plan 2045; and

WHEREAS, after said public hearing, the Village Board will decide whether to adopt by ordinance the Comprehensive Plan; and

WHEREAS, the Comprehensive Plan may be used as the basis for, among other things, official mapping, local subdivision regulations, general zoning ordinances, shoreland/wetland zoning, and as a guide for approving or disapproving actions affecting growth and development within the jurisdiction of the Village of Genoa City; and

WHEREAS, this Village of Genoa City Comprehensive Plan 2045 may from time to time be amended, extended, or added to in greater detail.

NOW, THEREFORE, BE IT RESOLVED, that the Village of Genoa City Plan Commission recommends adoption of said Village of Genoa City Comprehensive Plan 2045 by the Village Board by ordinance.

APPROVED:

  
\_\_\_\_\_  
Ken Parker, Plan Com Chairperson

ATTEST:

  
\_\_\_\_\_  
Jackie Petritis, Village Clerk/Treasurer

Ordinance No. 2025 O-15

**An Ordinance to Adopt the Comprehensive Plan of the Village of Genoa City, Kenosha and Walworth Counties, Wisconsin.**

The Village Board of the Village of Genoa City, Kenosha and Walworth Counties, Wisconsin, do ordain as follows:

**Section 1.** Pursuant to section 62.23(2) and (3) of the Wisconsin Statutes, the Village of Genoa City is authorized to prepare and adopt a comprehensive plan as defined in section 66.1001(1)(a) and 66.1001(2) of the Wisconsin Statutes.

**Section 2.** Prior to beginning the process to update the Village's previously adopted 2007 Comprehensive Plan, the Village Board adopted written procedures designed to foster public participation in every stage of the preparation of a comprehensive plan as required by section 66.1001(4)(a) of the Wisconsin Statutes.

**Section 3.** The Village Board of the Village of Genoa City assigned the Plan Commission to prepare an update to the Village's Comprehensive Plan.

**Section 4.** The Plan Commission has recommended the draft 2045 Comprehensive Plan for adoption by the Village Board.

**Section 5.** The Plan Commission of the Village of Genoa City has adopted a resolution recommending the Village Board adoption of the document entitled "Village of Genoa City Comprehensive Plan 2045," containing all the elements specified in section 66.1001(2) of the Wisconsin Statutes.

**Section 6.** The Village Plan Commission has held at least one public hearing on this ordinance, in compliance with the requirements of section 66.1001(4)(d) of the Wisconsin Statutes.

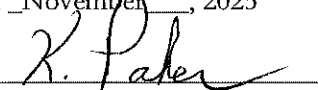
**Section 7.** The Comprehensive Plan may be used as the basis for, among other things, official mapping, local subdivision regulations, general zoning ordinances, shoreland/wetland zoning, and as a guide for approving or disapproving actions affecting growth, development, conservation, and recreation within the jurisdiction of the Village of Genoa City and its extraterritorial plat review area.

**Section 8.** The Village Board of the Village of Genoa City adopts the "Village of Genoa City Comprehensive Plan 2045," pursuant to section 66.1001(4)(c) of the Wisconsin Statutes.

**Section 9.** This ordinance shall take effect upon passage by a majority vote of the members-elect of the Village Board and effective upon publication as required by law.

Adopted this 13th day of November, 2025

Ken Parker, Village President:



(Published/Posted): November 19, 2025

(Approved, Vetoed):

Attest, Jackie Petritis, Village Clerk/Treasurer:

