

Village of Cambridge, WI 2023 Comprehensive Plan Update Public Inclusion Plan

In developing the 2023 Comprehensive Plan Update, the Village of Cambridge will encourage and enable public participation through...

Village Staff and Committees

Village Staff Communications

The Village has contracted with MSA Professional Services, Inc. as the consultant for the Comprehensive Plan Update. The consultant will communicate with Village Staff throughout the process via email, phone, and virtual meetings to move the project along and address any issues that may arise.

Plan Commission Meetings

The Village of Cambridge Plan Commission will serve as the working group to discuss planning issues and review draft documents. The Plan is expected to be on at least five (5) meeting agendas, as described below. These are public, noticed meetings that interested stakeholders may attend.

1. **Project Kick-off** | Issues and Opportunities analysis and discussion
2. **First Policy Review** | Discuss approximately half of the elements and initial discussion of Land Use
3. **Second Policy Review** | Discuss the remainder of the elements and review a draft of the Land Use Maps
4. **Full Plan Review** | Review second draft of Land Use Map(s) and Implementation Plan
5. **Plan Commission Adoption** | Plan Commission Public Hearing for public comment and adoption

Public Open House

The planning process will include one (1) open house meeting near the end of the planning process to seek feedback on the draft plan before the formal adoption process begins. The time and location will be at the discretion of the Village, and chosen for optimal public participation. Promotion may occur through the Village website, social media account(s), email distribution list, and other methods used by the Village. The presentation may be broadcast and/or recorded for additional viewing.

Promotional Methods & Digital Engagement

To encourage participation, the Village will utilize, as appropriate, the following outreach methods:

Village Website

The Village may use, at its discretion, the Village website to share information and documents throughout the process.

Flyers/Posters

Physical flyers and posters may be used in common public locations, as well as in municipal buildings to encourage engagement from residents that may be harder to reach through other methods.

Emails

The Village will utilize, when possible, existing email listservs to promote project events. In addition, the Village may seek assistance from local associations and community groups willing to assist in distribution of project information, meetings, and upcoming engagement opportunities.

Social Media

Announcements regarding project meetings may be promoted through Village social media sites.

Newspaper Postings

The Village will post, as required by law, public hearing notifications and other relevant information with appropriate newspaper outlets.

Other Methods

The Village may choose to also offer other opportunities for input, such as

Community Survey

Additional Public Meetings

Focus Group Meetings

Project Website



APPENDIX A

Plan Adoption Procedures:

- » The Plan Commission shall, by majority vote, adopt a resolution recommending that the Village Board of Trustees pass an ordinance to adopt the Comprehensive Plan (Wis. Stat. 66.1001(4)b).
- » Prior to adopting the Comprehensive Plan, the Village will hold at least one 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:
 - The date, time and place of the hearing.
 - 66.1001(4)(d)2.A summary, which may include a map, of the proposed comprehensive plan or amendment to such a plan.
 - 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.
 - 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.
- » 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:
 - 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.
 - A person who has registered a marketable nonmetallic mineral deposit under s. 295.20 within the jurisdiction of the Village.
 - 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.
 - 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.
- » 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.

The Village Board of Trustees, 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 required governing bodies, as stated in Wis. Stat. 66.1001(4)b.

VILLAGE OF CAMBRIDGE

RESOLUTION NO. 2022-17

A RESOLUTION TO ESTABLISH PUBLIC PARTICIPATION PROCEDURES FOR COMPREHENSIVE PLAN UPDATE

WHEREAS, the Village of Cambridge has decided to prepare a comprehensive plan update 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 Cambridge 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 Cambridge 2023 Comprehensive Plan Update Public Inclusion Plan includes written procedures to foster public participation, ensure distribution of draft plan material, and provide opportunities for written comments on such materials.

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of the Village of Cambridge hereby adopts the written procedures included in the attached Village of Cambridge 2023 Comprehensive Plan Update Public Inclusion 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 Board of Trustees of the Village of Cambridge, Dane County and Jefferson County, Wisconsin at a regular meeting held on December 13, 2022, by a vote of 6 ayes and 0 nays, with 0 members not voting.

VILLAGE OF CAMBRIDGE

Approved:

By: 
 Mark McMally, Village President

Attest: 
 Lisa Moen, Village Clerk

APPENDIX A

Village of Cambridge Ordinance 2003-02 - An Ordinance to Update and Adopt the Comprehensive Plan of the Village of Cambridge, Dane & Jefferson Counties, Wisconsin.

The Village Board of the Village of Cambridge, Dane & Jefferson Counties, Wisconsin, do ordain as follows:

Section 1. Pursuant to section 62.23(2) and (3) of the Wisconsin Statutes, the Village of Cambridge 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 2004 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 Cambridge assigned the Plan Commission to prepare an update to the Village's Comprehensive Plan.

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

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

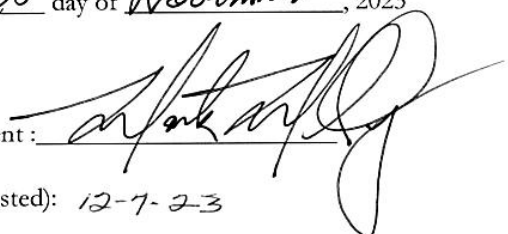
Section 6. The Village Plan Commission has held at least one public hearing on this ordinance, in compliance with the requirements of section 66.1001(4)(d) of the Wisconsin Statutes.

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 Cambridge and its extraterritorial plat review area.

Section 8. The Village Board of the Village of Cambridge 2045 Comprehensive Plan," 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 [publication/posting] as required by law.

Adopted this 28th day of November, 2023

Village President: 

(Published/Posted): 12-7-23

(Approved, Vetoed): 5-0

Attest, Village Clerk: Liamoen