

Sample Notice of Public Hearing Incorporating a Neighborhood or Other Specific Plan (Park and Open Space Plan in this example) into a Comprehensive Plan

NOTICE OF PUBLIC HEARING (Sample)

Please take notice that a Public Hearing will be held jointly by the (*name of local government*) Plan Commission and the (*Common Council/Village Board/Town Board*) on **Thursday, March 17, 2016 at 6:30 PM** at the (*City/Village/Town*) Hall, (*address*), Wisconsin, at which time the Commission and *Council/Board* will hear testimony on a proposed amendment to the (*City/Village/Town*) comprehensive plan.

The plan amendment will incorporate the report titled *A Park and Open Space Plan for the (City/Village/Town) of _____*, as a component of the comprehensive plan, in accordance with the requirements of Section 66.1001 of the Wisconsin Statutes. The (*Common Council/Village Board/Town Board*) will enact an ordinance to formally adopt the plan amendment.

Copies of the plan summary and the draft park and open space plan, which was approved by the (*City/Village/Town*) Parks and Recreation Advisory Board on December 16, 2015, are available for review at the Planning Department office in the (*City/Village/Town*) Hall during the hours of 8:00 a.m. to 5:00 p.m. Monday through Friday, or online at (*web site address, if applicable*). A copy may also be viewed at the _____ Public Library (*if applicable*).

Written comments must be submitted prior to or at the public hearing on March 17, 2016. Any questions, written comments, or requests for copies of the plan amendment should be directed to (*name and address of contact person*). Written comments will be addressed at the public hearing and will be given the same weight as oral testimony.

The purpose of this hearing is to hear public opinion on the draft park and open space plan for the (*City/Village/Town*). The Plan Commission and the (*Common Council/Village Board/Town Board*) will discuss and consider adoption of the plan at meetings to be held on April 21 and May 3, 2016, respectively.

Clerk
(*City/Village/Town*) of _____

Resolution No. ____-2016 (Sample)

**A RESOLUTION ADOPTING A NEW PARK AND OPEN SPACE PLAN
AS AN AMENDMENT TO THE VILLAGE OF _____ COMPREHENSIVE PLAN**

WHEREAS, the *Village of _____*, Wisconsin, pursuant to Sections 61.35 and 62.23 of the Wisconsin Statutes, has created a *Village Plan Commission*; and

WHEREAS, it is the duty and function of the *Village Plan Commission*, pursuant to Sections 62.23 and 66.1001 of the Statutes, to prepare and adopt a comprehensive plan, and amendments thereto, for the development of the *Village*; and

WHEREAS, The *Village Board*, by the enactment of an ordinance on _____, adopted the document titled, *A Comprehensive Plan for the Village of _____: 2035* as the *Village Comprehensive Plan*; and

WHEREAS, the *Village* has prepared an updated park and open space plan to help guide development of the *Village* park and open space system and protect important natural resources, as a component of and an amendment to the *Village* comprehensive plan; and

WHEREAS, public participation procedures for the plan amendment complied with the Public Participation Plan for Comprehensive Plan Amendments adopted by the *Village Board* on _____, and are described in Chapter 1 of the park and open space plan; and

WHEREAS, the *Village* has duly noticed and held a public hearing for the proposed amendment, following the procedures in Section 66.1001(4) of the Statutes.

NOW, THEREFORE, BE IT RESOLVED, that pursuant to Sections 62.23(3)(b) and 66.1001(4)(b) of the Statutes, the *Village of _____* Plan Commission hereby recommends adoption of the plan documented in *A Park and Open Space Plan for the Village of _____: 2035*, as a component of and an amendment to the *Village* comprehensive plan.

BE IT FURTHER RESOLVED that the Plan Commission does hereby recommend that the *Village Board* enact an Ordinance adopting the Comprehensive Plan amendment.

Adopted by the *Village of _____* Plan Commission this ____ day of _____, 2016.

Ayes____ Noes____ Absent____

Plan Commission Chairperson

Attest:

Plan Commission Secretary

Ordinance No. ____-2016 (Sample)

**AN ORDINANCE ADOPTING A NEW PARK AND OPEN SPACE PLAN
AS AN AMENDMENT TO THE VILLAGE OF _____ COMPREHENSIVE PLAN**

The *Village Board* of the *Village of _____*, Wisconsin, do ordain as follows:

SECTION 1. Pursuant to Sections 61.35 and 62.23 of the Wisconsin Statutes, the *Village of _____* is authorized to prepare and adopt a comprehensive plan as defined in Sections 66.1001(1)(a) and 66.1001(2) of the Statutes.

SECTION 2. The *Village Board*, by the enactment of an ordinance on _____, adopted the document titled, *A Comprehensive Plan for the Village of _____: 2035* as the Village Comprehensive Plan.

SECTION 3. The *Village Plan Commission*, by a majority vote of the entire Commission at a meeting held on _____, 2016, approved a resolution recommending to the *Village Board* the adoption of the document titled *A Park and Open Space Plan for the Village of _____: 2035* as a component of, and an amendment to, the *Village* comprehensive plan.

SECTION 4. Public participation procedures for the plan amendment complied with the Public Participation Plan for Comprehensive Plan Amendments adopted by the *Village Board* on _____, and are described in Chapter 1 of the park and open space plan.

SECTION 5. The *Village* has duly noticed and held a public hearing on _____, 2016, regarding this comprehensive plan amendment.

SECTION 6. The *Village Board* of the *Village of _____*, Wisconsin, does, by the enactment of this Ordinance, adopt the document titled *A Park and Open Space Plan for the Village of _____: 2035* as a component of, and an amendment to, the *Village of _____* comprehensive plan.

SECTION 7. This Ordinance shall take effect upon passage by a majority vote of the full membership of the *Village Board* and publication or posting as required by law.

Adopted by the *Village Board of the Village of _____* this ____ day of _____, 2016.

Ayes____ Noes____ Absent____

Village President

Published/Posted:_____

Attest:_____
Village Clerk