

**Public Participation Plan**

**Village of Caledonia Comprehensive Plan Update**

**Introduction & Purpose**

Public participation is a vital component of the comprehensive planning process. It helps ensure that the plan reflects the community’s shared vision for the future and gives residents a meaningful role in shaping local priorities. Through open dialogue, decision-makers and community members exchange ideas, share perspectives, and build a foundation of shared knowledge that informs the plan’s goals, policies, and strategies.

The purpose of this Public Participation Plan is to provide a guide for public involvement during the update process for the Village of Caledonia Comprehensive Plan. This plan fulfills the requirements of Section 66.1001(4) of the Wisconsin Statutes and serves as a guide to ensure transparency, inclusiveness, and meaningful citizen input during every phase of the process.

**Comprehensive Plan Special Review Committee**

A Comprehensive Plan Special Review Committee was formed at the onset of this process. This group serves in an advisory capacity to the Plan Commission to update the Village’s 16-year-old Comprehensive Plan. The committee's main role is to provide input on strategies to effectively reach out to a broad and diverse range of stakeholder groups. It also helps ensure that public feedback is effectively captured to create a vision that reflects the priorities of residents, businesses, and other Village stakeholders. Therefore, this committee will act as a bridge between the public and the planning process. Committee members will collaborate with Village staff and the Southeastern Wisconsin Regional Planning Commission (SEWRPC), the professional planning consultant for this project.

**Goals**

This Public Participation Plan is based on five main goals:

1. Ensure that the public is informed of the planning process.
2. Provide opportunities for all residents, landowners, business owners, and other stakeholders to participate.
3. Encourage open communication between citizens and officials.
4. Gather meaningful public input at all stages of the planning process.
5. Foster public understanding of the comprehensive plan content and purpose.

**Public Notification**

All meetings and events related to the comprehensive plan will be open to the public, and the Village of Caledonia will provide advance notice of public participation in accordance with Chapter 985 of the Wisconsin Statutes. Public participation opportunities will be announced through multiple channels, including:

* Village website postings
* Local newspapers
* Social media platforms
* Public bulletin boards at the Village Hall

**Public Participation Methods**

The Village will use a variety of methods to encourage public participation. Village staff will coordinate all public engagement activities throughout the comprehensive planning process. The table below outlines each method, along with its intended purpose, target audience, and proposed timing.

| Activity | Purpose | Target Audience | Timing |
| --- | --- | --- | --- |
| Community Survey | Solicit broad public input on goals, priorities, and issues | Residents, businesses, property owners | Early stage of planning process |
| Workshop sessions | Build a community vision | General public | Early stage of planning process |
| Plan Commission and Village Board Meetings | Discuss, review, and act on planning issues and documents | Officials, stakeholders, interested citizens | Throughout plan preparation |
| News Releases / Social Media / Newsletters | Notify the public of events, updates, and opportunities to engage | General public | At each milestone |
| Public Meetings & Open Houses | Present information and receive feedback | General public | At major project milestones |
| Website Updates | Provide project materials and updates; offer a platform for feedback | All community members | Ongoing |
| Comment Forms and Written Feedback | Provide a structured method for public input | All interested participants | Available throughout process |
| Focus Groups/ Pop-up Events or Stakeholder Interviews | Gather detailed input from key groups or interests | Business leaders, developers, institutions | As needed during planning phases |
| Public Hearing | Allow formal input on the final draft of the plan | General public | Prior to plan adoption |

* **Community Survey**

An online survey will be publicized to Village residents using the channels specified in the Public Notification section. QR Codes will also be placed in Caledonia parks and other public spaces. The survey will gather public input on key topics addressed in the comprehensive plan.

* **Workshop sessions**

Workshop sessions will use visual mapping, quick polls, and other participatory tools to build public awareness about the planning process and help create a shared vision for the future. Participants will identify their top priorities for the short-, medium-, and long-term future by ranking key issues and opportunities. These exercises will serve as the foundation for the development of plan goals and objectives.

**Documentation of Public Participation**

All public input and participation efforts will be documented and included in the final comprehensive plan. This documentation may include meeting summaries, photographs, survey results, public comments, and attendance records, demonstrating how public feedback informed the comprehensive planning process.

**Opportunities for Public Review and Comment**

Draft plan materials will be made available for public review both online and at Village offices. A formal public hearing will be held before the adoption of the comprehensive plan, allowing citizens to ask questions and provide comments about the final draft.

**Adoption**

This Public Participation Plan is adopted by the Village of Caledonia Village Board via resolution, in accordance with Wis. Stat. § 66.1001(4)(a). Copies of this adopted plan are available both online and at Village offices for consultation.