

BERLIN 2045 COMPREHENSIVE PLAN APPENDIX

Refer to the Plan Appendices for additional information:

APPENDIX A PLAN ADOPTION & AMENDMENTS

APPENDIX B ACTION PLAN

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APPENDIX D MAPS

**BERLIN 2046 COMPREHENSIVE PLAN
PLAN APPENDIX**

**APPENDIX A
PLAN ADOPTION & AMENDMENTS**

City of Berlin 2025-2045 Comprehensive Plan Update

Public Participation Plan

The City of Berlin's current Comprehensive Plan was last revised in 2010 with the future land use map last updated in 2024. State Statute 66.1001 requires municipalities to update their comprehensive plan every 10 years. The City 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).

Public Participation Opportunities:

The City 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 City's agenda posting practices.
 - I. **Plan Commission Meetings**. The City has elected utilize the Plan Commission as the steering committee overseeing the development of the Comprehensive Plan update. The Plan Commission will have the responsibility for reviewing and recommending the draft Comprehensive Plan prepared by MSA for adoption by the City Council. The planning process includes up to four (4) Plan Commission working meetings facilitated by MSA with assistance from City staff, as needed.
 - II. **Community Survey**. MSA will use one (1) online community survey during the planning process. It will focus on identification of issues, opportunities, and preferences for the future of the community.
 - III. **Public Open House Workshop**. MSA will facilitate one (1) in-person workshop.
 - IV. **City Council Meetings**. The planning process will include at least one (1) City Council meeting attended by MSA. The City Council shall have the authority to adopt the new updated Comprehensive Plan and may hold a public hearing on the draft plan.
 - V. **Public Hearing**. At least one (1) public hearing will be facilitated by MSA regarding the updated Comprehensive Plan prior to adoption by either the Plan Commission or City Council as required under Wis. Stat. 66.1001(4)d.

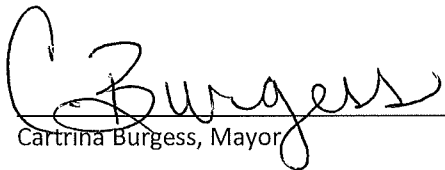
Plan Adoption Procedures:

1. The Plan Commission shall, by majority vote, adopt a resolution recommending that the City Council pass an ordinance to adopt the Comprehensive Plan (Wis. Stat. 66.1001(4)b).
2. Prior to adopting the Comprehensive Plan, the City 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.
3. At least 30 days before the public hearing is held the City 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 City.

- b. A person who has registered a marketable nonmetallic mineral deposit under s. 295.20 within the jurisdiction of the City.
 - 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 City 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.
4. 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/Administrator for the following local governmental units shall receive a copy of the plan:
 - Town of Berlin
 - Town of Aurora
 - b. City of Berlin City Hall and Berlin Public Library
 - c. The Wisconsin Department of Administration – Division of Intergovernmental Relations
5. The City Council, 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.

Vote: Yes Le No 0

Adopted this 10th day of June, 2025.


 Cartrina Burgess, Mayor

Attest:


 Jessi Balcom, City Administrator/Clerk-Treasurer