

# **BERLIN 2045 COMPREHENSIVE PLAN APPENDIX**

Refer to the Plan Appendices for additional information:

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

## **APPENDIX B ACTION PLAN**

## **APPENDIX C COMMUNITY ENGAGEMENT RESULTS**

## **APPENDIX D MAPS**

**BERLIN 2046 COMPREHENSIVE PLAN  
PLAN APPENDIX**

**APPENDIX A  
PLAN ADOPTION & AMENDMENTS**

ORDINANCE #06-26

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AN ORDINANCE TO UPDATE AND ADOPT THE COMPREHENSIVE PLAN OF THE CITY OF BERLIN, GREEN LAKE AND WAUSHARA COUNTIES, WISCONSIN

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The Common Council of the City of Berlin, Green Lake and Waushara Counties, Wisconsin, do ordain as follows:

**Section 1.** Pursuant to section 62.23(2) and (3) of the Wisconsin Statutes, the City of Berlin 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 City's previously adopted 2010 Comprehensive Plan, the Common Council 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 Common Council of the City of Berlin assigned the Plan Commission to prepare an update to the City's Comprehensive Plan.

**Section 4.** The Plan Commission has recommended the draft 2046 Comprehensive Plan for adoption by the Common Council.

**Section 5.** The Plan Commission of the City of Berlin has adopted a resolution recommending the Common Council adoption of the document entitled "City of Berlin Comprehensive Plan 2046," containing all the elements specified in section 66.1001(2) of the Wisconsin Statutes.

**Section 6.** The City 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 City of Berlin and its extraterritorial plat review area.

**Section 8.** The Common Council of the City of Berlin adopts the "City of Berlin Comprehensive Plan 2046," 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 Common Council and the day after publication as required by law.

Passed, approved and adopted this 10<sup>th</sup> day of June, 2026.


ROLL CALL VOTE:

6 AYES

0 NAYS

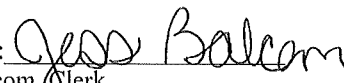
0 ABSENT

APPROVED AS TO FORM:

  
Eric Larson, City Attorney

CITY OF BERLIN

BY:   
Catrina Burgess, Mayor

ATTEST:   
Jessi Balcom, Clerk

# 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.

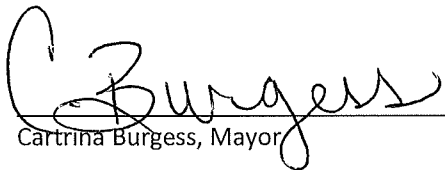
### **Plan Adoption Procedures:**

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 10<sup>th</sup> day of June, 2025.

  
 Cartrina Burgess, Mayor

Attest:

  
 Jessi Balcom, City Administrator/Clerk-Treasurer