

Public Participation Plan Zoning Code Rewrite Project Village of Jackson

INTRODUCTION

Public participation in government decision making is vital in our system of governance. While it is true that our elected officials were chosen to make decisions on behalf of the people they represent, it is also true that elected officials need to inform, be informed by, and interact with the public on an ongoing basis if their representation is to be meaningful. Regular and continuing involvement in government decision making is the very basis for the idea of citizenship. Public participation is likely to produce better decisions by utilizing the knowledge of the populace and by allocating part of the responsibility for formulating and implementing decisions to the citizens.

The Village of Jackson is therefore committed to encouraging and facilitating public participation throughout the preparation, review, and adoption of new zoning regulations. This public participation plan serves as a basic framework for achieving an open dialogue between Village residents, property owners, Village staff, and elected and appointed officials.

OBJECTIVES FOR PUBLIC PARTICIPATION

- The public has opportunities to provide input (both formally and informally) to appropriate decision makers.
- The public has access to technical information created during the process.
- Elected officials will have input from a broad range of perspectives and interests in the community.
- Public input is elicited through a variety of means (electronic, printed, and oral) in such a way that it may be carefully considered and responded to in a timely fashion.
- The process strengthens the sense of community and civic engagement.
- The process furthers the vision of having active and positive participation throughout the process by those most directly affected.

RESPONSIBILITY FOR IMPLEMENTATION

The Village of Jackson Village Board, Plan Commission, Village staff, and project consultant will share the responsibility for implementing the public participation activities described in this plan.

RESPONSIBILITY FOR DEVELOPING THE ZONING CODE

The Plan Commission will have the primary responsibility of developing a proposed zoning code and submitting it to the Village Board for further deliberations. The Village Board has the ultimate responsibility to ensure the adopted regulations achieve community-wide objectives.

PLANNED PUBLIC PARTICIPATION ACTIVITIES

- The project consultant will conduct up to 8 listening sessions with key stakeholders, which may include elected and appointed officials, department staff, and representatives of civic organizations, the local chamber of commerce, business groups, neighborhood groups, and the like.
- The project consultant will conduct one or more workshops for the Plan Commission to identify issues the new zoning code should address in new or different ways. The purpose of this exercise is to develop consensus on what needs to be addressed in the rewrite and sufficient direction to begin drafting the zoning ordinance.
- The project consultant and Village staff will conduct an open house prior to the public hearing to create an informal setting for residents and others to learn more about the proposed zoning code and to offer their suggestions and comments.



- A public hearing will be conducted to solicit input relating to the proposed zoning code.
- The project consultant, in consultation with Village staff, may issue news releases when appropriate.
- Residents and others will be able to provide written comments throughout the entire project.
- Various drafts of the zoning code will be made available as they are submitted for public review.
- An online survey will be conducted to solicit input from Village residents and others.
- The project consultant will use the ZoningHub platform to share the proposed zoning regulations in an online interactive way so that people can find out how their property may be zoned and related development standards.

OPPORTUNITY FOR WRITTEN COMMENTS

- Written comments will be accepted throughout the process and should be sent to Collin Johnson, Director of Inspections & Zoning, at collin.johnson@villageofjacksonwi.gov
- At public meetings or hearings, the presiding officer will announce any deadline for submitting written comments, if such comments are allowed subsequent to the meeting or hearing.

PUBLIC NOTICES FOR MEETINGS AND HEARINGS

Public notices of all meetings and public hearings will be prepared and distributed consistent with applicable notice requirements of the Wisconsin Open Meetings Law, and any other notice requirements imposed by local ordinance or bylaws.

APPROVAL

The Plan Commission reviewed this public participation plan at their meeting on July 17, 2025, and the Village Board approved the plan at their meeting on August 12, 2025.