

**RESOLUTION 2020-02**

**A RESOLUTION APPROVING THE TIMELINE AND PUBLIC PARTICIPATION PROCEDURES FOR THE  
COMPREHENSIVE PLAN UPDATE**

WHEREAS, the Town of Port Washington adopted a comprehensive plan under the authority of and procedures established by Section 66.1001 of the Wisconsin Statutes on February 2, 2009; and

WHEREAS, as required by Section 66.1001 (2)(i) of the Wisconsin Statutes, and in accordance with the Implementation Element of the adopted 2009 comprehensive plan, the comprehensive plan shall be updated no less than once every 10 years; and

WHEREAS, Section 66.1001 (4)(a) of the Wisconsin Statutes requires that the Town Board adopt written procedures designed to foster public participation in every stage of the preparation or amendment of a comprehensive plan; and

WHEREAS, public participation procedures and a work plan timeline have been developed to foster public participation in the planning process and were recommended for approval by the Plan Commission at their meeting of April 6, 2020;

NOW BE IT HEREBY RESOLVED, that the Port Washington Town Board hereby adopts the public participation procedures hereto attached as Exhibit A and adopts the work plan timeline hereto attached as Exhibit B for updating the Town of Port Washington Comprehensive Plan pursuant to the requirements of Section 66.1001 (4)(a) of the Wisconsin Statutes.

Adopted this \_\_\_\_ day of \_\_\_\_\_, 2020

TOWN OF PORT WASHINGTON

By: \_\_\_\_\_

Michael Didier, Town Chair

ATTEST:

By: \_\_\_\_\_

Heather Krueger, Clerk

## **EXHIBIT A**

### **Town of Port Washington 2020 Comprehensive Plan Update Public Participation Plan**

A comprehensive plan is the adopted official statement of a legislative body of a local government that sets forth the goals, policies, and guidelines intended to direct the present and future physical, social and economic development that occurs within its planning jurisdiction. A Public Participation Plan (PPP) defines how the public will be engaged in every stage of the planning effort. Wisconsin's Comprehensive Planning Law requires that communities adopt written procedures designed to foster public participation.

#### **Purpose of Public Participation Plan**

This PPP is intended to be used by those responsible for engaging the public in planning (local elected officials, planning staff, commissioners, committee members). They use it as a guide to implement activities and engage the public to help make decisions. The public may also use the PPP in order to provide direction on how to become involved. The PPP includes various cornerstones of public engagement including awareness, education, input, and decision making.

While specific dates or activities are not identified in this document, it serves as a general guideline for the methods and timeframes in which outreach and meetings will be held.

#### **Planning Phases**

The Planning process is generally broken into the following phases. Various public participation methods may be employed throughout any planning phase.

- Phase 1: Update background information, inventory, data, and maps
- Phase 2: Review and modify vision, goals, objectives, standards, and programs
- Phase 3: Plan Review and Adoption
- Phase 4: Ongoing Plan Implementation, Monitoring, and Amendment

#### **Engagement Methods**

The following represents the approach the Town will take to inform and involve the public:

Sources of Information (Awareness & Education) — information will be available as follows:

- Town website — A page on the Town of Port Washington's website will include specific information on the Comprehensive Plan update process. Resources such as meeting notices, meeting summaries and minutes, and drafts of Plan chapters will be available on this page.
- Subscription Service — On the Town's website, the public may sign up for notifications regarding the planning process.
- Other — Newspaper articles, press releases, and presentations to various community groups may also occur throughout the planning process.

Public Work Sessions (Awareness, Education & Input) — Public work sessions may occur as part of regularly scheduled or special Plan Commission or Town Board meetings, which will be open to the public. Specified slots for input and discussion by the public may be scheduled.

Public Hearings (Input & Decision Making) — State Statute 66.1001 (4)(d) requires at least one public hearing to be held before a Comprehensive Plan is adopted or amended, and the hearing must be preceded by a class 1 notice at least 30 days prior to the hearing. The public hearing will be open to the public and written and oral testimony will be taken.

Plan Commission Meetings (Awareness, Education & Input) — The Town's Plan Commission meets regularly, once a month on the 2<sup>nd</sup> Wednesday at 7:30pm in the Town Hall. A standing agenda item will allow for reports related to the planning process so staff may update the Commission on progress. All Plan Commission meetings are open to the public, with agendas and minutes posted on the Town's website. Every Plan Commission agenda includes a standing item allowing public appearances for non-agenda items.

## EXHIBIT B

### Town of Port Washington Comprehensive Plan Update Planning Process Timeline

Wisconsin's Comprehensive Planning Law requires updating of Comprehensive Plans at least once every ten years. This timeline will provide a general outline to accomplish the 2020 update of the Town of Port Washington's Comprehensive Plan.

#### Planning Phases

The Planning process is generally broken into the following phases:

- Phase 1: Update background information, inventory, data, and maps
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#### Establishing the Scope of Work

The established timeline for the planning process depends on the scope of work and desired outcomes. As data inventory and analysis is completed, a need for a more comprehensive review or update may appear. The Town Board may amend the scope of work, timeline, and public participation plan as needed.

#### Timeline

Phase	General Timeframe	Tasks
Phase 1	May – June 2020	Issues and opportunities - Chapters 1-3
		Housing - Chapter 4
		Transportation - Chapter 5
		Utilities and community facilities - Chapter 6
		Agricultural, natural, and cultural resources - Chapter 7
		Economic development - Chapter 8
		Intergovernmental cooperation - Chapter 9
		Land use - Chapters 10-11
		Implementation - Chapter 12
Phase 2	July – October 2020	Plan Commission review of updated data inventory and analysis
		Plan Commission review of vision, goals, objectives, standards, and programs
		Public Workshop(s)
Phase 3	November 2020	Public Information Meeting
	December 2020	Review/respond to/incorporate public comments
	January 2021	Plan Commission resolution
		Public notice (30 days)
	March 2021	Town Board public hearing
	April 2021	Town Board ordinance

