

COMPREHENSIVE PLANNING REQUIREMENTS & PROCESS

Enabling Legislation

Section 66.1001 Wisconsin State Statutes
Signed into law in October 1999

Procedures for Adoption

- Adoption of written procedures designed to foster public participation
- Class I (30 day notice)
- Public Hearing
- Adoption of a resolution by Plan Commission recommending adoption of plan by City Council
- Adoption of ordinance by City Council adopting plan

Consistency Requirements

(If a local governmental unit enacts or amends any of the following ordinances, the ordinance shall be consistent with that local governmental unit's comprehensive plan)

- Official mapping ordinances
- Local subdivision ordinances
- Zoning ordinance
- Shorelands or wetlands in shorelands zoning ordinances

Required Elements

- **Issues and Opportunities**
 - Population, household structure, education and income
- **Housing**
 - Age, structural, value and occupancy characteristics of existing housing stock
- **Transportation**
 - Existing transportation facilities including highways, transit, walking, bicycling, railroads, air transportation, trucking, water
- **Utilities and Community Facilities**
 - Sanitary sewer, storm sewer management, water supply, solid waste disposal, on-site wastewater treatment, recycling facilities, parks, telecommunications, power generating plants and transmission lines, health and childcare facilities, police, fire, EMS, libraries, schools, and other governmental facilities
- **Agricultural, Natural and Cultural Resources**
 - Groundwater, forests, agriculture, environmental sensitive areas, threatened and endangered species, surface waters, floodplains, wetlands, wildlife habitat, metallic and non-metallic mineral resources, parks, opens spaces, historic and cultural resources
- **Economic Development**
 - Labor force characteristics, commuting patterns, economic base information
- **Land Use**
 - Amount, type, intensity and density of existing land uses, trends in supply, demand and price of land
- **Intergovernmental Cooperation**
 - Relationship of local governmental unit to adjacent communities, school districts, county, special districts and systems, state and regional agencies
- **Implementation**
 - Compilation of programs and specific actions to implement the goals, strategies and recommendations

Planning Process

- **Organization (Jan. – Feb., 2016)**
 - Create and adopt a Public Participation Plan
 - Establish comprehensive plan update webpage
 - Appoint members to Ad Hoc Comprehensive Plan Committee
 - Develop On-Line Survey
 - Prepare preliminary demographic information
- **Plan Kickoff Meeting & Visioning (Feb. – April, 2016)**
 - Kickoff meeting with Ad Hoc Comprehensive Plan Committee (Feb.)
 - Workshop meetings (3) (April)
 - Post On-Line Survey (March)
- **Inventory/Analysis & Issue Identification/Vision & Goal Development (Jan. – July, 2016)**
 - Update inventory of the physical, social and economic resources of the City
 - Develop background maps
 - Meet with Ad Hoc Comprehensive Plan Committee (July)
 - Meet with Common Council (July)
- **Develop Draft Goals, Strategies & Recommendations (Aug. – Nov., 2016)**
 - Meet with Ad Hoc Comprehensive Plan Committee (August)
 - Meet with Ad Hoc Comprehensive Plan Committee (September)
 - Meet with Ad Hoc Comprehensive Plan Committee (October)
 - Hold intergovernmental meeting and public informational meeting (November)
- **Plan Implementation (Dec., 2016 – March, 2017)**
 - Meet with City Staff (December)
 - Meet with Ad Hoc Comprehensive Plan Committee (January)
 - Develop draft plan (Plan Framework)
 - Meet with City Plan Commission (March)
- **Plan Review, Public Hearing and Adoption (April – May, 2017)**
 - Develop press release
 - Public 30 day, Class I notice
 - Hold Public Hearing / City Plan Commission recommendation of comprehensive plan amendment by resolution (May)
 - City Council adoption of plan update (amendment) by ordinance (May)
- **Plan Printing and Distribution (July, 2017)**
 - Poster Plan Development
 - Plan printing and delivery

