

Mayor Richardson
Introduced by

Planning
Prepared by

Plan Commission
Referred to

June 11, 2019
Date

RESOLUTION R-122-19

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

WHEREAS, the City of Fitchburg adopted a comprehensive plan under the authority of and procedures established by Section 66.1001 of the Wisconsin Statutes on March 24, 2009, and

WHEREAS, the City of Fitchburg has amended said Comprehensive Plan from time to time as allowed under procedures to process amendments no more frequently than one time per year, and

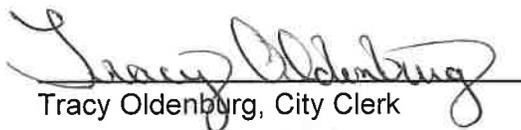
WHEREAS, as required by Section 66.1001(2)(i) of the Wisconsin Statutes, and in accordance with the Implementation Element of the adopted 2009 comprehensive plan, the comprehensive plan shall be updated no less than once every 10 years, and

WHEREAS, Section 66.1001(4)(a) of the Wisconsin Statutes requires that the City Council 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 June 11, 2019.

NOW BE IT HEREBY RESOLVED, that the Fitchburg Common Council 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 City of Fitchburg Comprehensive Plan pursuant to the requirements of Section 66.1001(4)(a) of the Wisconsin Statutes.

Adopted this 23rd day of July, 2019.


Tracy Oldenburg, City Clerk

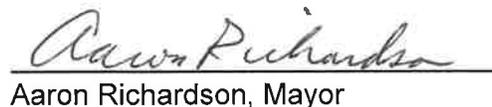

Aaron Richardson, Mayor

EXHIBIT A

City of Fitchburg 2019 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.

The City of Fitchburg adopted its Comprehensive Plan in 2009, with the planning effort beginning in 2003. By the 2009 Comprehensive Plan adoption, the city held 13 public open houses, three charrettes, over 70 committee meetings, 5 Citizen Advisory Committee meetings, and 7 public hearings. This 2019 PPP will guide the required ten-year update of the Comprehensive Plan. 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: Plan Audit, Background Information and Inventory
- Phase 2: Data Collection and Analysis, Trends and Assessment
- Phase 3: Development of Draft Elements, Strategy, and Policy Formulation
- Phase 4: Plan Review and Adoption
- Phase 5: Ongoing Plan Implementation, Monitoring, and Amendment

Engagement Methods

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

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

City Website and FACTv – A page on the City of Fitchburg'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. FACTv televises all public city meetings for viewing live and in recorded versions.

Notify Me Subscription Service – The city’s website provider, Civic Plus, includes a free subscription liserv called “Notify Me”. 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, Common Council, or Committee of the Whole meetings, which will be open to the public. Specified slots for input and discussion by the public may be scheduled. In addition, elements of the Comprehensive Plan may be referred to City Committees for review of specific topics.

Public Hearings (Input & Decision Making) – The City’s Comprehensive Plan Implementation Element, as well as 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. This PPP specifies that the City will exceed this requirement, holding at three or four public hearings. All public hearings will be open to the public and written and oral testimony will be taken.

- 1) Draft - Plan Commission (January 2020) – (1 and 2 may be held as Joint Meeting)
- 2) Draft - Council (January 2020) - (1 and 2 may be held as Joint Meeting)
- 3) Formal Public Hearing - Plan Commission followed by Comment Period (February 2020)
- 4) Public Hearing - Council (March or April 2020)

Plan Commission Meetings (Awareness, Education & Input) – The City’s Plan Commission meets regularly, once a month on the 3rd Tuesday at 7:00pm in the Common Council Chambers. 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, minutes and video recordings posted on the City’s website. Every Plan Commission agenda includes a standing item allowing public appearances for non-agenda items.

Survey and Focus Groups (Input) – The city will develop a survey to gather input on a variety of topics. Focus group sessions, intended to solicit input from specific stakeholders, may be scheduled.

Scope Discussed by the Committee of the Whole _____
Recommended for Adoption by the Plan Commission _____
Adopted by the Common Council _____
Amended by the Common Council _____

EXHIBIT B

City of Fitchburg 2019 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 2019 update of the City of Fitchburg's 2009 Comprehensive Plan.

Planning Phases

The Planning process is generally broken into the following phases:

- Phase 1: Plan Audit, Background Information and Inventory
- Phase 2: Data Collection and Analysis, Trends and Assessment
- Phase 3: Development of Draft Elements, Strategy, and Policy Formulation
- Phase 4: Plan Review and Adoption
- Phase 5: Ongoing Plan Implementation, Monitoring, and Amendment

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 become apparent. Staff developed the timeline below based on direction from initial meetings between staff, elected officials and appointed committee members. The Common Council may amend the scope of work, timeline, and public participation plan as needed.

Timeline

Phase	General Timeframe	Potential Tasks
Phase 1 & 2	June 2019	Launch website. Review survey software and draft survey. Audit Plan (inquire as to how staff and officials use plan, begin basic data update and review of policies). Staff updates data and produces basic supply and demand analysis of land uses within USA. Minor policy or procedural updates are prepared. PPP and timeline for adoption in late June or early July. Chapters Reviewed: Issues and Opportunities, Goals and Policies, Housing, Cultural Resources
	July 2019	Launch survey and continue tasks listed for June. Chapters Reviewed: Transportation, Community Facilities and Utilities, Natural Resources
	August 2019	Continued data analysis. Prepare and review other policy or land use changes. Prepare for other public input activities or opportunities. Chapters Reviewed: Economic Development and Land Use, Intergovernmental Cooperation
Phase 2 & 3	September 2019	Close survey, summarize and present results. Continue tasks listed for August. Chapters

		Reviewed: Implementation and continuation of previous month's tasks.
	October 2019	Provide Council update. Potential open house and or focus group meetings (purpose and extent to be determined).
	November 2019	Potential open house and or focus group meetings (purpose and extent to be determined).
	December 2019	Final synthesis of survey, open house, focus group, Council and Plan Commission feedback to date. Prepare final draft of Plan. Publish notices for January meetings as necessary.
Phase 4	January 2020	Adoption schedule begins for review of draft Plan.
	February 2020	Adoption schedule continues. Incorporate comments from draft reviews into Plan revisions.
	March 2020	Comment period and adoption schedule continues.
	April 2020	Potential council public hearing and adoption of Plan.
Phase 5	Ongoing plan implementation, monitoring, and amendment.	

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