



MEMORANDUM

**City of Fitchburg
 Planning and Zoning Department**

TO: Mayor Richardson, City Administrator Patrick Marsh
FROM: City Planner / Zoning Administrator Sonja Kruesel
DATE: November 26, 2019
SUBJECT: **2019-2020 Comprehensive Plan Update – Progress Update**

The following provides an informational update regarding the Comprehensive Plan update project as of November 26, 2019. The first table below provides progress updates in a chronological sequence. The second table identifies next steps.

Progress Update

	Date	Meeting & Topic	Materials Provided	Result
1	5/22/19	Kick-Off Presentation at Committee of the Whole (with Plan Commission).	Presentation provided definitions of Comprehensive Plans, the purpose of long-range planning, a review of the 2009 Growth Models and Plan, and options for the update scope of work (ranging from “Refresh to Rewrite”).	Majority feedback to staff: draft resolution with a shorter timeframe under a “Refresh” scope of work (no steering committee)
2	6/11/19 & 7/23/19	Plan Commission and Council review of Resolution R-122-19.	To provide guidance to decision makers, staff presented “ Memo #1 ” with data on available land within the USA and land use growth trends. General direction was that “refresh” scope of work would not include new Future Urban Development Areas	Council Adopts R-122-19
3	8/13/19	Council Meeting regarding Budget Amendment	Council approves Budget Amendment to reallocate approved Comp Plan funds for the Polco survey software, additional Intern hours for Fall 2019, and remaining dollars for consultant services.	Budget amendment approved.
4	8/20/19 & 8/27/19	Plan Commission and Council discuss outreach strategy for public engagement.	Staff presented “ Memo #2 ” outlining the proposed principles and pieces of engagement. This included surveys, district meetings, committee meetings, and an open house.	Generally positive feedback from the Plan Commission & Council to proceed with the proposed outreach.
5	9/10/19	Alders Clauder and Schroeder schedule “Discussion of Adding	Discussion amongst Council members regarding development outside of planned growth areas.	Council expresses desire to refer the specific “Edgewood topic” to Plan

		the Edgewood Athletic Complex in the Comp Plan for the Council Agenda		Commission and Council for a vote or decision on the matter.
6	9/17/19	Discuss proposal to "Re-Frame" the Plan, which would add "Growth Principles" and reorganize Plan Chapters within the "Refresh" scope of work.	Staff presented " Memo #3 " dated 9/12/19 which outlined the proposed framework.	Generally positive feedback from the Plan Commission to proceed with the proposed framework of the Plan.
7	9/25/19	Meeting of COW and Plan Commission included 2 Parts: (1) Review the Re-Frame presented on 9/17/19 and (2) Begin discussion of policies decision makers have raised in prior meeting discussions.	PowerPoint information regarding the reframe and addressing policy questions: <ul style="list-style-type: none"> • "Consistency" language from state law added. • Minor Amendment versus Major update defined. • Clarification that Council may make non-substantive technical changes to Plan Commission recommendations. • Bi-Annual Process for Minor Amendments Proposed • Minor Amendment Review Guidelines Proposed • Major Update procedures proposed Town of Madison, and • "Edgewood" 	Positive feedback from both bodies to proceed with the proposed framework of the Plan. Discussion regarding policy questions, to be continued.
8	10/2/2019	Progress update memo provided to Council and Plan Commission	Summarizes the feedback from decision makers to staff to date including the scope of the project.	Progress Update Memo provided to Council and Plan Commission
9	Oct. 2019	Robust public engagement campaign held throughout the month of October.	<ul style="list-style-type: none"> • City held five district meetings with approximately 150 total attendees. • City staff attended approx. 10 meetings of city and non-city committees to provide information and request feedback. • Two public surveys were available online and in hard copy form with approx. 300 responses. 	Feedback later compiled and summarized at the November 5 Special Meeting.
10	10/17/2019	Plan Commission	Agenda includes Resolution R-179-19 regarding Edgewood College	Plan Commission approves Resolution R-179-19 supporting adding Edgewood to the North Stoner Prairie Neighborhood Boundary

11	10/22/19	<p>Council discussion:</p> <ul style="list-style-type: none"> • progress update, • draft chapter previews, and • Implementation chapter including procedural policy questions. • R-179-19 	<p>Implementation Chapter discussion focused on:</p> <ul style="list-style-type: none"> • “Consistency” language from state law added. • Minor Amendment versus Major update defined. • Clarification that Council may make non-substantive technical changes to Plan Commission recommendations. • Bi-Annual Process for Minor Amendments Proposed • Minor Amendment Review Guidelines Proposed • Major Update procedures proposed 	<p>Slides presented to Council</p> <p>Council approves Resolution R-179-19 supporting adding Edgewood to the North Stoner Prairie Neighborhood Boundary</p>
12	11/5/2019	Plan Commission Special Meeting	<ul style="list-style-type: none"> • Outreach Summary • Draft Land Use Map • Also reviewed draft chapters with specific focus on Housing Chapter and Implementation Chapter (at least the 3rd meeting with specific discussion of procedural policies changes. See 9/25 and 10/22). 	<p>Slides presented to Plan Commission</p> <p>Draft Land Use Map Plan Commission support for 3 map changes (Edgewood, Promega, Oregon School)</p>
13	11/19/2019	Regular Plan Commission Meeting	<ul style="list-style-type: none"> • Preview of Open House Agenda • Review Land Use Chapter Draft • Working draft of Complete Plan posted online 	<p>Slides presented to Plan Commission along with draft Land Use Chapter</p>
14	11/20/2019	Public City-Wide Open House	<p>Open House purpose is to summarize the process to date, learn about the draft Plan and main revisions, view plan content via information boards, learn about next steps. Format was staff presentation followed by drop-in style open house viewing of summary boards.</p>	<p>Presentation Slides</p> <p>Handout</p> <p>Poster Boards</p>

Next Steps

The public outreach and engagement phase of the Plan update is now complete. The public may continue to provide comments at regularly scheduled meetings. Below is a schedule of upcoming meeting dates at which Comp Plan content may be discussed.

December 10, 2019	Common Council	Content TBD
December 12, 2019	Special Plan Commission Meeting	Content Focusing on Goals, Objectives and Policies in each section
December 17, 2019	Regular Plan Commission Meeting	Content TBD
January 14, 2020	Common Council	Content TBD
January 21, 2020	Anticipated Plan Commission Public Hearing and Recommendation on Adoption of the Plan	Recommendation for Adoption
January 22, 2020	Anticipated Presentation at Committee of the Whole	Informational Update
TBD	30 Day Public Comment Period Following Publication of Class I Notice for Public Hearing at Council	30 Day Public Comment Period
TBD	Anticipated Common Council Public Hearing and Adoption of the Plan	Adoption of Plan