

Comprehensive Plan Update Guide

Created for Waupaca County Communities, **UPDATED May, 2018**

Introduction

This guide is intended to assist individual communities through the comprehensive plan update process. State law requires an update every ten years, and the locally adopted comprehensive plans called for a five year interval. This process initially began in the Fall of 2015 with a series of cluster meetings throughout the county. The intention behind the cluster meetings was twofold, first it was meant to kick-off the project and get communities to start thinking about their plans and secondly they were intended to identify anything that was more regional in nature that might be beneficial for further action. The issues that were brought to light through this process were: trails, farmers markets, tourism and broadband internet. In response to this, more countywide meetings were held in 2016, each meeting addressed how each specific issue could be efficiently addressed.

If you have any questions concerning how to use this guide or about the comprehensive plan update process in general, please contact Ryan Brown – Planning and Zoning Director (715) 258-6258 or Jessica Beckendorf – Community Development Educator (715) 258-6230.

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Process Options

NOTE: *Prior to deciding on a process for your comprehensive plan amendment, consider how you will obtain input from your residents. If you will be engaging in more extensive changes, you may want to provide input options beyond the required public hearing.*

Choose a process that most closely matches your community's needs:

1. **No major changes needed, no/few goals need to be updated, and issues, opportunities, goals, etc are still relevant.** If this is true for your community, the following process applies:
 - a. Follow the same process you would for a comprehensive plan amendment. At least one public hearing is required. Your plan commission would need to pass a resolution, and your board would adopt an ordinance.
2. **Some changes are needed to be made to issues, opportunities, goals, or new sections need to be added, or more extensive revisions to chapters need to be done.**
 - a. Contact the county planning office for assistance on making these changes.
3. **Entire chapters need to be changed or the plan needs to be completely reworked.**
 - a. Contact the county planning office for assistance on making these changes.

Guide

Many of your community's plan sections will not require many changes. Included below are thoughts for selected sections of your plan. **The first step in updating your comprehensive plan will be to read through the entire plan** and note any areas that need updating, based on your knowledge of what has transpired since the plan was first adopted.

If your Plan Commission would like to add sections to the plan, contact the county planning office for assistance.

Some thoughts for selected sections of your comprehensive plan, by chapter and section:

Chapter 1

Plan Summary Section

- Do these issues still resonate with your community?
- If not, what should change?
- Do you need to survey the community again, or do you just need a public input session?

Plan Development Process and Public Participation Section

- Consider an addendum to this section to include the 2016-17 plan update process.

Issues and Opportunities Section

- Are there any deletions or additions to be made?
- Do you need to gather information from the public to determine whether there are any deletions or additions?

Issues and Opportunities Policies Section

- Do these policies still resonate with the community?
-

Chapter 2

Promoting Availability of Land for Development/Redevelopment of Low-Income and Moderate Income Housing Section

- Check references to the goals, especially if changes are made to the Population and Housing Goals and Objectives section.

Maintaining and Rehabilitating the Existing Housing Stock Section

- Check references to the goals, especially if changes are made to the Population and Housing Goals and Objectives section.

Population and Housing Goals and Objectives Section

- Which goals have been accomplished?
- Are there any that are out of date or irrelevant?
- Are there any new or emerging issues? **
 - If you added any issues and opportunities in the Issues and Opportunities Chapter, consider them and add any goals that relate here.

Population and Housing Policies and Recommendations Section

- Are these policies still relevant to the community?
 - Is there anything new that needs to be added?
-

Chapter 3

Transportation Plan & Planned Transportation Improvements Sections

- Are the issues highlighted in these sections still relevant?
- Is there anything new? Irrelevant?

Comparison with County, State, and Regional Transportation Plans Section

- What is still relevant?
- Is there anything new?
- Consider mentioning/adding State of Wisconsin Department of Transportation Plans for Highway 10 (if Highway 10 affects your community)

Transportation Goals and Objectives & Policies and Recommendations Sections

- What is still relevant?
 - Is there anything new?
 - If you added any issues and opportunities in the Issues and Opportunities Chapter, consider them and add any goals that relate here.
-

Chapter 4

All Sections

- Check the chapter for relevancy and any changes that need to be made/updates that need to be added.
- Consider adding a section on broadband. For sample language contact the county planning office or UW-Extension office (contact info).

Utilities and Community Facilities Goals and Objectives & Policies and Recommendations Sections

- What is still relevant?
 - Is there anything new?
 - If you added any issues and opportunities in the Issues and Opportunities Chapter, consider them and add/create any goals that relate here.
-

Chapter 5

All sections

- Check the chapter for relevancy and any changes that need to be made/updates that need to be added.
- Consider adding a section on farm markets, as is appropriate for your community. . For sample language, contact the county planning office or UW-Extension office (contact info can be found on page one of this document).

Agricultural, Natural, and Cultural Resources Goals and Objectives & Policies and Recommendations Sections

- Are there any new goals/objectives?
 - If you added any issues and opportunities in the Issues and Opportunities Chapter, consider them and add any goals that relate here.
-

Chapter 6

All Sections

- Check the chapter for relevancy and any changes that need to be made/updates that need to be added.

Strengths/Weaknesses Analysis, Desired Businesses, and Sites for Business and Industrial Development Sections

- Are the listed items still relevant?
- Are there any deletions or additions to be made?
- Do you need to gather information from the public to determine whether there are any deletions or additions?

Economic Development Goals and Objectives & Policies and Recommendations Sections

- Are there any new goals/objectives?
 - If you added any issues and opportunities in the Issues and Opportunities Chapter, consider them and add any goals that relate here.

Chapter 7

All Sections

- Check the chapter for relevancy and any changes that need to be made/updates that need to be added.

Intergovernmental Cooperation Goals and Objectives & Policies and Recommendations Sections

- Which goals/objectives are still relevant?
 - Is there anything new to add?
 - If you added any issues and opportunities in the Issues and Opportunities Chapter, consider them and add any goals that relate here.
 - Have any of the goals been accomplished? If so, describe and add the description to the end of the goal or objective.
-

Chapter 8

All Sections

- The county planning office will update Existing land use tables (there should be two).
- The county planning office will update the projected supply and demand of land uses table.
- Check the chapter for relevancy and any changes that need to be made/updates that need to be added.
- Add a reference to conservancy as a preferred land use classification (This will likely be Sec. 8.5)

Land Use Goals and Objectives & Policies and Recommendations Sections

- What is still relevant?
 - Is there anything new?
 - If you added any issues and opportunities in the Issues and Opportunities Chapter, consider them and add any goals that relate here.
-

Chapter 9

All Sections

- Check the chapter for what is still relevant/what is not.
- Remove any references to the inventory and trends report

Action Plan Section

- Add the 2016-17 process under “conduct a comprehensive plan update”
 - Have any items been completed? If so, describe and add the description to the end of the task or action.
-

Next Steps

Once you have updated your plan sections, you will need to go through the process of adopting the plan (even if you did not make major changes). Your plan commission will need to pass a resolution and your board will then pass an ordinance. Below are the basic steps, a sample resolution, and sample ordinance.

Step by Step Process for Amending a Comprehensive Plan

The Wisconsin comprehensive planning law (Section 66.1001 of the *Wisconsin Statutes*) requires County and local governments to follow the same procedures for amending a comprehensive plan that were followed for adoption of the plan. The required steps include:

- Holding a public hearing regarding the proposed plan amendment.
- Publication of a Class 1 public notice at least 30 days in advance of the hearing. The public notice must include:
 - The date, time and place of the hearing.
 - A summary, which may include a map, of the proposed comprehensive plan amendment.
 - The name of an individual employed by the local government who can provide additional information regarding the proposed amendment.
 - Information relating to where and when the proposed comprehensive plan amendment may be inspected before the hearing, and how a copy of the amendment may be obtained.
- Distribution of the notice to nonmetallic mineral mining interests and to persons who have submitted a written request for notification.
- A plan commission (or Town Board if authorized) recommendation regarding the amendment in the form of a resolution. The vote shall be recorded in the official minutes of the plan commission or other body. The resolution shall refer to maps and other descriptive materials that relate to one or more elements of a comprehensive plan.
- Adoption of the amendment by the governing body (Town Board) in the form of an ordinance.
- One copy of the amendment shall be sent to the local library, the County, the Regional Planning Commission, the Wisconsin Department of Administration, adjacent local governments, and special-purpose units of government (i.e. school and lake districts).
- Public participation procedures must also be established for plan amendments.

Public Hearing Notice Template

PUBLIC HEARING NOTICE TOWN OF _____, WAUPACA COUNTY

The Town of _____ will hold a public hearing to consider approval of an amendment to the comprehensive plan, and changes to the preferred land use map. The purpose of the amendment and map change is to {put in a brief description, typically just to allow for a rezone or parcel combination}.

The Town Board will meet and hold a public hearing to consider this amendment at a Town Board meeting on **Month Day, 2018 at _:___ p.m. at the _____ Town Hall.** The _____ Town Hall is located at _____ **(INSERT ADDRESS).**

Copies of the plan or amendment are available for inspection prior to the hearing by contacting Ryan Brown, Planning & Zoning Director, at 715-258-6258 during normal business hours (8:00am – 4:00pm). Written comments will also be accepted at _____ **(THE TOWN HALL IF IT ACCEPTS MAIL – INSERT ADDRESS)** until Date and Time of Town Board Meeting.

For more information, contact Chairman _____ at _____

Plan Commission Resolution Sample

RESOLUTION NO. _____

RESOLUTION APPROVING AN AMENDMENT TO THE COMPREHENSIVE PLAN FOR THE TOWN OF _____

WHEREAS, the Town of _____, pursuant to Section 62.23 (for cities)/Sections 62.23 and 61.35 (for villages)/Sections 62.23, 61.35 and 60.22(3) (for towns) of the *Wisconsin Statutes*, has established a Plan Commission; and

WHEREAS, the Town Board adopted a Comprehensive Plan on _____, following extensive public participation; and

WHEREAS, the Plan Commission finds that the comprehensive plan, with the proposed amendment, contains all of the required elements specified in Section 66.1001(2) of the *Wisconsin Statutes* and that the comprehensive plan, with the proposed amendment, is internally consistent; and

WHEREAS, the Town will duly notice and hold a public hearing on the proposed amendment, following the procedures in Section 66.1001(4)(d) of the *Wisconsin Statutes* and the public participation procedures for comprehensive plan amendments adopted by the Town Board.

NOW, THEREFORE, BE IT RESOLVED, that pursuant to Section 66.1001(4)(b) of the *Wisconsin Statutes*, the Town of _____ Plan Commission hereby approves the attached amendment No. _____ to the Town of _____ Comprehensive Plan.

BE IT FURTHER RESOLVED that the Plan Commission does hereby recommend that the Town Board enact an Ordinance adopting the Comprehensive Plan amendment.
Adopted this ____ day of _____, 2018.

Ayes _____ Noes _____ Absent _____

Chair, Town Plan Commission

ATTEST:

Clerk, Town of _____

Sample Ordinance

ORDINANCE NO. _____

ORDINANCE ADOPTING AN AMENDMENT TO THE
COMPREHENSIVE PLAN FOR THE TOWN OF _____

The Town Board of _____, Wisconsin, do ordain as follows:

SECTION 1. Pursuant to Section(s) 62.23/61.35/60.22(3) of the *Wisconsin Statutes*, the Town of _____ is authorized to prepare and adopt a comprehensive plan as defined in Sections 66.1001(1)(a) and 66.1001(2) of the *Wisconsin Statutes*.

SECTION 2. The Town Board, by the enactment of an ordinance, formally adopted the document titled _____ as the Town comprehensive plan on _____.
(insert date).

SECTION 3. The Plan Commission, by a majority vote of the entire Commission at a meeting held on (insert date), recommended to the Town Board the adoption of an amendment to change the land use designation of a parcel/parcels of land located at _____, _____ or of a parcel(s) of
(street address) (tax key number)
land as described or mapped on attached Exhibit A from _____ to _____ on the future land use map adopted as part of the comprehensive plan.

SECTION 4. The Town published or posted a Class 1 public notice and held a public hearing regarding the plan amendment.

SECTION 5. The Town Board of _____, Wisconsin hereby adopts the proposed plan amendment.

SECTION 6. The Town Clerk is directed to send a copy of this ordinance and the plan amendment to the parties listed in Section 66.1001(4)(b) of the *Wisconsin Statutes*.

SECTION 7. This Ordinance shall take effect upon passage by a majority vote of the full membership of the Town Board and publication or posting as required by law.

ADOPTED this ____ day of _____, 2018.

Town Chair

Ayes _____ Noes _____ Absent _____

Date Published/Posted: _____

Attest: _____
City/Village/Town Clerk