

**SPECIAL MEETING OF
THE
PLAN COMMISSION**

Thursday March 31, 2016

7:00 P.M.

**McFarland Municipal Center
Community Room**

AGENDA

1. Call to order.
2. Review and possible recommendation to the Village Board regarding Resolution #02-2016 "A Resolution Approving and Establishing Public Participation Procedures for an Update to the Village of McFarland Comprehensive Plan".
3. Discussion – Review of the following items with planning consultant Mark Roffers relating to the update of the Villages Comprehensive Plan.
 - o Share purpose and process for Comprehensive Plan update.
 - o Review draft web-based community survey.
 - o Present first draft of Conditions and Issues, Volume of Plan and invite comments.
 - o Assist with identification of community groups/committees with which to meet.
 - o Discuss potential vision, themes, directions, and challenges for Plan.
4. Public Comments.
5. Adjournment

Notes:

- 1) Persons needing special accommodations should call 608-838-3154 at least 24 hours prior to the meeting.
- 2) A quorum of The Village Board may attend this meeting for the purpose of gathering information relevant to their responsibilities as Village trustees. No matter shall be considered nor shall any action be taken by said Village Board members at this meeting.
- 3) More specific information about agenda items may be obtained by calling 608-838-3154.

This agenda was posted, or caused to be posted, by my hand on the 25th day of March 2016, at the following three (3) posting places in the Village of McFarland, to wit: McFarland Municipal Center, 5915 Milwaukee Street; E.D. Locke Public Library, 5920 Milwaukee Street; and the McFarland State Bank, 5990 Hwy. 51.



Tracey Berman, Clerk/Deputy Treasurer

RESOLUTION # 02-2016

RESOLUTION 02-2016	
MOTION	SECOND
ACTION	DATE
Adopted	
Referred	
Tabled	
Withdrawn	
Defeated	
Published	
INDIVIDUAL VOTING RECORD	
Adrian	Lytle
Brassington	Utter
Czebotar	
Kolk	
VOTING RESULTS	
Motion Carried:	
Motion Defeated:	

A RESOLUTION APPROVING AND ESTABLISHING PUBLIC PARTICIPATION PROCEDURES FOR AN UPDATE TO THE VILLAGE OF MCFARLAND COMPREHENSIVE PLAN

WHEREAS, the Village intends to prepare and adopt an update to the 2006 Village of McFarland Comprehensive Plan, under the authority of and procedures established by §66.1001(4), Wisconsin Statutes; and

WHEREAS, §66.1001(4)(a), Wisconsin Statutes requires that the Village Board adopt written procedures designed to foster public participation at every stage of a comprehensive plan update or amendment process, and that such written procedures provide for wide distribution of draft plan materials, an opportunity for the public to submit written comments on the plan materials, and a process for the Board to respond; and

WHEREAS, meaningful public involvement in processes to update and subsequently amend the Village Comprehensive Plan is important to ensure that the resulting plan meet the wishes and expectations of the public and remains pliable to future changes in conditions and opinions; and

WHEREAS, the attached "Public Participation Strategy and Procedures for the Village of McFarland Comprehensive Plan" includes procedures to foster public participation,

ensure distribution of draft plan materials, provide opportunities for written comments, and provide mechanisms to respond to such comments.

NOW, THEREFORE, BE IT RESOLVED that: the Village Board of the Village of McFarland, Wisconsin hereby adopts the attached “Public Participation Strategy, Village of McFarland Comprehensive Plan” as its public participation procedures for its update to the 2006 Comprehensive Plan, and for subsequent periodic amendments to such updated plan, meeting the requirements of §66.1001(4)(a), Wisconsin Statutes.

APPROVED:

Brad Czebotar, Village President

ATTEST:

Tracey Berman, Clerk/ Deputy Treasurer

Public Participation Strategy

Village of McFarland Comprehensive Plan

(Amended January 21st, 2016)

Introduction

Section 66.1001 of Wisconsin Statutes—the State’s comprehensive planning legislation—community stakeholders be involved throughout the process to prepare, update, or amend a local comprehensive plan. Participation helps to ensure that the resulting comprehensive plan reflects the vision, goals, and values of the community.

Section 66.1001(4)(a) requires the Village of McFarland to adopt, by resolution, written procedures designed to foster public participation at every stage in the update to and subsequent amendment of its comprehensive plan. The written procedures must provide for wide distribution of the draft comprehensive plan, an opportunity for the public to submit written comments on the draft plan, and provisions for local response to such comments.

This document is intended to fulfill this statutory requirement. It outlines the procedures that will be followed to consider and adopt an update to the 2006 version of the Village of McFarland Comprehensive Plan, and subsequent periodic amendments to that new update, until such time as the Village once again participates in another full update to the Village of McFarland Comprehensive Plan (presumably by 2026).

Goals Addressed by this Public Participation Strategy

- Provide opportunities for people to participate in processes to consider and adopt an update and subsequent amendments to the Village Comprehensive Plan, including internet based input opportunities.
- Adopt provisions in the update and subsequent amendments that reflect the ideas, desires, and objectives of most residents and property owners.
- Use meetings of the Village Plan Commission to guide the Comprehensive Plan update and subsequent amendment processes, with policy direction from the Village Board and input from various Village committees and community groups.
- Meet the requirements set forth in Section 66.1001 of Wisconsin Statutes.
- Recognize that the goals expressed above must be balanced with the need to complete the comprehensive plan update and subsequent amendments within reasonable timeframes and limited budgets.

Public Participation Techniques

The process to complete the update to the Village of McFarland Comprehensive Plan is described in the attached "Comprehensive Plan Meetings and Milestones Schedule." The Schedule may be amended during the update process.

Community participation will focus around Plan Commission meetings, with additional input opportunities at meetings of the Village Board and other McFarland committees and community groups. The Village will, at a minimum, use the following techniques to obtain public input during the plan update process and each subsequent plan amendment process:

- Ensure that all Plan Commission, Village Board, and other Village committee meetings held to consider, discuss, and adopt the Comprehensive Plan update/amendments are open to the public, and are noticed as required by State open meeting regulations.
- Provide at least some opportunity at all public meetings for public comment, at the discretion of the Plan Commission and Village Board. Some meetings will be specifically intended to encourage wide participation from the public. Other meetings will be primarily intended as work sessions for the Plan Commission, Village Board, or some combination. A public comment period will be included at the end of each such work session, the beginning of the work session, or both. This will allow the Commission and/or Board to concentrate on completing tasks without interruption, while still allowing the public an appropriate opportunity to observe and provide comments.
- Conduct a web-based community survey to understand the community's vision and priorities and include relevant Comprehensive Plan update information on the Village's and consultant's Web pages, local media such as the McFarland Thistle and the Village's own "Outlook" newsletter, in addition to maintenance of a Comprehensive Plan project Facebook page, to provide ample opportunity for interested residents to provide input via the Web.
- Conduct meetings with existing committees and groups in the McFarland area that affect or are interested in the future growth and development of the community.
- Conduct a public open house, or some equivalent event or input opportunity(ies), midway or close to the end of the Comprehensive Plan update process. The purpose is to share the draft Vision and Directions Volume and solicit public input.
- Hold one formal public hearing on the proposed Comprehensive Plan update and subsequent amendments prior to adoption. The public will have an opportunity

to present testimony and offer comments at the public hearing. The public hearing will be noticed and held per the requirements of Wisconsin Statutes, Section 66.1001.

Opportunities for Comments on the Draft Comprehensive Plan Update/Amendments

The Village will have available copies of draft plan update/amendment materials at the Village Hall during normal business hours, and on the Village's Web page. The Village will also provide copies of the plan update/amendments to adjacent and overlapping governments as required by statute, and to members of the participating public and others listed in the statute as requested. The Village may charge for copies an amount equal to the costs of time and materials to produce such copies.

Public comments will be solicited and responded to at every stage of the plan update/amendment processes. Written comments on the Comprehensive Plan update/amendments may also be delivered, mailed, or e-mailed to the Village Community Development Director. The Village will respond to written comments via mail, e-mail, telephone, meeting, and/or through consideration of appropriate changes to the Comprehensive Plan.

Comprehensive Plan Meetings and Milestones Schedule

(Updated January 21, 2016; Subject to Further Change as Process Evolves)

Village Staff/Consultant Kick-off Meetings: *January 12 and 21, 2016*

- Discuss purpose and process for Comprehensive Plan update
- Discuss/refine public participation plan
- Finalize approach for Web-based communications and survey
- Identify community facility and utility conditions and needs
- Respond to questions related to completion of Conditions and Issues volume

Coordinating Meeting with School District Administration: *early February 2016*

- Identify how best to coordinate respective long-range planning processes
- Identify additional School District/Village meetings that may be part of processes

Consultant Prepares First Draft of Conditions and Issues Volume: *March 2016*

Plan Commission Meeting #1: *late March 2016*

- Share purpose and process for Comprehensive Plan update
- Recommend/adopt public participation plan
- Assist with identification of community groups/committees with which to meet
- Present first draft of Conditions and Issues Volume of Plan and invite comments
- Discuss potential vision, themes, directions, and challenges for Plan
- Review draft web-based community survey

Plan Commission Meeting #2: *early April 2016*

- Complete discussion of topics not discussed or finalized at late March meeting

Consultant Conducts Web-Based Community Survey: *April-June 2016*

Other Committee and Community Group Meetings (up to 13): *late April-July 2016*

- Meet with Village Board and committees such as Community Development Authority; Public Works Committee; Parks, Recreation and Natural Resources Committee; Public Utilities Committee; Landmarks Commission; and Public Safety Committee
- Further meetings with School District to coordinate planning processes and objectives
- Meet with other identified stakeholder groups (e.g., Chamber of Commerce)
- Within these meetings:
 - Review Conditions and Issues volume chapter(s) related to group's focus
 - Discuss potential vision and initiatives for Village Comprehensive Plan
 - Identify their initiatives and plans that intersect with Village Plan

Consultant Proposes Draft Materials for Vision and Directions Volume: *early July 2016*

- Draft community vision statement/format
- Preliminary description of specific initiatives for volume
- Draft future land use map and associated policies
- Draft future transportation/community facilities map

Consultant Prepares Next Draft of Conditions and Issues Volume of Plan: *July 2016*

Plan Commission Meeting #3: *late July 2016*

- Review results of the other committee and stakeholder group meetings
- Review results of Web survey and other Web-based communications
- Finalize/adopt Conditions and Issues Volume of Plan
- Review and revise preliminary materials for Vision and Directions Volume of Plan

Plan Commission Meeting #4: *early August 2016*

- Complete discussion of topics not discussed or finalized at late July meeting

Village Board Check-in Meeting: *August 2016*

- Review outcomes of Plan Commission meetings #3 and #4
- Provide policy direction on key issues and Plan recommendations

Consultant Prepares First Draft of Vision and Directions Volume of Plan: *July-Aug 2016*

Plan Commission Meetings #5 and #6: *September 2016*

- Review and advise changes to first draft of Vision and Directions Volume
- Prepare for community presentation and input meeting

Consultant Prepares Second Draft of Vision and Directions Volume of Plan: *Sept. 2016*

Community Presentation on Draft Plan: *early October 2016*

- Invite Board, public, members of earlier committees/groups, and adjoining/overlapping communities to attend and provide input

Consultant Prepares Approval Draft of Vision and Directions Volume: *October 2016*

Joint Village Board/Plan Commission Meeting: *November 2016*

- Hold formal public hearing on Comprehensive Plan
- Plan Commission recommends Comprehensive Plan for Village Board adoption
- Board adopts Comprehensive Plan

Consultant Prepares Adopted Versions of Both Volumes of Plan: *December 2016*

- Also, follow distribution requirements under Section 66.1001 of Statutes