

# Memo

To: Plan Commission

Fr: Tracy Flucke, Administrator

Re: Set Timeline for Comprehensive Plan Update Approval

Date: September 10, 2013

Attached is the Public Participation Process which was approved at the June 3rd Plan Commission and the June 4<sup>th</sup> Village Board meeting. Trevor and I have added possible dates to the document for Plan Commission review and approval.

Plan Commission is asked to review the proposed timeline and be ready to discuss and set the dates.

## **Public Participation Process for the Allouez Comprehensive Plan**

The Village of Allouez Comprehensive Plan will include several public participation components. These components are summarized below.

### **Plan Commission Meetings**

The plan commission will meet to review the plan to ensure the goals and objectives continue to represent the community's values and beliefs. Plan commission members will also identify if additional issues should be addressed in the plan. All meetings are open to the public and Allouez residents are encouraged to attend the sessions to offer and discuss their ideas on how the Village should grow over the next several years.

### **30-Day Public Hearing Period - October 21st - November 19th**

A Class I notice will be published along with the plan for public review. The plan will be available on the village website, as well as hard copy at the village hall for review. A public open house will be held during the 30 day public hearing period. (\*week of November 4<sup>th</sup> or 11<sup>th</sup> ) Participants will have the opportunity to discuss the plan updates with planning staff and commission members.

### **Public Hearing November 25<sup>th</sup> (during regular Plan Commission - start at 5:30pm - please note Thanksgiving is November 28<sup>th</sup>)**

A public hearing will be held a minimum of thirty days after the public hearing is noticed. The hearing will be a joint Village Board/ Plan Commission meeting. The public hearing will allow for additional input from the public.

### **Plan Commission and Village Board Meetings (Plan Commission approval at November 25<sup>th</sup> meeting and Village Board approval at December 3<sup>rd</sup> meeting)**

Following the public hearing, the draft plan will be presented to the Village's plan commission and village board. These meetings will be open to the public and will be intended to discuss and adopt the plan as required.

\*Week of November 4<sup>th</sup> the only day that is available for Tracy is Thursday November 7<sup>th</sup>. Have potential budget meetings - November 4<sup>th</sup> and 6<sup>th</sup> and Village Board November 5<sup>th</sup>. The week of the 11<sup>th</sup> is more open but closer to Public Hearing.