

Memo

To: Plan Commission, Village Board

Fr: Trevor Fuller, Director of Planning and Community Development

Re: ACTION RE: COMPREHENSIVE PLAN PROJECT (T. Fuller)

Date: 15 September 2022

The Village of Allouez has begun working with Brown County Planning Commission on updating our Comprehensive Plan. One of the first step in beginning this project is to appoint a citizen advisory committee and approve a citizen participation plan (CCP). The CCP provides transparency to the project by identifying at the onset of the project different ways the public can be involved. The advisory committee is an added component to the CCP, in that it should be made up of members of the public that represent the community. It is suggested not to have any more than 12 members or fewer than five on the committee.

Staff recommends approving the CCP with the identified staff changes. Staff also recommends having at least one member of the Village Board and at least one member from the five standing committees on the citizen advisory committee. Staff will also search for other members of the public to be on the committee.

The Plan Commission recommended to approve the CCP and citizen advisory committee make-up as presented by staff at the August 22, 2022 meeting.

The Village Board is asked to review the CCP and discuss the make-up of the citizen advisory committee. **If acceptable to the Village Board, the request is to approve the CCP and citizen advisory committee make-up as presented by staff.** Staff will bring back the list of committee members at a future meeting once the make-up of the committee is approved.

CITIZEN PARTICIPATION PLAN FOR THE VILLAGE OF ALLOUEZ COMPREHENSIVE PLAN UPDATE PROCESS

Section 66.1001(4)(a) of Wisconsin State Statutes require that the governing body preparing a comprehensive plan adopt written public participation procedures to ensure proper notice of the process and to encourage participation. The 2022-2023 Village of Allouez Comprehensive Plan Update process will include several public participation components. These components are summarized below:

Timing

The Brown County Planning Commission and the Village of Allouez staff and officials will begin working on the plan update in September 2022. Public input and outreach activities will start following the project initiation. Opportunities for public input will be available throughout the process, and the project's anticipated completion will be by the end of 2023.

Comment [YDK1]: Added this section.

Press Release

The Brown County Planning Commission (BCPC) will prepare a sample press release and provide it to the Village of Allouez for dissemination to applicable traditional and social media.

Village-Wide Visioning Session

At the beginning of the process, a village-wide invite will be prepared and sent to residents to invite them to a visioning session to obtain their input into how the Village should develop over the next 20 years. The visioning session will be facilitated by BCPC staff. Depending on demand, a second session could be arranged.

Comment [YDK2]: Added this since two sessions were in the draft scope.

Village of Allouez Comprehensive Plan Update Citizen Advisory Committee

The village will create a comprehensive plan citizen advisory committee and will serve as the primary steering committee for the comprehensive plan update. The committee will review data, draft chapters, and other materials for inclusion into the updated comprehensive plan. All comprehensive plan update agenda items will be discussed during publicly posted meetings. All meetings are open to the public and the public is encouraged to attend.

The committee will have a minimum of five members, and no more than twelve. The committee's composition will include a representative from each standing village committee, and the remainder of village residents. The committee members will be nominated and approved by the village board, and the committee will operate for the project's duration. The committee will meet a maximum of seven times and meetings will be scheduled on a regular basis as plan chapters are ready for committee review.

Comment [YDK3]: Added this paragraph for composition, process, and timing. Question on "each" on whether it will really be each committee or not. Should I add anything including a member(s) of the PC and/or village board?

Public Open House Meeting

When the draft plan update has been compiled, one public open house meeting will be held to present the key updated sections and findings of the plan. Meeting participants can also discuss

the recommendations with BCPC staff and planning/zoning members and suggest modifications to be considered during the statutory review period.

Service Group Meetings

Upon request, BCPC staff will present the process and findings of the comprehensive plan update to Allouez-area service groups, trade associations, or other governmental agencies.

Village of Allouez Website

All draft chapters will be placed on the Village of Allouez website for public review. Any public comments can be submitted directly to Brown County staff or can be provided to village staff who will compile and forward the comments to Brown County staff.

Comment [YDK4]: Added this sentence.

Other Locations for Draft Chapters

Additional draft chapters will be available upon request from the Brown County Planning Commission. Please call (920) 448-6488.

Public Hearing

Following the open house meeting and a recommendation of approval from the Village of Allouez Planning Commission, a public hearing will be held at the Village Hall to receive additional input on the comprehensive plan update.

Adjacent Governmental Jurisdictions

Neighboring governmental jurisdictions will receive via email or notice of posting on the village's website, all agendas, and minutes of the meetings, when the comprehensive plan is on the agenda.

Village Board Meeting for Adoption

Following the public hearing, the draft plan update and feedback from the public hearing will be presented to the village board for action at a regular village board meeting.