

# PLAN ADOPTION & AMENDMENTS

FILE NO. 2019-83

## RESOLUTION NO 8820

### A RESOLUTION ADOPTING A PUBLIC PARTICIPATION PLAN FOR THE CITY OF FOND DU LAC 2040 COMPREHENSIVE PLAN UPDATE

**WHEREAS**, pursuant to Section 66.1001 of the Wisconsin Statutes, any program or action of a local governmental unit that affects land use, including but not limited to zoning, subdivision regulation and official mapping, shall be consistent with that local governmental unit's adopted comprehensive plan beginning January 1, 2010, and such plan must address the nine elements as required by Wisconsin Statutes §66.1001(2); and

**WHEREAS**, the City has prepared the Comprehensive Plan 2010-2030, adopted on October 14, 2009 by Ordinance 3414, that will be updated to comply with the authority and procedures established by §66.1001 and §62.23 of the Wisconsin Statutes; and

**WHEREAS**, Section 66.1001(4)(a) of the Wisconsin Statutes requires that the City Council adopt written procedures designed to foster public participation at every stage of comprehensive plan preparation; and

**WHEREAS**, the City Council believes that regular, meaningful public involvement in the comprehensive planning process is important to assure that the resulting comprehensive plan reflects the desires and expectations of the public; and


**WHEREAS**, the Plan Commission has reviewed the Public Participation Plan, attached as Exhibit A, and supports adoption by City Council; and

**WHEREAS**, the attached "Public Participation Plan" developed for the 2040 Comprehensive Plan Update includes written procedures designed to foster public participation, ensure wide distribution of draft plan materials, provide opportunities for written comments on such materials, and provide mechanisms to respond to such comments.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council hereby adopts the Public Participation Plan for the 2040 Comprehensive Plan Update as its public participation procedures to fulfill the requirements of Wis. Stats. §66.1001 (4)(a).

AUG 28 2019

ADOPTED:

  
\_\_\_\_\_  
Brian Kolstad, President  
Fond du Lac City Council

Attest:

  
\_\_\_\_\_  
Margaret Hefter, City Clerk

City Attorney:

Reviewed 



## City of Fond du Lac 2040 Comprehensive Plan Update Public Participation Plan

The City of Fond du Lac's current Comprehensive Plan was adopted in 2010. State Statute 66.1001 requires municipalities to update their comprehensive plan every 10 years. The City has developed the following public participation plan to inform and engage the public as part of the requirements of the Comprehensive Planning state statutes (Wis. Stat. 66.1001(4)a). The goal of a public participation plan is to foster public participation with the diverse populations of the City through open discussion, communication programs, information services, and public meetings (for which advance notice has been provided) in every stage of the preparation of a comprehensive plan.

### **Public Participation Opportunities:**

The City will develop its Comprehensive Plan with opportunities for public participation including, but not limited, to the following activities:

#### **1. Project Meetings:**

- a. **Standing Committee Meetings** Fond du Lac has several Committees which can provide valuable input toward the planning process. All meetings which involve agenda items related to the Comprehensive Plan update are anticipated to occur in open session and will be noticed according to City's agenda posting practices. In addition, City Council meetings are recorded and broadcasted by the Fond du Lac Government Channel webcast.
  - I. **Plan Commission Meetings**. The City has elected utilize the Plan Commission as the board overseeing the development of the Comprehensive Plan update with the City's selected consultant, MSA Professional Services Inc. The Plan Commission will have the responsibility for reviewing and recommending the draft Comprehensive Plan prepared by MSA. The planning process includes at least four (4) Plan Commission working meetings facilitated by the consultant.
  - II. **Other Board & Commission Meetings**. The planning process will include other Boards and Commissions which can provide valuable input toward the planning process. To ensure their involvement, not only will they be directly invited to provide public input and attend public engagement sessions, City staff will present at th/ose meetings, when appropriate, during the process.
  - III. **City Council Meetings**. The planning process will include at least two (2) meetings attended by the consultant with the City Council. The City Council shall have the authority to adopt the new updated Comprehensive Plan and may hold a public hearing on the draft plan.
  - IV. **Public Hearing**. At least one (1) public hearing will be held on the updated Comprehensive Plan prior to adoption by either the Plan Commission or City Council as required under Wis. Stat. 66.1001(4)d.
- b. **Open House Meetings**. The planning process will include two (2) open house meetings within at least one being held in conjunction with existing community event (e.g., Saturday Farmer's Market). One open house meeting will occur near the beginning and one near the end of the process.
- c. **Focus Group Meetings**. The planning process will include up to a total of four (4) focus group meetings, facilitated by the consultant to explain the planning process and facilitate discussion about issues and opportunities facing the City. Each conversation will be tailored to the interest of the stakeholders, who will be identified by the City to best represent insights to different sectors of the community at large. Potential sectors to include:

- I. Community Youth / High School Students
- II. Young Professionals of Fond du Lac
- III. Business / Landowners / Chamber of Commerce Developers / Realtors / Economic Development Professionals
- IV. Non Profit Housing Partners / Renters

2. **Project Surveys:**

- a. **Quick Poll Survey.** The City will provide a link to a quick, 3-4 question survey, which will be used to garner input from elected officials, City committees, and City Department Head staff. This will support the Strengths, Weaknesses, Opportunities, Threats, and Visioning exercises and will be combined with feedback from the City Committee meetings facilitated by City Staff.
- b. **Community Survey.** Using an online web survey the City will invite the public to submit ideas for making Fond du Lac a better place to live, work, shop, play, and stay. The results of the survey will be incorporated into the updated Comprehensive Plan. A hard copy of the survey will be available for pickup at a public facility.

3. **Digital Engagement:**

- a. **Community Input Mapping.** The City will invite the public to participate in an online mapping process, through a link provided by the consultant, which will allow the opportunity for residents to identify strengths and weakness they would like to document and upload to the process. This application allows anyone the opportunity to contribute to the Comprehensive Planning process in a time and manner convenient to them.
- b. **Promotional Methods:**
  - I. **Project Website.** The City's Community Development Department will maintain a project website to be used to post draft plan materials, project and meeting notices, and meeting minutes as they become available.
  - II. **Flyers/Posters.** Physical flyers or posters may be used to help reach people that are otherwise relatively hard to reach, such as renters and minority residents. Flyers will be posted in City facilities, and with permission, at other businesses and facilities such as churches, laundromats, and restaurants.
  - III. **Newspaper Articles.** The City will reach out to the Fond du Lac Reporter prior to key project events and milestones to encourage and inform articles about the process.
  - IV. **Emails.** The City will utilize existing City Department email listserv to promote project events. In addition, the City will seek assistance from various community, diversity and business associations/groups in the City to promote project events through emails to their memberships.
  - V. **Social Media.** Announcements regarding project meetings may be promoted through the City's Facebook and Twitter feeds, or other social meeting platforms used by the City.

*Other public participation activities may be added as deemed necessary by the City Community Development Department.*

**Plan Adoption Procedures:**

1. The Plan Commission shall, by majority vote, adopt a resolution recommending that the City Council pass an ordinance to adopt the Comprehensive Plan (Wis. Stat. 66.1001(4)b).
2. Prior to adopting the Comprehensive Plan the City will hold at least one Public Hearing on the plan. As stated in Wis. Stat. 66.1001(4)d, the hearing must be preceded by a Class 1 notice under ch.985. a minimum of 30 days prior to the hearing. Said notice shall contain at least the following information:



- a. The date, time and place of the hearing.
  - b. 66.1001(4)(d)2.A summary, which may include a map, of the proposed comprehensive plan or amendment to such a plan.
  - c. 66.1001(4)(d)3.The name of an individual employed by the local governmental unit who may provide additional information regarding the proposed ordinance.
  - d. 66.1001(4)(d)4.Information relating to where and when the proposed comprehensive plan or amendment to such a plan may be inspected before the hearing, and how a copy of the plan or amendment may be obtained.
3. At least 30 days before the public hearing is held the City shall provide written notice to all of the following, as stated in Wis. Stat. 66.1001(4)e:
- a. An operator who has obtained, or made application for, a permit that is described under s. 295.12(3)d, within the jurisdiction of the City.
  - b. A person who has registered a marketable nonmetallic mineral deposit under s. 295.20 within the jurisdiction of the City.
  - c. Any other property owner or leaseholder who has an interest in property pursuant to which the person may extract nonmetallic mineral resources, if the property owner or leaseholder requests in writing that the City provide the property owner or leaseholder notice of the hearing.
  - d. Any person who has submitted a request to receive notice of any proposed ordinance that affects the allowable use of property owned by the person.
4. An electronic copy of the draft plan, or notification on how to view/download a copy of the plan online, will be disseminated to neighboring jurisdictions and appropriate governments, as stated in Wis. Stat. 66.1001 (4)b, providing 30 days for written comments. A copy of the Draft Plan will be sent to:
- a. The Clerk for the following local governmental units shall receive a copy of the plan:
    - Village of North Fond du Lac
    - Town of Byron
    - Town of Empire
    - Town of Fond du Lac
    - Town of Friendship
    - Town of Taycheedah
    - Fond du Lac County
  - b. Fond du Lac Public Library
  - c. East Central Wisconsin Regional Planning Commission
  - d. The Wisconsin Department of Administration – Division of Intergovernmental Relations
5. The City Council, by a majority vote, shall enact the ordinance adopting the recommended plan (Wis. Stat. 66.1001(4)c). An electronic copy of the adopted plan and ordinance, or notification on how to view/download a copy of the plan online, will be disseminated to the above-mentioned governing bodies, as stated in Wis. Stat. 66.1001(4)b.

Vote: Yes \_\_\_\_\_ No \_\_\_\_\_

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

Attest:

## ORDINANCE NO. 3731

### AN ORDINANCE TO UPDATE AND ADOPT THE COMPREHENSIVE PLAN OF THE CITY OF FOND DU LAC

The City Council of the City of Fond du Lac, Fond du Lac County, Wisconsin, do ordain as follows:

**Section 1.** Pursuant to section 62.23(2) and (3) of the Wisconsin Statutes, the City of Fond du Lac is authorized to prepare and adopt a comprehensive plan as defined in section 66.1001(1)(a) and 66.1001(2) of the Wisconsin Statutes.

**Section 2.** Prior to beginning the process to update the City's previously adopted 2009 Comprehensive Plan, the City Council adopted written procedures designed to foster public participation in every stage of the preparation of a comprehensive plan as required by section 66.1001(4)(a) of the Wisconsin Statutes.

**Section 3.** The City Council of the City of Fond du Lac assigned the Plan Commission to prepare an update to the City's Comprehensive Land Use Plan.

**Section 4.** The Plan Commission has recommended the draft 2040 Comprehensive Plan for adoption by the City Council.

**Section 5.** The Plan Commission of the City of Fond du Lac has adopted a resolution recommending to the City Council adoption of the document entitled "City of Fond du Lac, WI, 2040 Comprehensive Plan 2040," containing all of the elements specified in section 66.1001(2) of the Wisconsin Statutes.

**Section 6.** The City Council has held at least one public hearing on this ordinance, in compliance with the requirements of section 66.1001(4)(d) of the Wisconsin Statutes.

**Section 7.** The Comprehensive Plan may be used as the basis for, among other things, official mapping, local subdivision regulations, general zoning ordinances, shoreland/wetland zoning, and as a guide for approving or disapproving actions affecting growth, development, conservation, and recreation within the jurisdiction of the City of Fond du Lac and its extraterritorial plat review area.

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**Section 8.** The City Council of the City of Fond du Lac, Wisconsin, does, by enactment of this ordinance, formally adopts the document entitled, "City of Fond du Lac, WI, 2040 Comprehensive Plan," pursuant to section 66.1001(4)(c) of the Wisconsin Statutes.

**Section 9.** The appropriate City officials are hereby authorized and directed to take such action as is necessary to effectuate the terms of this Ordinance.

**Section 10.** All other ordinances and resolutions inconsistent with the provisions of this Ordinance are hereby repealed.

**Section 11.** This Ordinance shall take effect and be in force upon its passage and publication as provided by law.

**ADOPTED:**

JAN 27 2021



\_\_\_\_\_  
Brian Kolstad, President  
Fond du Lac City Council

Attest:



\_\_\_\_\_  
Margaret Heffter, City Clerk

City Attorney:

Reviewed 