



## PROCESS

### **Process**

The Town of Buchanan's Comprehensive Plan Update will be completed in six phases, all of which provide opportunities for public involvement. The phases included (1) Organization, (2) Plan Kickoff Meeting and Visioning, (3) Inventory/Analysis and Issue Identification & Goal Development, (4) Plan Alternative, Strategies & Recommendations, (5) Plan Implementation, (6) Plan Review, Public Hearing and Adoption.

### **Organization**

During the onset of the project, a public participation plan was prepared to facilitate public knowledge and involvement in the Comprehensive Planning Update process. The plan was prepared in accordance with Section 66.1001(4)(a) of the Wisconsin Statutes. The Public Participation Plan was adopted by the Town of Buchanan's Board on January 17, 2017. A copy of the plan can be found on this website under public participation. Additionally organizational activities included the development of a project website and the preparation of preliminary demographic information.

### **Plan Kickoff Meeting and Visioning**

To officially kickoff the project a meeting will be held with the Plan Commission on February 13, 2017. At this meeting, a summary of the comprehensive planning requirements and process will be provided to plan commission members. The update of the Town of Buchanan's Comprehensive Plan is being done per the requirements of Section 66.1001 of the Wisconsin State Statutes. This legislation provides a framework for unified land use planning in Wisconsin. Other items discussed with the Plan Commission included the planning approach and responsibilities of the Commission.

A large community-wide planning event is will be held in early spring of 2017 to evaluate a number of issue areas within the general framework of the comprehensive plan. The visioning session will be used to identify specific issues, high priority trends, needed physical improvements and implementation opportunities that will be used to maintain or enhance the following areas: livability and quality of life; transportation and mobility and multi-modal transportation enhancements; recreation and health; housing and changing markets; community services provision; economic development, environmental qualities and functions; and growth and development interests.

### **Inventory/Analysis and Issue Identification/Vision & Goal Development**

All factual information contained within the Town of Buchanan's Comprehensive Plan adopted in 2007 will be updated to reflect current conditions. Background chapters containing updated demographic trends (population, household and employment forecasts, age distribution, and education and income levels), economic conditions (employment characteristics, labor force and economic base data), housing characteristics (age, structural, value and occupancy), inventory of the transportation system, utility and community facility infrastructure (sanitary sewer, storm sewer, water supply, waste disposal, parks, telecommunications, power generating plants and transmission lines, cemeteries, health and childcare, public



safety, libraries, education and government facilities), agricultural, natural and cultural resources, land use and intergovernmental cooperation will be developed and analyzed.

Community leaders, Town Staff and the general public will review this information to ensure that the basis for the updated land use plan is current and well-connected to short and long-term trends and challenges.

Utilizing information obtained from the Visioning Workshop and an analysis of existing conditions; existing visioning statements will be reviewed, key issues will be identified and prioritized, and goals will be formulated. Vision statements are established to provide direction in the planning process; they are used to describe what the community wants to look like in 20 years. Utilizing vision statements and key issues; goals are developed. Goals are broad, long range statements which describe a desired future condition; they usually only address one specific aspect of the vision.

All information will be presented to the Plan Commission for input. Information will also be posted on the project website.

#### **Plan Alternative, Strategies & Recommendations**

Utilizing key issues and draft goals; strategies, recommendations and plan alternatives will be developed. Each item utilized in the planning process has a different purpose and builds off the previous step. Strategies are statements which describe specific conditions which will help attain the stated goals. Recommendations can include new ordinances, amendments to existing ordinances, new programs or other tasks. Utilizing draft recommendations and other information, the Plan Commission will develop a future land use map. Different plan alternatives will also be developed during this stage. Information will be presented to the Plan Commission for input. An intergovernmental meeting / public informational meeting will be held during this stage to obtain feedback from state agencies, adjacent communities, school districts, local officials, and the general public on the plan. All information will be posted on the Town website.

#### **Plan Implementation**

This phase of the planning process establishes the tools necessary for implementation of the plan. Recommendations for regulatory techniques including zoning and an action plan with an accompanying timeline will be developed to ensure that the intent of the plan is achieved. The various components of the plan will be compiled into one document. At the end of this phase of the planning process, the Plan Commission will approve the draft plan for public review. Information will be posted on the project website.

#### **Plan Review, Public Hearing and Adoption**

The final phase of the planning process culminates with the adoption of the comprehensive plan update by the Town Board. A draft plan will be available at numerous locations so that the community will have an opportunity to review and comment. A Class 1 (30 day) Public Notice will be published in the local paper and a public hearing will be held prior to adoption. The Plan Commission will meet to recommend that the Town Board adopt the plan by ordinance.