

Rockdale Comprehensive Plan Update

Scope of Work

08/18/2020

1. Revise goals, objectives, policies, and recommendations (4 hours)
 - a. Goals-11
 - b. Objectives-21
 - c. Policies-95
 - d. Recommendations-40
2. Compile progress made/recommendations completed since 2005 (3 hours)
3. Draft public participation plan (1 hour)
4. Background document review (4 hours)
 - a. Review the following and identify factors that Rockdale should consider in its planning process:
 - V Cambridge Comp Plan
 - T Christiana Comp Plan
 - Camrock State Park plans
 - Wastewater treatment plant planning
 - Transportation Improvement Planning for the Dane County area
5. Review and update appendices (4 hours)
 - a. Appendices – 5 (plus public participation plan)
6. Update data in 24 figures (22 hours)
7. Reuse or recreate 7 existing maps (8 hours)
8. Update Future Land Use Map (4 hours)
9. Revise text and format Comp Plan (16 hours)
 - a. Pages-79
 - b. Tables-24
 - c. Maps-7

Plan Update Timeline

Month	Activities	Hours	Deliverables
July/August 2020	Establish scope of work, timeline, meeting schedule Revise goals, objectives, policies, recommendations Document progress since 2005 Draft public participation plan	12	Scope of work, timeline, meeting schedule Draft goals, objectives, policies, recommendations Draft progress since 2005 Public participation plan
September 2020	Review related documents Review appendices	8	Summary of related documents Updated appendices
October 2020	Update data (24 tables) Update maps (7 maps) Update Future Land Use Map	34	Updated tables, maps, FLUM
November 2020	Incorporate public feedback Revise text and format document	20	Final draft Public hearing notice
January 2021	Hold public hearing	2	
February 2021	Vote on plan adoption	2	Final updated plan

Plan Commission Meeting Schedule

Meeting Date	Plan Commission Actions
August 17	Review and approve: <ul style="list-style-type: none"> • Scope of work, timeline, meeting schedule Review and adopt: <ul style="list-style-type: none"> • Public participation plan Review and edit: <ul style="list-style-type: none"> • Goals, objectives, policies, recommendations • Progress since 2005
October 19	Review and approve: <ul style="list-style-type: none"> • Background document summary • Appendices - growth management options, environmental corridors, design review guidelines, annexation guidelines, historical sites Review and approve: <ul style="list-style-type: none"> • Updated data • Updated maps • Updated FLUM
November 16	Review and approve for 30-day public comment period: <ul style="list-style-type: none"> • Final draft with updated data, maps, and text changes • Public hearing notice
January 18	Hold public hearing
February 15	Vote on resolution to adopt updated plan

Per DOA: Minimum Comprehensive Plan Update Requirements

According to s. 66.1001(2)(i), comprehensive plans must be updated no less than once every 10 years. However, the law does not define "update."

Optimally, the local government would update all of the background information, such as demographic data and the current land use map. It would also go through a public participatory process to evaluate all of the goals, objectives, policies, and programs put forth by the original plan and update them as needed, as well as the future land use map. Yet, a local government may also do much less to update its plan. At a minimum, the local government must go through the process outlined in s. 66.10 01(4) to adopt the updated plan or readopt the original plan if it still meets the community's needs.

s. 66.10 01(4)

(4) Procedures for adopting comprehensive plans. A local governmental unit shall comply with all of the following before its comprehensive plan may take effect:

(a) The governing body of a local governmental unit shall **adopt written procedures that are designed to foster public participation**, including 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. The written procedures shall provide for wide distribution of proposed, alternative, or amended elements of a comprehensive plan and shall provide an opportunity for written comments on the plan to be submitted by members of the public to the governing body and for the governing body to respond to such written comments. The written procedures shall describe the methods the governing body of a local governmental unit will use to distribute proposed, alternative, or amended elements of a comprehensive plan to owners of property, or to persons who have a leasehold interest in property pursuant to which the persons may extract nonmetallic mineral resources in or on property, in which the allowable use or intensity of use of the property is changed by the comprehensive plan.

(b) The plan commission or other body of a local governmental unit that is authorized to prepare or amend a comprehensive plan may recommend the adoption or amendment of a comprehensive plan only by **adopting a resolution by a majority vote of the entire commission**. The vote shall be recorded in the official minutes of the plan commission or other body. The resolution shall refer to maps and other descriptive materials that relate to one or more elements of a comprehensive plan. **One copy of an adopted comprehensive plan, or of an amendment to such a plan, shall be sent to all of the following:**

1. Every governmental body that is located in whole or in part within the boundaries of the local governmental unit.
2. The clerk of every local governmental unit that is adjacent to the local governmental unit that is the subject of the plan that is adopted or amended as described in par. (b) (intro.).
4. After September 1, 2005, the department of administration.
5. The regional planning commission in which the local governmental unit is located.
6. The public library that serves the area in which the local governmental unit is located.

(c) No comprehensive plan that is recommended for adoption or amendment under par. (b) may take effect until the **political subdivision enacts an ordinance** or the regional planning commission adopts a resolution that adopts

the plan or amendment. The political subdivision may not enact an ordinance or the regional planning commission may not adopt a resolution under this paragraph unless the comprehensive plan contains all of the elements specified in sub. (2). An ordinance may be enacted or a resolution may be adopted under this paragraph only by a majority vote of the members-elect, as defined in s. 59.001 (2m), of the governing body. One copy of a comprehensive plan enacted or adopted under this paragraph shall be sent to all of the entities specified under par. (b).

(d) No political subdivision may enact an ordinance or no regional planning commission may adopt a resolution under par. (c) unless the political subdivision or regional planning commission holds at least one public hearing at which the proposed ordinance or resolution is discussed. That hearing must be preceded by a class 1 notice under ch. 985 that is published at least 30 days before the hearing is held. The political subdivision or regional planning commission may also provide notice of the hearing by any other means it considers appropriate. The class 1 notice shall contain at least the following information:

1. The date, time and place of the hearing.
2. A summary, which may include a map, of the proposed comprehensive plan or amendment to such a plan.
3. The name of an individual employed by the local governmental unit who may provide additional information regarding the proposed ordinance.
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.

(e) At least 30 days before the hearing described in par. (d) is held, a local governmental unit shall provide written notice to all of the following:

1. An operator who has obtained, or made application for, a permit that is described under s. 295.12 (3) (d).
2. A person who has registered a marketable nonmetallic mineral deposit under s. 295.20.
3. 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 local governmental unit provide the property owner or leaseholder notice of the hearing described in par. (d).

(f) A political subdivision shall maintain a list of persons who submit a written or electronic request to receive notice of any proposed ordinance, described under par. (c), that affects the allowable use of the property owned by the person. Annually, the political subdivision shall inform residents of the political subdivision that they may add their names to the list. The political subdivision may satisfy this requirement to provide such information by any of the following means: publishing a 1st class notice under ch. 985; publishing on the political subdivision's Internet site; 1st class mail; or including the information in a mailing that is sent to all property owners. At least 30 days before the hearing described in par. (d) is held a political subdivision shall provide written notice, including a copy or summary of the proposed ordinance, to all such persons whose property, the allowable use of which, may be affected by the proposed ordinance. The notice shall be by mail or in any reasonable form that is agreed to by the person and the political subdivision, including electronic mail, voice mail, or text message. The political subdivision may charge each person on the list who receives a notice by 1st class mail a fee that does not exceed the approximate cost of providing the notice to the person.