

## PROCESS

### **Process**

The Town of Oakfield'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 and Visioning, (3) Inventory/Analysis and Issue Identification/Vision & Goal Development, (4) Plan Alternative, Strategies & Recommendations, (5) Plan Implementation, (6) Plan Review, Public Hearing and Adoption.

### **Organization (January – February, 2019)**

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 Board on March 11, 2019. A copy of the plan can be found on this website under public participation. Additionally organizational activities include the development of a project website.

### **Plan Kickoff and Visioning (January – May, 2019)**

Preliminary demographic information was prepared and a plan kickoff meeting was held with the Town's Plan Commission on February 25, 2019. A survey was developed and mailed to every resident and property owner within the Town to solicit input. This survey was also available online from April through May of 2019.

### **Inventory/Analysis and Issue Identification/Vision & Goal Development (January – August, 2019)**

All factual information contained within the Town of Oakfield's Comprehensive Plan adopted in 2008 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, the Town Plan Commission, 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 visioning and an analysis of existing conditions; the existing overall visioning statement 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 the vision statement 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. Utilizing key issues and draft goals; objectives, and recommendations will be developed. Each item utilized in the planning process has a different purpose and builds off the previous step. Objectives 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.

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

**Plan Alternative, Strategies & Recommendations (September - October, 2019)**

Utilizing information obtained from visioning and an analysis of existing conditions, and discussions with the Plan Commission, the existing overall visioning statement will be reviewed and revised. Using an analysis of existing conditions, draft recommendations and other information, a future land use map will be developed. Information will be presented to the Plan Commission for input. All information will be posted on the project webpage.

**Plan Implementation (November, 2019 – January, 2020)**

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 webpage.

**Plan Review, Public Hearing and Adoption (February – April, 2019)**

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 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.