

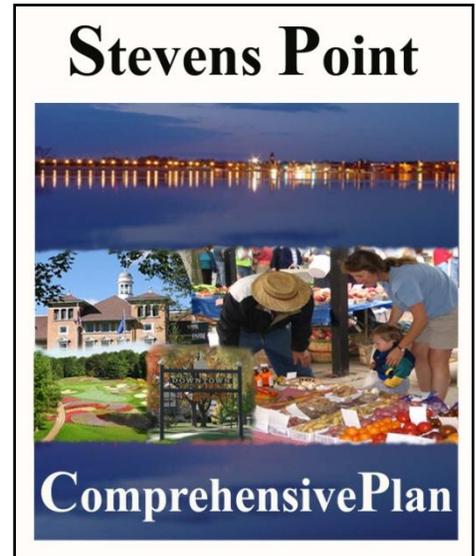


## Stevens Point Comprehensive Plan Update Outline

### INITIATIVE

The City of Stevens Point's comprehensive plan was adopted in January of 2006 and amended shortly thereafter in June 2006. Wisconsin state statutes 66.1001(2)(i) indicate that a comprehensive plan shall be updated no less than once every 10 years. Therefore, the city's comprehensive plan shall receive a complete update to all nine chapters and appendices by the year 2016. The update process is anticipated to begin in 2014 and has been summarized below.

**DEFINITION:** The comprehensive plan provides an assessment of existing conditions and future needs within the community. A 10-20 year vision is created based off anticipated change and growth that will affect the community's health, safety, and welfare. This vision is applied to several individual components where goals and objectives are developed to be used as a policy guide for future actions.



### STEPS

1. **Informational Meetings:** Inform all stakeholders, including the public, plan commission and common council of the project initiative: Comprehensive Plan Update. Educate them on the project process and need.
2. **Existing Comprehensive Plan Review:** Administrative review and public review of the existing comprehensive plan.
3. **Creation of Working Draft:** Create a working draft based off internal and external review of the comprehensive plan, taking into consideration stakeholder and public comment.
4. **Review of Working Draft:** Individual review of all plan sections amongst the public, stakeholders, plan commission, and common council.
5. **Creation & Proposal of Final Draft:** Review of the working draft will lead to the creation of the final draft to be proposed for adoption.
6. **Adoption:** Recommendation by the plan commission to the common council for adoption.

### UPDATE PROCESS (not chronological)

- **Vision and Mission Statement:** Update the vision and mission statement (1.8) to reflect new concepts, trends, and sustainability and other current community interests and priorities. Define the desired community's future.
- **Strengths & Weaknesses:** Internally and externally identify strengths and weaknesses within all sections of the plan, i.e. what has worked and what hasn't. Use identified strengths and weakness to support proposed changes to be applied later to individual plan sections.
- **Improve Accessibility:** Identify areas throughout the document where accessibility, flow, and ease can be improved, along with solutions for improvement, while ensuring internet adaptability is maintained or improved.

- **Data, Statistics, Facts:** Updating statistics and data in the plan, which primarily consist of Census figures is vital in developing new goals, objectives, and policies. A majority of Census data throughout the plan was from the 2000 Census. A practice to improve accessibility, meeting step 2 above, may be to provide detailed data and statistics as an appendix.
- **Integration of other Documents:** City documents, plans, and ordinances that have been updated since the comprehensive plan's creation should be infused within the plan update where necessary. Furthermore, any new ordinance revisions or other anticipated plan updates may be integral components and should be considered during the update.
- **Growth Areas:** Previous steps should lead to the determination of anticipated future land use growth areas. Preparation and planning for all types of development, along with services for those developments can assist in the timely realization of growth.
- **Revision, Addition or Deletion of Goals and Objectives:** Goals and objectives that have been accomplished should be removed, while those that are still pertinent shall remain. Those that do not reflect updated figures and components within the plan should be revised if they are still significant. New goals should be added.
- **Implementation:** Diagnose how the original plan was used and in what aspects. Adjustment may need to be made to the implementation section to ensure the document's use continues appropriately.
- **Adoption:** The comprehensive plan update will be conducted through public, noticed hearings where community members and interested persons will be encouraged to comment. Comment periods will also occur during plan commission meetings. Common council adoption of the comprehensive plan is the final step in the process.

## **ADMINISTRATIVE ROLE**

City and Portage County Planning and Zoning staff will provide the expertise to revise and update the various plan sections and produce any new essential sections or maps determined throughout the process. City staff will lead the comprehensive plan update process however, by organizing and scheduling meetings and workshops, recording all comments, and relaying information to all stakeholders, including the county while also assisting in the creation of plan sections and maps. City and county staff will maintain a timeline following the outline to ensure all steps throughout the plan update process are complete prior to the deadline. Additionally, staff from several departments, with expertise to any correlated comprehensive plan chapters and/or components will assist in updating the plan.

Plan Commission: The plan commission will lead the update process for the comprehensive plan. Staff will present frequent progress reports for review during regular or special meetings where plan section drafts will be individually reviewed. Plan commission members will be invited and encouraged to attend all public workshops and visioning sessions. Plan commission will make a final recommendation on the entire updated draft comprehensive plan to common council.

Common Council: Similar to the plan commission, alderpersons will be invited and encouraged to attend all workshops, visioning sessions, and commission meetings. Furthermore, the common council will be provided with updates through the plan commission minutes. Final plan adoption will occur by the council.

## **COMMUNITY ENGAGEMENT**

Several community workshops will accompany the steps above. The community will be engaged through these workshops, visioning sessions, surveys, bulletins, social media and other means. Specifically, during workshops, comprehensive plan sections will be diagnosed by staff and the public. Staff will present proposed revisions based off of new data, policies, professional expertise, etc. in hopes to solicit public comment. A defined direction for advancing each plan section would be determined.

All progress related to the plan updates, including workshops will be documented and made available to the public through several means. Furthermore, summaries of workshops will be provided to the city plan commission when reviewing draft plan sections. Draft plan sections will also be available to the public for review and comment.