

COMMUNITY ENGAGEMENT PLAN FOR COMPREHENSIVE PLANNING

Village of Germantown

INTRODUCTION

In order to facilitate public knowledge and involvement in the Comprehensive Planning Process, the Village of Germantown has prepared the following community engagement plan. The plan was prepared in conformance with Section 66.1001(4)(a) of Wisconsin Statutes, which states: “The governing body of a local government 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.”

Public participation helps to ensure that the Comprehensive Plan accurately reflects the needs, opportunities and desires of our community. This document outlines the procedures that will be used in the Comprehensive Planning Process to foster public participation, and to ensure that there are opportunities for public participation at every stage of the preparation of the Comprehensive Plan Update.

GOALS OF COMMUNITY ENGAGEMENT PLAN

The major goals of the community engagement plan are as follows:

- Provide a range of opportunities and venues for the residents of the Village of Germantown to participate in the Comprehensive Planning Process.
- Meet the standards set forth in Section 66.1001(4)(a), Wisconsin Statutes.
- Establish a formalized and recorded framework for public participation.
- Work with the Village Plan Commission and Village Board to create a thorough plan that can implement the goals and vision of the village.

PUBLIC PARTICIPATION STRATEGY AND METHODS

The public participation strategy provides a timeline, outlines notification methods and identifies how to submit written comments.

Timeline

The timeline is project specific. It provides an approximate timeframe and a description of the key events and opportunities for public participation. The exact dates are subject to revision as the planning process unfolds. See Attachment A.

Plan Oversight

The Village of Germantown has hired GRAEF to carry out the 2050 Comprehensive Plan. GRAEF, in coordination with Village staff, will work with the Steering Committee, Plan Commission, and Village Board to develop the Comprehensive Plan Update. Local residents and interested parties are encouraged to attend and provide input at Plan Commission meetings, as well as any of the “Community Conversations” planned throughout the project duration.

Survey

A survey will be conducted to gather opinions from village residents with respect to the 2050 Comprehensive Plan. Survey results will be viewable on the Village Website as well as woven into the 2050 Comprehensive Plan document itself.

Notification Methods

All meetings on the 2050 Comprehensive Plan will be open to the public. Except for Steering Committee Meetings, the Village of Germantown will post a notice of all meetings at Village Hall and on the Village's Website in accordance with Chapter 985.02(2) of the Wisconsin Statutes. Meeting agendas will be posted at Village Hall, as well as on the posting board at the Germantown Community Library. Press releases will be provided at key points in the planning process.

Written Comments

Written comments will be collected both electronically and on paper throughout the Comprehensive Planning Process. Electronic comments should be submitted via the Village of Germantown's webpage (<https://www.village.germantown.wi.us/578/2050-Comprehensive-Plan>). Written comments should be directed to the Office of Community Development at N112 W17001 Mequon Road, Germantown, WI 53022 or emailed to plan2050@village.germantown.wi.us. Copies of the comments will be routed to the Village staff and project consultant. Village staff will respond to the written comments by acknowledging that the document has been received and that the comments have been shared with those noted above for consideration in the final plan.

Website & Technology

A page will be created on the Village website specifically for information pertaining to the 2050 Comprehensive Plan. Information will include meeting notices and summaries and drafts of chapters of the plan. An email feedback option will be provided so that questions and comments can be forwarded electronically to the Community Development Department.

PLAN ADOPTION PROCESS

When complete, a draft plan will be available at the Germantown Community Library, the Village Hall and on the Village of Germantown's website. At least 30 days before the public hearing, written notice of when and where the 2050 Comprehensive Plan can be inspected and how a copy of the plan can be obtained will be sent to all the relevant parties as specified in Chapter 66.1001(4) of the Wisconsin Statutes. Additionally, written notice will be sent to every governmental body that is located in whole or part within the boundaries of the Village of Germantown and the clerk of every local governmental unit that is adjacent to the Village of Germantown.

The Village will publish a class one notice at least 30 days prior to the public hearing. The notice will include the date, time, and place of the public hearing; a summary, which may include a map, of the draft plan; the name of an individual employed by the local governmental unit who may provide additional information regarding the proposed ordinance; information relating to where and when the draft plan or amendment may be inspected before the hearing, and how a copy of the draft plan or amendment may be obtained.

The Village of Germantown Plan Commission will adopt a resolution to recommend the draft plan to the Village Board, after the public hearing. A public hearing will be held in accordance with Wisconsin Statutes 66.1001(4)(d) prior to Village Board approval of the draft plan. Subsequent to the public hearing and on the recommendation from the Plan Commission, the Village Board will enact an ordinance adopting the Comprehensive Plan Update. The Village of Germantown will send one copy of the adopted 2050 Comprehensive Plan to all of the following: every governmental body that is located in whole or part within the boundaries of the Village of Germantown, the clerk of every local governmental unit that is adjacent to the Village of Germantown, the Wisconsin Department of Administration, Southeastern Wisconsin Regional Planning Commission, and the Germantown Community Library.

Attachment A: Village of Germantown 2050 Comprehensive Plan

Phase	Timeframe (Approximate)	Description/Key Events
Organization	May - June 2019	<ul style="list-style-type: none"> • Creation & adoption of community engagement plan • Establishment of 2050 Comprehensive Plan Webpage
Plan Kickoff Meetings & Visioning	May – July 2019	<ul style="list-style-type: none"> • Kick-off meetings with Staff, Plan Commission, and Steering Committee
Sub-Area Visioning; Inventory/Analysis & Issues/Opportunity Identification	June – Sept 2019	<ul style="list-style-type: none"> • Launch Community Survey • Discuss and develop alternatives for potential land use, density, and circulation for key sub-areas within the Village • Identify and prioritize issues (needs) and opportunities • Community Conversation #1 (July)
Neighborhood, Districts, Corridor Identification; Chapter Updates and Recommendations Development;	July – October 2019	<ul style="list-style-type: none"> • Update/develop Plan alternatives and goals, strategies and recommendations • Update/develop maps • Conduct stakeholder meetings • Community Conversation #2 (September) • Close Community Survey
Plan Development	November 2019 – January 2020	<ul style="list-style-type: none"> • Develop final plan, strategies and recommendations • Community Conversation #3 (January)
Plan Review, Public Hearing & Adoption	February – May 2020	<ul style="list-style-type: none"> • Develop draft Comprehensive Plan Update document • Publish 30-day public notice • Hold Public Hearing at Plan Commission Meeting • Plan Commission recommendation of Comprehensive Plan Update • Village of Germantown adoption of Comprehensive Plan Update by ordinance