

Town of Washington Comprehensive Plan 2023-2024

Division of Work:

Bay-Lake RPC staff will be responsible for the following:

- Developing the Town's Comprehensive Plan as outlined in the awarded 2023-2024 WCMP grant as prepared by Bay-Lake RPC
- Attending one (1) project kickoff meeting, up to three (3) project meetings, and one (1) public hearing.
- Updating relevant data, maps, and content
- Preparing public participation efforts including an open house and surveys/workshops
- Formatting the Comprehensive Plan document (including text, maps, and other exhibits), as requested following Town Committee/Town staff review of plan
- Assisting the Town with preparation of a Resolution, Ordinance, and Public Hearing materials
- Prepare and submit quarterly progress reports to WCMP, as required by WCMP's grant agreement with the Town.

Zoning and Planning Committee/Town staff will be responsible for the following:

- Reviewing and revising, as necessary, the Town's Public Participation Procedures at the start of the comprehensive plan process
- Posting and sending out meeting notices and survey notices to citizens and other interested and required parties
- Providing a meeting space for all in-person meetings and the open house
- Taking minutes for all meetings with Bay-Lake RPC
- **Reviewing and revising, as needed**, the Comprehensive Plan, including:
 - Background data, inventories, and demographics
 - 20-Year Vision Statement and Goals & Actions
 - 20-Year development strategy and corresponding mapping
 - Implementation Element
- Prepare WCMP reimbursement requests, as needed
- Members of the Town Board are encouraged to attend WIZAP meetings to become familiar with the planning process and discussion.
- Independently conduct additional outreach efforts and work sessions, as necessary

Work Products & Deliverables:

- ***Town Comprehensive Plan*** (10 copies & 1 digital copy) A plan document containing localized data, mapping, and recommendations.
- ***Public Participation Procedures:*** Procedures that will foster public participation.

Public Outreach:

- Bay-Lake RPC will ***facilitate up to 5 Zoning and Planning Committee meetings, which includes an open house*** at the end of the planning process.
- ***Online interactive surveys with a mapping component*** that will enable anyone to contribute input to the Town's plan online ***or*** conduct a ***nominal group meeting*** that will enable the public to identify concerns and opportunities in a group setting. An online economic workshop will also be conducted to help identify Washington's ***economic strengths, weaknesses, opportunities, and threats (SWOT)***
- ***Webpage, E-Newsletter article(s)*** along with ***social media postings*** relating to the Town plan update.

2023-2024 Town of Washington Comprehensive Plan Timeline

Task	2023-2024												
	1	2	3	4	5	6	7	8	9	10	11	12	
Task 1: Kickoff	1												
Task 2: Update Plan Elements		2				3					4		
Task 3: Outreach & Engagement													
Task 4: Final Products												5	



1 Kickoff Meeting with Zoning and Planning Committee
(Discuss timeline + project roles + responsibilities)



■ Public Engagement (Survey/Workshops)



Project Working Meetings

2 - Information meeting (Finalize outreach process + background + goals)

3 - Information/working meeting (Outreach results + key findings + background
+ goals + initiate land use/future land use)

4 - Information/working meeting (land use/future land use + implementation)



5 30-day Public Comment Period and Public Hearing

(includes Open house and WIZAP meeting to recommend the adoption of plan via Resolution)



■ Town Board Meeting to adopt plan via Ordinance

* *The timeline may be subject to change, depending on the circumstances*

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