



**City of Waukesha**  
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<b>Committee:</b> Plan Commission	<b>Date:</b> 5/25/2022
<b>Common Council Item Number:</b> PC22-4188	<b>Date:</b> 6/7/2022
<b>Submitted By:</b> Doug Koehler, Principal Planner	<b>City Administrator Approval:</b> <a href="#">Click here to enter text.</a>
<b>Finance Department Review:</b> <a href="#">Click here to enter text.</a>	<b>City Attorney's Office Review:</b> <a href="#">Click here to enter text.</a>
<b>Subject:</b> <b>Review and act on a resolution outlining the public participation plan for the City's Comprehensive Plan Update.</b>	

**Details:** The City, with assistance from the Southeastern Wisconsin Regional Planning Commission (SEWRPC), is in the process of updating the Comprehensive Plan. The Plan was originally adopted in 2009. State Statutes require that prior to updating the Plan the City must adopt written procedures to outline how they will promote public participation during the Comprehensive Plan update.

City staff, in conjunction with SEWRPC, has created a detailed plan on how we will foster public input during the update. Community Development staff will lead a series of five (5) in-person focus group meetings. These meetings will be designed to encourage public input on a variety of Comprehensive plan topics, including land use, transportation, parks and natural resources, community design, and public facilities. Each meeting will focus on a different area of the City but residents are welcome to attend any of the meetings, regardless of whether they live in the focus area or not. Additionally, staff will hold an online focus group for anyone who prefers to participate via Zoom.

There will also be other avenues of outreach and public participation including a page on the City's website with information and ways to electronically submit questions and input. We will use all the City's resources to notify the public about the Comprehensive Plan Update including email lists, social media, newsletter, and press releases. We will also have a public hearing prior to adoption of this update, as well as any future amendments.

The resolution and plan will be reviewed by the Plan Commission, then forwarded to the Common Council for adoption.

**Options & Alternatives:**  
 The Plan Commission and Council can add additional means of public input if they choose.

**Financial Remarks:**

No financial impact to the City.

**Staff Recommendation:**

Staff recommends the Plan Commission approve the Public Participation Plan and Resolution.