

## MEMORANDUM

**To:** City of the Village of Douglas Planning Commission  
**Date:** February 13, 2025  
**From:** Tricia Anderson, AICP  
**RE:** **2024/25 Master Plan Plan Update – Recommendation to City Council**

Over the last year, the Planning Commission has been working on an update to the 2016 Master Plan. The Master Plan is the official policy document related to land use and planning in the City. The fundamental purpose of a Master Plan is to enable the City's Planning Commission to establish a future direction for the City's physical development. Once officially adopted and maintained, the Plan will serve as an advisory guide for the physical conservation of certain areas and for the development of other areas. While the document is intended to be somewhat flexible, it should also be maintained through future periodic review and revision to ensure it reflects the current needs of a community.

The City's Master Plan update was prepared by the Planning Commission with assistance from Williams & Works. It was developed to serve the City in several ways:

- To provide a comprehensive means of integrating proposals that look years ahead to meet future needs regarding general and major aspects of physical conservation and development throughout the City.
- To serve as the official, advisory policy statement for encouraging orderly and efficient use of the land for residences, businesses, and industry and for coordinating these uses of land with each other, with streets, sidewalks, and other necessary public facilities and services.
- To create a logical basis for zoning, residential density, housing forms, public improvement plans, and for facilitating and guiding the work of the Planning Commission and the City Council as well as other public and private endeavors dealing with the physical conservation and development of the City.
- To provide a means for private organizations and individuals to determine how they may relate their building and development projects and policies to official City planning policies.
- To offer a means of relating the plans of the City to the plans of other communities in the region.

The Planning Commission's work has resulted in a draft of an updated Master Plan that addresses all of the above, following the broad outline of steps below:

- Step 1** Initial meeting with Planning Commission
  - a. Discuss any desired amendments to the Master Plan.
  - b. Discuss whether the City would like to engage the public through an open house or survey that would garner input on the proposed amendment.
- Step 2** Master Plan update is drafted in accordance with the specified direction and scope given by the Planning Commission.
- Step 3** The draft of the Master Plan Update is presented to the Planning Commission which then makes a recommendation to the City Council to approve the distribution of the draft update to neighboring communities, the County, utility companies, and other stakeholders over a 42-day review period.
- Step 4** After the 42-day review period, the draft of the updated Plan is assembled and the Planning Commission will hold a public hearing to make a recommendation to the City Council for the adoption of the Master Plan update.
- Step 5** The City Council considers the final adoption of the Master Plan amendment.

Steps 4 and 5 are remaining and the Planning Commission will consider step 4 at the upcoming special meeting held on February 20, 2025. Over the 42-day review period, there were comments that were received that the Planning Commission will have an opportunity to discuss. The Planning Commission should come to a consensus on any revisions to the plan that will be incorporated into the draft that the City Council receives. Procedurally, per the Planning Enabling Act, if there are substantive objections to the draft made by the City Council, the plan must be referred back to the Planning Commission, which must hold an additional public hearing to address requested revisions.

The Planning Commission's motion at the February 20, 2025 will be a recommendation to the City Council for the approval of the 2024 Master Plan update via resolution, to be provided at the meeting. Step 5 is anticipated to be completed on March 3, 2025 at the City Council's regular meeting.

Please feel free to reach out with any questions prior to the meeting.