

**PLAN COMMISSION RESOLUTION 2022-01  
RECOMMENDING THE ADOPTION OF A PUBLIC PARTICIPATION PLAN  
FOR THE CITY OF WATERTOWN, WISCONSIN**

**WHEREAS**, the City of Watertown on December 4, 2019, adopted the City of Watertown Comprehensive Plan, under the authority of and procedures established by §66.1001(4), Wisconsin Statutes; and

**WHEREAS**, that 2019 Comprehensive Plan document advises both the regular Plan Commission review of the Comprehensive Plan, as well as the ability to respond to unique circumstances which arise in relation to the Comprehensive Plan which are distinct from the regular plan review process, and to enable the City's consideration of potential amendments where the Plan becomes irrelevant or contradictory to emerging policy or trends; and

**WHEREAS**, §66.1001(4)(a), Wisconsin Statutes, requires that the governing body of the local governmental unit adopt written procedures designed to foster public participation at every stage of the comprehensive plan preparation or amendment process, and that such written procedures shall provide for wide distribution of draft plan materials, an opportunity for the public to submit written comments on the plan materials, and a process for the governing body to respond to such comments; and

**WHEREAS**, the City of Watertown believes that meaningful public involvement in processes designed to periodically consider and adopt amendments to its Comprehensive Plan is important to assure that the resulting Plan and adopted amendments meet the wishes and expectations of the public; and

**WHEREAS**, the attached "City of Watertown Comprehensive Plan Amendment Public Participation Plan" includes procedures to foster public participation, ensure distribution of draft plan materials, provide opportunities for written comments on such materials, and provide mechanisms to respond to such comments.

**NOW, THEREFORE, BE IT RESOLVED** that the Plan Commission of the City of Watertown hereby recommends that the Common Council adopt a resolution to constitute official City approval of the attached "City of Watertown Comprehensive Plan Amendment Public Participation Plan" as required under §66.1001(4)(a), Wisconsin Statutes.

Adopted this 24<sup>th</sup> day of January 2022.

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Mayor Emily McFarland, Plan Commission  
Chair

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Megan Dunneisen, City Clerk

# **CITY OF WATERTOWN COMPREHENSIVE PLAN AMENDMENTS PUBLIC PARTICIPATION PLAN**

## **Section 1: Introduction**

In 2019, the City of Watertown adopted its most recent comprehensive plan. The City is now undergoing a process to amend the comprehensive plan. In order to comply with Wisconsin's comprehensive planning law, the City has prepared the following public participation plan and timeline. Public participation helps ensure that the comprehensive plan accurately reflects the vision of the community.

## **Section 2: Purpose**

Pursuant to Section 66.1001(4)(a), Wisconsin Statutes, the purpose of a Public Participation Plan is to outline the procedures that will be used in the planning process to foster public participation, including open discussions and public meetings, to ensure that there are opportunities for participation in the comprehensive plan amendment process. This Public Participation Plan specifies procedures to involve the public in reviewing proposed amendments to the comprehensive plan.

## **Section 3: Policy Guidelines for Public Participation**

To foster public participation in the planning process, the following guidelines will be followed:

- All Plan Commission meetings devoted to the comprehensive plan amendment process will be publicized in advance and open to the public.
- City staff will prepare and disseminate information to the public on the participation efforts for the comprehensive plan amendment. Interested citizens should contact Zoning Administrator Jacob Maas at (920) 262-4041 for more information.
- The City's Plan Commission will provide policy guidance during the amendment process.
- The City will work with local media and utilize other existing sources of communication as a tool to reach out to the public and gather input.
- The Plan Commission may recommend adoption of the amended comprehensive plan to the City Council. A Class I hearing notice in the City's official newspaper of record will be published prior to the public hearing.
- The City will establish a timeline outlining the process for plan preparation and review. The City intends to follow the established timeline, although the timeline may be adjusted as project requirements and the needs of the City evolve.