

Town of Underhill Comprehensive Plan Update Status

Phase I

Cluster Meeting - Phase I will begin with cluster meetings where each Town Plan Commission will be presented with materials for each Step of Phase I.

Phase I - Step 1	Update Plan Commission Ordinance	Tasks to Complete Step 1	Description	Responsibility	Status	Last Status Update	Notes
		1	Provide guidance on updating Town Plan Commission Ordinance or new template for Towns deciding to repeal and replace. Provide Town with pdf and word versions as needed.	Oconto County Planning Staff	Completed	2/21/18	
		2	Provide sample notice for amending Plan Commission Ordinance or provide a sample notice for repeal and adoption.	Oconto County Planning Staff	In Progress	2/21/18	Once the town reviews the initial draft and submits back to county planning staff, the planning staff will prepare all materials needed for the town for adoption.
		3	Review the updated Plan Commission Ordinance.	Town Plan Commission / Town Board	In Progress	2/21/18	
		4	Adopt the revisions to Plan Commission Ordinance or Repeal and Replace following the steps provided by Oconto County Planning and Zoning and UW-Extension. Provide copy of resolution to Oconto County Planning and Zoning.	Town Plan Commission / Town Board	Not Started		
		5	Provide updated Town Plan Commission Ordinance on County Website under Local Plan Update Tab.	Oconto County Planning Staff	Not Started		
Phase I - Step 2	Review and Update Public Participation Plan as Necessary	Tasks to Complete Step 2	Description	Responsibility	Status	Last Status Update	Notes
		1	Provide Town with copy of adopted Public Participation Plan.	Oconto County Planning Staff	Completed	2/21/18	
		2	Provide draft plan and draft resolution for any Town wishing to update or needing to adopt a Public Participation Plan.	Oconto County Planning Staff	Completed	2/21/18	
		3	Review previously adopted Participation Plan or Review Draft Public Participation Plan and resolution for adoption.	Town Plan Commission / Town Board	Completed	6/12/18	
		4	For Towns updating or adopting new Public Participation Plan vote to approve Resolution adopting updated Public Participation Plan. Provide copy of the approved Resolution and Ordinance to Oconto County Planning and Zoning.	Town Plan Commission / Town Board	In Progress	6/12/18	
		5	Provide adopted Town Public Participation Plan on County Website under Local Plan Update Tab.	Oconto County Planning Staff	Not Started		
Phase I - Step 3	Review Prior Nominal Group Results	Tasks to Complete Step 3	Description	Responsibility	Status	Last Status Update	Notes
		1	Provide Town with Nominal Group Results from any local meeting and the 2006 Planning Cluster Meeting.	Oconto County Planning Staff	Completed	2/21/18	
		2	Review the Nominal Group Results as Provided and submit comments back to Oconto County Planning and Zoning.	Town Plan Commission / Town Board	Completed	6/12/18	

Phase I - Step 4	Review Prior Intergovernmental Cooperation Results	Tasks to Complete Step 4	Description	Responsibility	Status	Last Status Update	Notes
		1	Provide Town with Intergovernmental Results from 2008 Intergovernmental Workshop held in each Planning Cluster.	Oconto County Planning Staff	Completed	2/21/18	
		2	Review the Intergovernmental Results as Provided and submit comments back to Oconto County Planning and Zoning.	Town Plan Commission / Town Board	Completed	6/12/18	
Phase I - Step 5	Review Town Vision Statement and Update as Necessary	Tasks to Complete Step 5	Description	Responsibility	Status	Last Status Update	Notes
		1	Provide Town with Current Vision Statement to Review.	Oconto County Planning Staff	Completed	2/21/18	
		2	Review the Town Vision Statement and Update as Necessary.	Town Plan Commission / Town Board	Completed	6/12/18	
		3	Provide Vision Statement or final draft version of updated Vision Statement on County Website under Local Plan Update Tab.	Oconto County Planning Staff	Completed	6/12/18	
Phase I - Step 6	Review Existing Land Use Inventory	Tasks to Complete Step 6	Description	Responsibility	Status	Last Status Update	Notes
		1	Provide Town with updated Draft Existing Land Use Map to review.	Oconto County Planning Staff	Completed	2/21/18	
		2	Review updated Draft Existing Land Use Map and submit corrections and comments back to Oconto County Planning and Zoning.	Town Plan Commission / Town Board	Completed	6/12/18	
		3	Revise initial Draft Existing Land Use Map to address comments provided by the Town.	Oconto County Planning Staff	Completed	6/12/18	
		4	Provide final Draft Existing Land Use Map on County Website under Local Plan Update Tab.	Oconto County Planning Staff	Completed	6/12/18	Revised draft map based on noted revisions received from Town - revised final draft prepared and copy sent back to town and placed on website.

Phase II

Phase II - Step 1	Update and/or Create Chapter 2: Inventory, Trends, and Forecasts	Tasks to Complete Step 1	Description	Responsibility	Status	Last Status Update	Notes
		1	Prepare updated Draft Chapter 2: Inventory, Trends, and Forecasts and provide each town with copies and a pdf version.	Oconto County Planning Staff	In Progress	6/12/18	
		2	Review the updated Draft Chapter 2: Inventory, Trends, and Forecasts and submit corrections and comments back to Oconto County Planning and Zoning.	Town Plan Commission / Town Board	Not Started		
		3	Revise initial Draft Chapter 2: Inventory, Trends, and Forecasts to address comments provided by the Town.	Oconto County Planning Staff	Not Started		
		4	Provide final Draft of Chapter 2: Inventory, Trends, and Forecasts on County Website under Local Plan Update Tab.	Oconto County Planning Staff	Not Started		

Cluster Meeting - Between Step I and Step II of Phase II a cluster meeting will be held to review project status and to present Phase II draft materials for review.

Town Meeting - Meetings with Town Plan Commissions will be held to work on Step 2 and Step 3 of Phase II and other plan update needs.

Phase II - Step 2	Update and/or Create Chapter 3: Future Land Use Plan	Tasks to Complete Step 2	Description	Responsibility	Status	Last Status Update	Notes
		1	Prepare updated Draft Chapter 3: Future Land Use Plan and provide each town with copies and a pdf version.	Oconto County Planning Staff	Not Started		
		2	Review the updated Draft Chapter 3: Future Land Use Plan and submit corrections and comments back to Oconto County Planning and Zoning.	Town Plan Commission / Town Board	Not Started		
		3	Revise initial Draft Chapter 3: Future Land Use Plan to address comments provided by the Town.	Oconto County Planning Staff	Not Started		
		4	Provide final Draft of Chapter 3: Future Land Use Plan on County Website under Local Plan Update Tab.	Oconto County Planning Staff	Not Started		

Phase II - Step 3	Update and/or Create Chapter 4: Implementation	Tasks to Complete Step 3	Description	Responsibility	Status	Last Status Update	Notes
		1	Prepare updated Draft Chapter 4: Implementation and provide each town with copies and a pdf version.	Oconto County Planning Staff	Not Started		
		2	Review the updated Draft Chapter 4: Implementation and submit corrections and comments back to Oconto County Planning and Zoning.	Town Plan Commission / Town Board	Not Started		
		3	Revise initial Draft Chapter 4: Implementation to address comments provided by the Town.	Oconto County Planning Staff	Not Started		
		4	Provide final Draft of Chapter 4: Implementation on County Website under Local Plan Update Tab.	Oconto County Planning Staff	Not Started		

Phase II - Step 4	Update and/or Create Chapter I: Introduction	Tasks to Complete Step 4	Description	Responsibility	Status	Last Status Update	Notes
		1	Prepare updated Draft Chapter I: Introduction and provide each town with copies and a pdf version.	Oconto County Planning Staff	Not Started		
		2	Review the updated Draft Chapter I: Introduction and submit corrections and comments back to Oconto County Planning and Zoning.	Town Plan Commission / Town Board	Not Started		
		3	Revise initial Draft Chapter I: Introduction to address comments provided by the Town.	Oconto County Planning Staff	Not Started		
		4	Provide final Draft of Chapter I: Introduction on County Website under Local Plan Update Tab.	Oconto County Planning Staff	Not Started		

Cluster Meeting - Prior to the beginning of Phase III a cluster meeting may be held to review Draft Plans and prepare for Phase III.

Phase III

Phase III - Step 1	Finalize Complete Draft Plan Update	Tasks to Complete Step 1	Description	Responsibility	Status	Last Status Update	Notes
		1	Prepare complete final Draft 20-Year Comprehensive Plan and provide each town with pdf to review.	Oconto County Planning Staff	Not Started		
		2	Review complete final Draft 20-Year Comprehensive Plan and provide comments back to Oconto County Planning and Zoning.	Town Plan Commission / Town Board	Not Started		
		3	Revise final Draft 20-Year Comprehensive Plan to address comments provided by the Town.	Oconto County Planning Staff	Not Started		
		4	Provide final Draft of 20-Year Comprehensive Plan on County Website under Local Plan Update Tab.	Oconto County Planning Staff	Not Started		
		5	Provide the Town with copies of Final Draft 20-Year Comprehensive Plan.	Oconto County Planning Staff	Not Started		

Phase III - Step 2	30 Day Review and Public Hearing	Tasks to Complete Step 2	Description	Responsibility	Status	Last Status Update	Notes
		1	Prepare and provide template Class I Notice.	Oconto County Planning Staff	Not Started		
		2	Provide notice to all adjoining Towns etc. that a complete draft update to the Comprehensive Plan is available for review.	Oconto County Planning Staff	Not Started		
		3	Finalize and publish Class I Notice at least 30 days prior to Public Hearing.	Town Plan Commission / Town Board	Not Started		
		4	Hold Public Hearing.	Town Plan Commission / Town Board	Not Started		

Phase III - Step 3	Adoption	Tasks to Complete Step 3	Description	Responsibility	Status	Last Status Update	Notes
		1	Prepare and provide template Resolution and Ordinance for adoption of updated 20-Year Comprehensive Plan.	Oconto County Planning Staff	Not Started		
		2	Finalize Resolution and Ordinance for adoption.	Town Plan Commission / Town Board	Not Started		
		3	Vote to approve Resolution and Ordinance. Provide copy of the approved Resolution and Ordinance to Oconto County Planning and Zoning.	Town Plan Commission / Town Board	Not Started		
		4	Deliver a copy of the adopted Plan to all entities noted in the adopted Ordinance. Provide 5 copies of the updated Plan as adopted to the Town Clerk.	Oconto County Planning Staff	Not Started		

Phase IV

Phase IV - Step 1	Implementation	Tasks to Complete Step 1	Description	Responsibility	Status	Last Status Update	Notes
		1	Provide assistance and materials (i.e. poster, guides, etc.) as able to assist Towns with implementing updated 20-Year Comprehensive Plan.	Oconto County Planning Staff	Not Started		
		2	Utilize updated plan and follow implementation schedule as part of the plan.	Town Plan Commission / Town Board	Not Started		