

## Chapter 6:

# IMPLEMENTATION

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Chapter 6 outlines how the vision, goals, objectives, policies and programs of the plan will be implemented in everyday decisions and annual goal-setting and budgeting and how the plan should be updated and amended as necessary.

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# GUIDING DECISIONS

## GUIDING DAILY DECISIONS

Responsibility for implementing this plan lies primarily with the Village and Town Boards, Planning Commissions, Joint Planning Commission and Village and Town Staff.

### Village and Town Boards

The Village and Town Boards set priorities, control budgets and tax rates, and often have the final say on key aspects of public and private development projects. The value and legitimacy of this plan is directly related to the degree to which Board members are aware of the plan and expect Village or Town actions to be consistent with this plan. Each board member should have a copy of this plan and should be familiar with the major goals and objectives described herein. The Village and Town Boards should expect and require that staff recommendations and actions both reference and remain consistent with this plan.

### Village and Town Planning Commissions (PCs) and Joint Planning Commission (JPC)

Land use and development recommendations are a core component of this plan, and the PCs and JPC have major roles in guiding those decisions. PC and JPC members must each have a copy of this plan and must be familiar with its content, especially Chapter 5, Future Land Use. It is generally the responsibility of the PCs and JPC to determine whether proposed projects are consistent with this plan, and to make recommendations that are consistent with this plan. In cases where actions that are inconsistent with this plan are deemed to be in the best interest of the Village and/or Town, the respective PC or JPC should initiate efforts to amend the plan to better reflect Village and/or Town interests. This will help to reinforce the legitimacy of the plan as an important tool in Village and Town functions.

### Other Village and Town Committees/Commissions

In some cases, particular initiatives and action items listed in this plan may be more appropriately carried out by another Village or Town committee such as the Waunakee Economic Development Commission or Town Historic Preservation Committee, or in cooperation with other units of government, business and service organizations, or non-profit agencies. In such cases, this plan should serve as a foundation for Village- and Town-related decision making. Village and Town staff and officials should take an active lead role in sharing this plan with other organizations, communicating the intent of relevant objectives and policies.

### Village and Town Staff

Key Village and Town staff have a significant influence on the selection and completion of all kinds of capital and operational projects. It is imperative that individuals in key roles know about, support, and actively work to implement the various strategies and actions in this plan. Specifically, the following people should consult and reference the comprehensive plan during goal-setting and budgeting processes, during planning for major public projects, and in the review of private development projects:

- Town Attorney/Administrator/Clerk-Treasurer
- Village Engineer/Public Works Director/Zoning Administrator
- Village Building Inspector
- Village Finance Director
- Village Administrator/Economic Development Director

These key staff members are expected to know and track the various goals, objectives, policies and actions laid out in this plan, and to reference that content as appropriate in communications with residents and elected and appointed officials. All of the Village's and Town's contracted staff should also be aware of the plan and the connections between the plan and Village projects. The purpose of this extra effort is to strengthen staff recommendations and reinforce the plan as a relevant tool integral to Village and Town functions.

## GUIDING ANNUAL DECISIONS

To provide lasting value and influence, this plan should be used and referenced regularly, especially during annual goal-setting, budgeting and capital planning processes. To inform these annual processes, the Village and Town should each prepare, with input from their Plan Commissions, a concise Comprehensive Plan Annual Report that may include the following information:

- Action items in progress or completed during the prior 12 months (celebrate success!)
- Planning Commission recommendations for action items to pursue during the next 12 months.
- Recommendations for any policy or map amendments to the Comprehensive Plan.

The Action Plan at the end of this chapter should be updated on an annual basis. Completed actions should be celebrated and removed, while those actions not yet completed should be given new deadlines (if appropriate) and assigned to specific individuals, boards or committees for completion per the new schedule and Village or Town Board directive. If the updated Action Plan is consistent with the goals, objectives, and policies of the comprehensive plan, updating the Action Plan should not require an amendment to the Comprehensive Plan and can be approved simply by Village or Town Board resolution.



Many of the strategies identified in this plan presume the use of existing Village ordinances and Village and Town programs. The Town's and Village's key implementation tools include:

### Operational Tools

- Annual Budget Process

### Regulatory Tools

- Land Use Regulations (including zoning, land division, subdivision and extraterritorial land use controls)
- Site Design Regulations
- Building Codes (including plumbing and electrical codes)
- Erosion and Stormwater Ordinances
- Official Maps

### Funding tools

- Tax Incremental Financing (TIF) Districts
- Grant Programs
- General Fund Revenues
- Fees & Special Assessments
- Fundraising
- Room Tax Revenue

# ADOPTION, AMENDMENTS & UPDATES

The procedures for comprehensive plan adoption or amendment are established by Wisconsin's Comprehensive Planning Law (66.1001, Stats.). This comprehensive plan and any future amendments must be adopted by the Village and Town Boards in the form of an adoption ordinance approved by majority vote. Two important steps must occur before the Village and Town Boards may adopt or amend the plan: the Planning Commissions must recommend adoption and the Village and Town must hold an official public hearing.

It is assumed and encouraged that both the Town and the Village will work together on any amendments to the plan, and will each adopt the amendments. It is possible, however, that either entity may at some point choose to amend a portion of the plan that does not directly affect or fall within the jurisdiction of the other entity, for example a Village amendment to policies for the Historic Downtown area. Any unilateral amendment to this joint plan should include a finding that the amendment will not have a substantive affect on the other jurisdiction. If approved, the amended portion should be provided to the other jurisdiction.

## Planning Commission Recommendation

The Planning Commission recommends adoption or amendment by passing a resolution that very briefly summarizes the plan or amendment and its various components. The resolution should also reference the reasons for creating or amending the plan and the public involvement process used during the planning process. The resolution must pass by a majority vote of the Planning Commission, and the approved resolution should be included in the adopted plan document.

## Public Hearing

Prior to adopting this plan, or plan amendment, the Village and Town (either Village and Town Boards or Planning Commissions) must hold at least one public hearing to discuss the proposed plan. At least 30 days prior to the hearing a Class 1 notice must be published that contains, at minimum, the following:

- The date, time and location of the hearing,
- A summary of the proposed plan or plan amendment,
- The local government staff who may be contacted for additional information,

- Where to inspect and how to obtain a copy of the proposed plan or amendment before the hearing.

The notice should also provide a method for submitting written comments, and those comments should be read or summarized at the public hearing.

## Draft Distribution and Public Hearing Notifications

The Village and Town are required to provide direct notice of the public hearing to all of the following as they apply to the municipal limits:

- An operator who has obtained, or made application for, a permit that is described under s. 295.12(3)(d).
- A person who has registered a marketable nonmetallic mineral deposit under s. 295.20.
- Any other property owner or leaseholder who has an interest in property pursuant to which the person may extract nonmetallic mineral resources, if the property owner or leaseholder requests in writing that the local government unit provide the property owner or leaseholder notice of the hearing.
- Any individuals who request, in writing, notification of the proposed comprehensive plan ordinance or public hearing. Each such individual must be sent a notice of the public hearing and a copy of the ordinance at least 30 days prior to the public hearing. The Village and Town may charge a fee equal to the cost of providing such notice and copy.

Finally, the Village and Town should send the notice and a copy of the proposed plan, or plan amendment, to the *Plan Distribution List* (see below). These draft distributions are not required by statute prior to adoption, but are strongly recommended as a matter of courtesy and good planning practice. The Village and Town should coordinate directly with the Waunakee Public Library to make a copy of the proposed plan, or plan amendment, available for viewing by any interested party.

## Plan Adoption

This plan and any future amendments become official Village and Town policy when the Village and Town Board each pass, by a majority vote of all elected members, an adoption ordinance. The Village or Town Boards may choose to revise the plan after it has been recommended by the Planning



Commission and after the public hearing. It is not a legal requirement to consult with the Planning Commission on such changes prior to adoption, but, depending on the significance of the revision, such consultation may be advisable.

### **Adopted Plan Distribution**

Following final adoption of this plan, and again following any amendments to the plan, a copy of the plan or amendment must be sent to each of the following:

1. Every governmental body that is located in whole or in part within the boundaries of the Village and Town, including any school district, sanitary district, or other special district.
2. The clerk of every town, city, village, and county that borders the Village and Town.
3. The regional planning commission in which the Village and Town are located.
4. The public library that serves the area in which the Village and Town are located.
5. The Comprehensive Planning Program at the Department of Administration.

### **Plan Amendment vs. Plan Update**

From time to time the Village and/or Town may be faced with an opportunity, such as a development proposal, that does not fit the plan but is widely viewed to be appropriate for the Village and/or Town. Should the Village and Town wish to approve such an opportunity, it must first amend the plan so that the decision is consistent with the plan. Such amendments should be carefully considered and should not become the standard response to proposals that do not fit the plan. Frequent amendments to meet individual development proposals threaten the integrity of the plan and the planning process and should be avoided.

Any change to the plan goals, objectives, polices, programs or maps constitutes an amendment to the plan and must follow the adoption/amendment process described in this section. Amendments may be proposed by either the Village or Town Boards, Village or Town PCs, Joint Plan Commission, Village Staff, Town staff or Village or Town property owners. Amendments may be made at any time using this process; however, in most cases the Village and Town should not amend the plan more than once per year. A common and recommended approach is to establish a consistent annual schedule for consideration of minor

plan amendments. This process can begin with a meeting of the JPC (January), followed by JPC recommendation (February), then the 30-day public notice procedures leading to a public hearing and vote on adoption by the Village and Town Boards (March or April).

Wisconsin's comprehensive planning statute (66.1001) requires that this plan be updated at least once every 10 years. Unlike an amendment, the plan update is a major re-write of the plan document and supporting maps. The purpose of the update is to incorporate new data and ensure that the plan remains relevant to current conditions and decisions. The availability of new Census or mapping data and/or a series of significant changes in the community may justify an update after less than 10 years. Frequent requests for amendments to the plan should signal the need for a comprehensive update.

# PLAN CONSISTENCY & SEVERABILITY

## PLAN CONSISTENCY

Once formally adopted, the plan becomes a tool for communicating the Village's and Town's land use policies and for coordinating legislative decisions. Per the requirements of Wisconsin's Comprehensive Planning Law, after January 1, 2010, if a local government unit enacts or amends any of the following ordinances, the ordinance must be consistent with that local governmental unit's comprehensive plan:

- Official maps
- Local subdivision regulations
- General zoning ordinances
- Shoreland/wetland zoning ordinances

An action will be deemed consistent if:

- It furthers, or at least does not interfere with, the goals, objectives, policies and programs of this plan,
- It is compatible with the proposed future land uses and densities/intensities contained in this plan,
- It carries out, as applicable, any specific proposals for community facilities, including transportation facilities, other specific public actions, or actions proposed by nonprofit and for-profit organizations that are contained in the plan.
- The State of Wisconsin planning legislation requires that the implementation element describe how each of the nine-elements will be integrated and made consistent with the other elements of the plan. Prior to adoption of the plan, the Village and Town reviewed, updated, and completed all elements of this plan together, and no inconsistencies were found.

## SEVERABILITY

If any provision of this Comprehensive Plan will be found to be invalid or unconstitutional, or if the application of this Comprehensive Plan to any person or circumstances is found to be invalid or unconstitutional by court of law, such invalidity or unconstitutionality will not affect the other provisions or applications of this Comprehensive Plan, which can be given effect without the invalid or unconstitutional provision or application. If any requirement or limitation attached to an authorization given under this Comprehensive Plan is found invalid, it shall be presumed that the authorization would not have been granted without the requirement or limitation and, therefore, said authorization shall also be invalid.

# ACTION PLAN

The following section is a list of items for Waunakee and Westport to pursue jointly and independently over the next 10 years in order to implement the vision, goals, and objectives of this plan. This list was developed from the policies and programs in Chapters 4 and 5. These tables omit policies that provide guidance but do not require proactive effort by the Village and/or Town.

## PRIORITIES AND TIMELINES

The action plan suggest approximately when each action should occur, within a ten-year timeframe. This plan will be updated and new actions selected by the end of that period. Some of the actions in this plan require continual ongoing or annual effort.

Decisions regarding the timing, budgeting, and coordination of each action item will be made by the Village Board and Town Board, typically as part of the municipal budget setting process or the Comprehensive Plan Annual Report. This plan is intended to inform those annual processes, but not to compel completion of these actions.

## MEASURING SUCCESS

There are multiple ways to track the Village's and Town's success in implementing this plan. In some cases, success is evaluated based on whether a facility is built, a program is created (e.g. Silo Protection Program) or a study or zoning code amendment is completed. In other cases, success may be judged by degree to which change has occurred (or not occurred - some of the actions are intended to preserve current strenghts). Change can be measured both quantitatively (e.g. the number of new business or jobs created since plan adoption) or qualitatively (e.g. degree to which residents are satisfied with improvements).



Shared Action Plan

HOUSING ACTIONS	TARGET COMPLETION YEAR			RESPONSIBLE PARTIES
	2017-2019	2020-2025	2025-2035	
Conduct a housing market analysis to evaluate in more detail the demand for various housing types in the Village and Town.	x			Joint Planning Commission
Explore development of a housing rehabilitation program to help property owners maintain and rehabilitate older housing stock, particularly in the central portion of the Village.	x			Village Plan Commission
ECONOMIC PROSPERITY ACTIONS	TARGET COMPLETION YEAR			RESPONSIBLE PARTIES
	2017-2019	2020-2025	2025-2035	
Conduct a visioning process and prepare a master plan for the West Business District.	x			Village Administrator/ ED Director, Village Planning Commission, Village Board
Install streetscape enhancements that will help create an identity and unifying theme for Historic Downtown Waunakee and the Town Center.		x		Director of Public Works, Town Administrator, Village Board, Town Board
The Town will take an active role in business attraction, retention and growth, in coordination with the Village.	x	x	x	Town Planning Commission
Develop a "Village Square" in the Village's Historic Center that will serve as a central landmark and symbol of Waunakee's historic traditions.		x		Village Administrator/ ED Director, Village Planning Commission, Village Board
Review design standards for the Waunakee Business Park to ensure that the standards allow use of the best available materials while also allowing property owners to manage construction costs effectively.	x			Village Economic Development Committee, Village Plan Commission
AGRICULTURAL, NATURAL, CULTURAL & HISTORIC RESOURCES ACTIONS	TARGET COMPLETION YEAR			RESPONSIBLE PARTIES
	2017-2019	2020-2025	2025-2035	
Consider the creation of a stormwater utility to ensure sustainable funding for stormwater management tied equitably to the sources of stormwater runoff.		x	x	Public Works



Shared Action Plan (continued...)

AGRICULTURAL, NATURAL, CULTURAL & HISTORIC RESOURCES ACTIONS	TARGET COMPLETION YEAR			RESPONSIBLE PARTIES
	2017-2019	2020-2025	2025-2035	
Protect linear open space corridors along Six Mile Creek and its tributary creeks and drainageways through a combination of public acquisition and land use regulations.	x	x	x	Village & Town Boards
Create a Silo Protection Program to conserve historic and/or culturally significant silos.	x	x	x	Village & Town Boards
Identify and map significant agricultural viewsheds in the Town of Westport.		x		Town Planning Commission
Identify, inventory, and preserve cultural, historic and archeological sites. (Town: Develop a volunteer effort to assist in the identification of historic and archeological sites.)	x	x	x	Village Planning Commission, Town Historic Preservation Committee
Adopt design guidelines for the traditional downtown that preserves the historic scale and character of Downtown Waunakee.		x		Village Planning Commission
COMMUNITY FACILITIES ACTIONS	TARGET COMPLETION YEAR			RESPONSIBLE PARTIES
	2017-2019	2020-2025	2025-2035	
Complete regional flood protection and stormwater management plans and apply these to development proposals.	x	x	x	Public Works, Planning Commissions
Share Capital Improvement Plans with adjacent communities to identify potential coordinated projects (i.e. roads, stormwater management, signage).	x	x	x	Public Works Director
Complete and maintain utility master plans for each utility service that describes service area, levels of use, overall capacity and features a timetable for capital improvements.	x	x	x	Public Works Director, Town Administrator

Shared Action Plan (continued...)

TRANSPORTATION ACTIONS	TARGET COMPLETION YEAR			RESPONSIBLE PARTIES
	2017-2019	2020-2025	2025-2035	
Maintain Official Maps as described by State Statutes 62.23(6) to identify and protect future road corridors.	x	x	x	Village and Town Planning Commissions
Explore the feasibility of establishing a pedestrian ferry service across Lake Mendota, connecting Westport with downtown Madison.		x		Town Planning Commission
Participate in local or regional efforts to provide transit connections to the metropolitan transit systems in Madison and other Dane County communities.	x	x	x	Village Administrator/ ED Director, Town Administrator
The Town and Village support and will advocate for the development of a "North Mendota Parkway" or similar that carries regional traffic away from neighborhoods and environmentally sensitive areas.	x	x	x	Village Board, Town Board, Village Administrator/ ED Director, Town Administrator
Develop more-detailed, area-specific land use and local roadway plans for the CTH M and STH 113 corridors in coordination with future planning for the parkway.			x	Town Planning Commission
INTERGOVERNMENTAL COOPERATION ACTIONS	TARGET COMPLETION YEAR			RESPONSIBLE PARTIES
	2017-2019	2020-2025	2025-2035	
Pursue boundary agreements with the Towns of Vienna and Springfield	x			Village Administrator/ ED Director, Plan Commission, Village Board
Pursue a boundary agreement between the Town of Westport and the Village of DeForest	x			Town Administrator, Plan Commission, Town Board
LAND USE ACTIONS	TARGET COMPLETION YEAR			RESPONSIBLE PARTIES
	2017-2019	2020-2025	2025-2035	
The Town and Village will establish and maintain similar design standards for development along the entrance corridor highways.	x	x	x	Plan Commissions