



# VANDEWALLE & ASSOCIATES INC.

To: Village of Fontana  
From: Sonja Kruesel, AICP, Village Planner  
Date: June 26, 2023  
Re: Annual Comprehensive Plan Amendment Process

---

The Village adopted the updated Comprehensive Plan on January 6, 2020. As a dynamic community facing various growth issues, the Village expects to receive requests for Plan amendments in the coming years, well before the next ten-year update in 2030. To provide a manageable, predictable, and cost effective process, the Village has established a single plan amendment cycle every year.

Resolution No. 032921-01 passed in March 2021, serves to establish an annual schedule for considering Comprehensive Plan Amendments. Each year, requests to amend the Comprehensive Plan must be filed no later than August 1.

The Village Clerk will accept applications for 2023 Plan amendments from **June 26<sup>th</sup> through August 1<sup>st</sup>**.

The procedures to adopt or amend a Comprehensive Plan are defined under Section 66.1001(4), Wisconsin Statutes. The Village process needs to follow these requirements. The timeline on the following page presents a process to allow for plan amendment requests, consider amendments, and to proceed through the adoption procedures in compliance with the State Statutes.

This approach features a combined meeting of the Plan Commission and Village Board.

During the meeting:

1. The Village Board holds a Public Hearing on the requested Plan amendments; and
2. The Plan Commission considers Plan amendment requests and public testimony, and then adopts a resolution making a specific recommendation on each of the requested Plan amendments to the Village Board.

At a subsequent meeting of the Village Board, the Board will consider the Plan Commission's recommendations, vote on motions for each requested Plan amendment, and finally, adopt an ordinance to officially adopt the Plan amendments per their individually voted motions.

This combined meeting approach allows for the Plan Commission and Board to hear the same public testimony, prior to the Plan Commission's recommendation, and the Board's actions.

**Village of Fontana  
2023 Annual Comprehensive Plan Amendment Process**

<b>Activity</b>	<b>June</b>	<b>July</b>	<b>August</b>	<b>Sept.</b>	<b>Oct.</b>	<b>Nov.</b>
Village Announces the Opening of the Plan Amendment Process	June 26					
Village Clerk Accepts Plan Amendment Applications		June 26 through August 1				
Plan Commission Recommends Adoption of the Public Participation Plan			August 28			
Village Board Adopts Public Participation Plan				Sept. 11		
Village Clerk Distributes Requested Plan Amendments to Surrounding and Overlapping Jurisdictions				Sept. 13		
Public Review Period (Newspaper published Thursday)				Sept. 22 – Oct. 24		
Joint Meeting: 1. Board Holds Public Hearing 2. Plan Commission Adopts Resolution Recommending Plan Amendments					October 30	
Board Adopts Ordinance on Recommended Plan Amendments						Nov. 13
Village Clerk Distributes Amended Plan to Surrounding and Overlapping Jurisdictions						After Adoption
<i>*Meeting dates subject to change. Please check the Village website for current meeting dates.</i>						