



Meeting Date: October 27, 2025

PLAN COMMISSION REPORT

Item No. **4C**

Proposal:	Special Comprehensive Plan Review Committee Appointment
Description:	The Plan Commission President will present a suggested appointment, Valerie Lancelle, to the Special Comprehensive Plan Review Committee who will replace an existing committee position that was recently vacated.
Applicant(s):	n/a
Address(es):	5043 Chester Lane
Suggested Motion:	That the Plan Commission approves the proposed appointment of Valerie Lancelle to the Special Comprehensive Plan Review Committee as presented.

Background: At the June 23rd Plan Commission meeting, the Commission approved the formation of the special comprehensive plan update review committee and that the Village President would provide a list of people, not to exceed twelve, who have expressed interest in volunteering on this committee. At the July 28th Plan Commission Meeting, the Plan Commission approved eleven appointments to the special committee. Since that time, the Village was informed that one of the members could no longer participate on the committee. As a result, the Village President is appointing a new resident, Valerie Lancelle, to the committee. As before, the Plan Commission will need to approve the appointment prior to the resident serving on the committee.

June 23, 2025 Report Background:

The Special Comprehensive Plan Committee is a temporary advisory group formed to assist the Plan Commission in updating the Village's 16-year-old Comprehensive Plan. This update is essential to ensure future planning reflects current data, community values, and emerging trends that support smart growth, resilience, and a high quality of life.

The current plan, *A Multi-Jurisdictional Comprehensive Plan for Racine County: 2035*, will be updated with a focus exclusively on the Village.

The committee's main role is to provide diverse community input and help shape a long-term vision that reflects the priorities of residents, businesses, and other Village stakeholders. Acting as a bridge between the public and the planning process, the committee will offer recommendations but will not make final decisions.

Committee members will collaborate with Village staff and the Southeastern Wisconsin Regional Planning Commission (SEWRPC), the professional planning consultant for this project. SEWRPC will lead the technical work, while the committee ensures community perspectives are integrated throughout the process.

The planning effort is expected to take 18 to 24 months, resulting in an updated Comprehensive Plan to guide the Village's growth and development for the next 10 to 20 years.

Per Municipal Code Section 2-5-3(c), the Plan Commission President has the authority to appoint members to a special committee. Appointments will be made with an emphasis on achieving a diverse and representative membership drawn from various stakeholder groups throughout the Village.

Scope of Work

The committee's responsibilities and scope of work will include the following key components:

1. Community Engagement and Outreach (Public Participation Plan)

- Collaborate with staff and SEWRPC to design and implement public engagement strategies, such as surveys, workshops, open houses, and stakeholder interviews.
- Help promote engagement opportunities to ensure diverse community participation.
- Review and provide feedback on community input to ensure that it is accurately reflected in planning documents.

2. Review of Existing Conditions

- Evaluate existing data, reports, and background information including land use, housing, transportation, economic development, natural resources, infrastructure, and demographics.
- Identify trends, challenges, and opportunities relevant to the Village's future growth and development.

3. Vision and Goal Setting

- Assist in drafting a long-term vision statement that reflects community values and aspirations.
- Recommend goals and guiding principles to support the vision and inform the direction of the Comprehensive Plan.

4. Policy and Strategy Development

- Provide input on proposed policies, programs, and strategies related to:
 - Land use and zoning
 - Transportation and mobility
 - Housing and neighborhood development
 - Parks, open space, and environmental sustainability
 - Economic development and job creation
 - Public services and infrastructure
- Review alternatives and scenarios to help shape future land use patterns.

5. Plan Review and Recommendations

- Review draft sections of the Comprehensive Plan and provide comments and recommendations.
- Ensure consistency with regional plans, state requirements, and community priorities.
- Support the Plan Commission in identifying potential implementation tools and actions.

6. Final Report and Presentation

- Assist in preparing a summary of the committee's findings and recommendations.
- Present the final recommendations to the Plan Commission.

Composition and Meetings

The committee will consist of approximately seven members representing various stakeholder groups including but not limited to: residents, business owners, civic leaders, environmental advocates, developers, and institutional partners. If a Plan Commissioner is aware of a resident or stakeholder that would be a good fit for this project, please provide the name and contact information to the Village President as soon as possible. Once formed, a kickoff meeting will be scheduled sometime in mid-July.

Meetings will be held on a regular basis (e.g., monthly or bi-monthly) throughout the planning process.

The committee will be disbanded upon completion of the Comprehensive Plan update.

The Special Comprehensive Plan Committee will play a crucial role in the building of a vision for the future of the Village by ensuring that the planning process is inclusive, transparent, and responsive to the needs of all community members. Through its work, the committee will help update the Village's Comprehensive Plan that will guide growth, development, and investment in a way that supports a thriving, sustainable, and equitable community.

Respectfully submitted:

A handwritten signature in dark ink, appearing to read "Peter Wagner". The signature is fluid and cursive, with a large initial "P" and "W".

Peter Wagner, AICP
Development Director