

Task	Description	2019		2020											
		NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
<b>1.0</b>	<b>PROJECT COORDINATION</b>														
1.1	Initial Meeting		4-Dec												
1.2	Progress Reports & Staff Meetings														
1.3	PC & City Council Communication	PC	PC/CC	PC	PC	PC/CC	PC	PC	PC/CC	PC	PC	PC/CC	PC	PC	PC/CC
<b>2.0</b>	<b>INVENTORY + ANALYSIS</b>														
2.1	Review related plans, ordinances														
2.2	Compile background information														
2.3	Base mapping														
<b>3.0</b>	<b>COMMUNITY ENGAGEMENT</b>														
3.1	Community Visioning Workshop (2)			6-Jan											
3.2	Community Survey														
3.3	Student Visioning Workshop (1)														
3.4	Interviews (6-8)														
3.5	SWOT Analysis (3)														
3.6	Focus Groups (2-3)														
3.7	Newsletters (electronic) (7)														
3.8	Draft Plan Open Houses (2)														
3.9	Draft Plan Public Hearing (1)														
3.1	Project Website + Social Media	U		U		U		U		U		U			U
	Review Complimentary Plans														
	Stakeholder Workshop					9-Mar									
<b>4.0</b>	<b>IDENTIFY GOALS + OBJECTIVES</b>														
4.1	Existing Conditions + Future Needs														
4.2	Draft Goals + Objectives														
4.3	Refined Goals + Objectives														
<b>5.0</b>	<b>PREPARE DRAFT PLAN</b>														
5.1	Issues and Opportunities														
5.2	Housing														
5.3	Transportation														
5.4	Utilities + Community Facilities														
5.5	Ag, Natural, Cultural Resources														
5.6	Economic Development														
5.7	Special Planning Areas (Optional)						O	O							
5.8	Intergovernmental Cooperation														
5.9	Land Use														
5.1	Implementation														
	Objective Amendments														
	Subjective Amendments														
	Project Mapping														
	First Draft Working Session							18-May							
	First Draft Presentation								2-Jun						
<b>6.0</b>	<b>FINALIZE + ADOPT PLAN</b>														
6.1	Prepare + Present Public Draft														
6.2	Plan Commission recommendation to CC														
6.3	Distribute draft Final Plan														
6.4	Ordinance adoption and Plan distribution														
	Public Hearing														
	Post Hearing Revision & Recommendation														
	Adoption														
	Update forms and guides														
	Project Complete - December 2020														

- Zoning Consultant Tasks
- City Comprehensive Plan Tasks
- Combined Task with Zoning Update

**City of Waupaca  
Comprehensive Plan + Zoning Code Update Combined Timelines  
Project Timeline**