

PURPOSE, ROLES & RESPONSIBILITIES OF THE WAUPACA PLAN COMMISSION (PC)

PURPOSE

The Plan Commission (PC) is appointed by the Mayor. The PC's role is to build a consensus around a strategy for Waupaca's future by working with City staff and the consultant team, while also engaging the public for input. The overall purpose of the PC is to move the planning process forward in order to complete a 10-year update of the City of Waupaca's Comprehensive Plan. The PC recommends full plan adoption to the Common Council. The commitment is expected to last approximately thirteen months, starting in November, 2019.

ROLES

The Plan Commission will assume the following roles:

- Oversee preparation of an update to the City Comprehensive Plan.
- Provide guidance for creation of plan and review of data and draft documents, providing comment and input.
- Represent broad community interests.
- Model community consensus and encourage stakeholder participation, particularly among neighborhood, civic and business organizations which members represent.
- Champion and promote awareness, participation and support of the Comprehensive Plan/process.

RESPONSIBILITIES

The PC will participate in regularly scheduled Plan Commission meetings throughout the planning period. The PC is strongly encouraged to participate in the following additional activities:

Community Visioning Workshops 1-2

The workshops will consist of an approximately 2-hour long community meeting in which participants will work in small groups to define areas of consensus on shared community values, aspirations and key issues, using a form of Strengths / Weaknesses / Opportunities / Threats (SWOT) analysis.

Draft Plan Open House:

Two open house events will be conducted staff and hosted by PC to allow attendees to review a draft of the Comprehensive Plan at their own pace. PC members are encouraged to be the face of the Comprehensive Plan and be available to answer general questions and to guide members of the public among various "stations" or displays which will explain plan content.

TIME COMMITMENT: APPROX 3 HOURS PER MONTH INCLUDING MEETINGS AND PREPARATION (13 MONTHS).