

Town of Wilton  
Planning and Zoning Commission

Proposed Schedule for the  
2019-2029 Plan of Conservation and Development  
(Draft 2018-01-22)

<u>Date</u>	<u>Planning and Zoning</u>	<u>Board/Commission Joint Workshop and Outreach</u>	<u>MMI</u>	<u>Public Engagement</u>
<b>December 22, 2017</b>	PZC emailed invitation to boards/commissions with preliminary questionnaire.		Draft/send preliminary questionnaire	
<b>JANUARY 2018</b>				
<b>January 17, 2018</b>		Suggested return of preliminary questionnaire	Collect / synthesize responses for key issues development and 1/24 meeting, post responses to website	
<b>January 18, 2018</b>	<b><u>Meeting – PZC Subcommittee</u></b> <i>Thurs., 2pm., Annex A</i> Process, scheduling, questionnaire reviews, survey planning, prep for 1/24 meeting			Public Meeting (no comment time)
<b>January 22, 2018</b>	<b><u>Meeting – PZC Regular Mtg.</u></b> <i>M, 6:30p / 7:15p, Annex A</i> Update from PZC Subcommittee, process/scheduling development, prep for 1/24 meeting			Public Meeting (no comment time)
<b>January 24, 2018</b>	<b><u>Meeting - Joint Workshop</u></b> <i>Weds., 7pm., Comstock</i> Introduction, process, scheduling, questionnaire reviews, key issues development, survey planning, demographic/ housing data, land use and open space data, Q&A		Prepare schedule, materials, preliminary data, questionnaire response analysis	Public Meeting (no comment time)
Week of January 29 to February 2	Public launch announcement, draft/issue press releases, website posts, social media posts, update schedule through 9/1/2018		Public launch announcement, draft/issue press releases, website posts, social media posts, update schedule through 9/1/2018	
<b>FEBRUARY 2018</b>				
<b>GENERAL TASKS</b>	<ul style="list-style-type: none"> <li>• Public Launch</li> <li>• Questionnaire review</li> <li>• Complete schedule</li> <li>• Develop Key Issues List</li> <li>• Develop Online Survey</li> <li>• Focus/Stakeholder/Strategic Group Development</li> <li>• Data Updates w/ MMI</li> </ul>	<ul style="list-style-type: none"> <li>• Public Launch</li> <li>• Questionnaire <b>responses</b></li> <li>• Complete schedule</li> <li>• Develop Key Issues List</li> <li>• Develop Online Survey</li> <li>• Focus/Stakeholder/Strategic Group Development</li> <li>• Data Updates w/ MMI</li> </ul>	<ul style="list-style-type: none"> <li>• Public Launch</li> <li>• Questionnaire analysis</li> <li>• Complete schedule</li> <li>• Develop Key Issues List</li> <li>• Develop Online Survey</li> <li>• Focus/Stakeholder/Strategic Group Development</li> <li>• Data Updates</li> </ul>	<ul style="list-style-type: none"> <li>• Public Launch</li> <li>• Post to Website</li> <li>• Post to Website</li> <li>• Public Comment Open</li> <li>• Survey Responses</li> <li>• Focus Group Participation</li> <li>• Post to Website</li> </ul>

Date	Planning and Zoning	Board/Commission Joint Workshop and Outreach	MMI	Public Engagement
February 7 or 8, 2018	<p align="center"><b>Public Launch and Workshop</b> Weds or Thurs., 7pm., Location TBD</p> <p>Introduce POCD / Process Present Schedule / Focus/Stakeholder/Strategic Group Plan Present Key Issues List Website Launch Present Demographic / Land Use Data Summary to Date Public Workshop/Exercises Q&amp;A / Public Comment</p>			
February 12, 2018	<b>Meeting – PZC Regular Mtg.</b> M, 6:30p / 7:15p, Annex A			
TBD	<b>Meeting – Joint/Focus Group Workshop</b> Time/Location: TBD Topics: CONSERVATION & LAND USE Invitees: TBD			Public Workshop & Comment
February 26, 2018	<b>Meeting – PZC Regular Mtg.</b> M, 6:30p / 7:15p, Annex A			
<b>MARCH 2018</b>				
<b>GENERAL TASKS</b>	<ul style="list-style-type: none"> <li>• Questionnaire review</li> <li>• Develop Key Issues List</li> <li>• Post/review Online Survey</li> <li>• Focus/Stakeholder/Strategic Group Meetings</li> <li>• Data Updates w/ MMI</li> </ul>	<ul style="list-style-type: none"> <li>• Questionnaire <b>responses</b></li> <li>• Develop Key Issues List</li> <li>• Post/review Online Survey</li> <li>• Focus/Stakeholder/Strategic Group Meetings</li> <li>• Data Updates w/ MMI</li> </ul>	<ul style="list-style-type: none"> <li>• Questionnaire analysis</li> <li>• Develop Key Issues List</li> <li>• Post/review Online Survey</li> <li>• Focus/Stakeholder/Strategic Group Meetings</li> <li>• Data Updates w/ MMI</li> </ul>	<ul style="list-style-type: none"> <li>• Public Comment Open</li> <li>• Public Comment Open</li> <li>• Survey Responses</li> <li>• Focus Group Participation</li> <li>• Post to Website</li> </ul>
March 12, 2018	<b>Meeting – PZC Regular Mtg.</b> M, 6:30p / 7:15p, Annex A			
TBD	<b>Meeting – Joint/Focus Group Workshop</b> Time/Location: TBD Topics: COMMUNITY ASSETS & SERVICES Invitees: TBD			Public Workshop & Comment
March 26, 2018	<b>Meeting – PZC Regular Mtg.</b> M, 6:30p / 7:15p, Annex A			
<b>APRIL 2018</b>				
<b>GENERAL TASKS</b>	<ul style="list-style-type: none"> <li>• Questionnaire review</li> <li>• Develop Key Issues List</li> <li>• Post/review Online Survey</li> <li>• Focus/Stakeholder/Strategic Group Meetings</li> <li>• Data Updates w/ MMI</li> </ul>	<ul style="list-style-type: none"> <li>• Questionnaire <b>responses</b></li> <li>• Develop Key Issues List</li> <li>• Post/review Online Survey</li> <li>• Focus/Stakeholder/Strategic Group Meetings</li> <li>• Data Updates w/ MMI</li> </ul>	<ul style="list-style-type: none"> <li>• Questionnaire analysis</li> <li>• Develop Key Issues List</li> <li>• Post/review Online Survey</li> <li>• Focus/Stakeholder/Strategic Group Meetings</li> <li>• Data Updates w/ MMI</li> </ul>	<ul style="list-style-type: none"> <li>• Public Comment Open</li> <li>• Public Comment Open</li> <li>• Survey Responses</li> <li>• Focus Group Participation</li> <li>Post to Website</li> </ul>
April 9, 2018 (spring break begin)	<b>Meeting – PZC Regular Mtg.</b> M, 6:30p / 7:15p, Annex A			Public Meeting (no comment time)

Date	Planning and Zoning	Board/Commission Joint Workshop and Outreach	MMI	Public Engagement
TBD	<b>Meeting – Joint/Focus Group Workshop</b> Time/Location: TBD Topics: INFRASTRUCTURE & REGION Invitees: TBD			Public Workshop & Comment
April 23, 2018	<b>Meeting – PZC Regular Mtg.</b> <i>M, 6:30p / 7:15p, Annex A</i>			Public Meeting (no comment time)
<b>MAY 2018</b>				
<b>GENERAL TASKS</b>	<ul style="list-style-type: none"> <li>• Questionnaire <b>completed</b></li> <li>• <b>Complete</b> Key Issues List</li> <li>• <b>Complete</b> Online Surveys</li> <li>• Focus/Stakeholder/Strategic Group Meetings</li> <li>• Data Updates w/ MMI</li> <li>• Vision and Goals Discussion</li> </ul>	<ul style="list-style-type: none"> <li>• Questionnaire <b>completed</b></li> <li>• <b>Complete</b> Key Issues List</li> <li>• <b>Complete</b> Online Surveys</li> <li>• Focus/Stakeholder/Strategic Group Meetings</li> <li>• Data Updates w/ MMI</li> <li>• Vision and Goals Discussion</li> </ul>	<ul style="list-style-type: none"> <li>• Questionnaire analysis</li> <li>• Complete Key Issues List</li> <li>• Post/review Online Survey</li> <li>• Focus/Stakeholder/Strategic Group Meetings</li> <li>• Data Updates w/ MMI</li> <li>• Vision and Goals Discussion</li> </ul>	<ul style="list-style-type: none"> <li>• Public Comment Open</li> <li>• Public Comment Open</li> <li>• Survey Responses</li> <li>• Focus Group Participation</li> <li>• Post to Website</li> </ul>
May 14, 2018	<b>Meeting – PZC Regular Mtg.</b> <i>M, 6:30p / 7:15p, Annex A</i>			Public Meeting (no comment time)
TBD	<b>Meeting – Joint/Focus Group Workshop</b> Time/Location: TBD Topics: DEVELOPMENT & FISCAL POLICY Invitees: TBD			Public Workshop & Comment
May 19, 2018	<b>Meeting – PZC SPECIAL Mtg.</b> <i>Sat., 8:30 to 12:30, Annex A</i> Discuss Vision and Goals, POCD Format, Drafting			Public Workshop & Comment
May, 29, 2018	<b>Meeting – PZC Regular Mtg.</b> <i>M, 6:30p / 7:15p, Annex A</i>			Public Meeting (no comment time)
<b>JUNE 2018</b>				
<b>GENERAL TASKS</b>	<ul style="list-style-type: none"> <li>• Data Updates w/ MMI</li> <li>• Visions/Goals Discussion</li> <li>• Objectives/Strategies Discussion</li> </ul>	<ul style="list-style-type: none"> <li>• Data Updates w/ MMI</li> <li>• Visions/Goals Discussion</li> <li>• Objectives/Strategies Discussion</li> </ul>	<ul style="list-style-type: none"> <li>• Data Updates w/ MMI</li> <li>• Visions/Goals Discussion</li> <li>• Objectives/Strategies Discussion</li> </ul>	<ul style="list-style-type: none"> <li>• Post to Website</li> <li>• Public Meetings</li> </ul>
June 11, 2018	<b>Meeting – PZC Regular Mtg.</b> <i>M, 6:30p / 7:15p, Annex A</i>			Public Meeting (no comment time)
TBD	<b>Meeting – Joint/Focus Group Workshop</b> Time/Location: TBD Topics: POCD Visions, Goals, Objectives, Strategies Invitees: All			Public Workshop & Comment

<u>Date</u>	<u>Planning and Zoning</u>	<u>Board/Commission Joint Workshop and Outreach</u>	<u>MMI</u>	<u>Public Engagement</u>
June 23, 2018	<u>Meeting – PZC SPECIAL Mtg.</u> Sat., 8:30 to 12:30, Annex A Discuss Objectives and Strategies, POCD Format			Public Meeting (no comment time)
June 25, 2018	<u>Meeting – PZC Regular Mtg.</u> M, 6:30p / 7:15p, Annex A			Public Meeting (no comment time)
<b>JULY 2018</b>				
<b>GENERAL TASKS</b>			POCD DRAFTING: Text of Vision, Goals, Strategies, Objectives	
July 9, 2018	<u>Meeting – PZC Regular Mtg.</u> M, 6:30p / 7:15p, Annex A			Public Meeting (no comment time)
July 23, 2018	<u>Meeting – PZC Regular Mtg.</u> M, 6:30p / 7:15p, Annex A			Public Meeting (no comment time)
<b>AUGUST 2018</b>				
<b>GENERAL TASKS</b>			POCD DRAFTING: Text of Vision, Goals, Strategies, Objectives	
NO MEETINGS	NO MEETINGS	NO MEETINGS	NO MEETINGS	NO MEETINGS
<b>SEPTEMBER 2018</b>				
<b>GENERAL TASKS</b>	<ul style="list-style-type: none"> <li>• Data Updates w/ MMI</li> <li>• Review POCD Draft</li> <li>• Phone Survey Development</li> </ul>	<ul style="list-style-type: none"> <li>• Data Updates w/ MMI</li> <li>• Review POCD Draft</li> <li>• Phone Survey Development</li> </ul>	<ul style="list-style-type: none"> <li>• Data Updates</li> <li>• Review POCD Draft</li> <li>• Phone Survey Development</li> </ul>	<ul style="list-style-type: none"> <li>• Post to Website</li> <li>• Post to Website</li> <li>• Public Comment</li> </ul>
September 10, 2018	<u>Meeting – PZC Regular Mtg.</u> M, 6:30p / 7:15p, Annex A			Public Meeting (no comment time)
TBD	<u>Meeting – Joint Workshop</u> Time/Location: TBD Attendees: All Topics: POCD Draft and Phone Survey Development			Public Workshop and Comment
September 24, 2018	<u>Meeting – PZC Regular Mtg.</u> M, 6:30p / 7:15p, Annex A			Public Meeting (no comment time)
<b>OCTOBER 2018</b>				
<b>GENERAL TASKS</b>	<ul style="list-style-type: none"> <li>• Data Updates w/ MMI</li> <li>• Review POCD Draft</li> <li>• Phone Survey Launch</li> </ul>		<ul style="list-style-type: none"> <li>• Data Updates</li> <li>• Review POCD Draft</li> <li>• Phone Survey Launch</li> </ul>	<ul style="list-style-type: none"> <li>• Post to Website</li> <li>• Post to Website</li> <li>• Phone Survey Participation</li> </ul>
October 8, 2018 (Columbus Day)	<u>Meeting – PZC Regular Mtg.</u> M, 6:30p / 7:15p, Annex A			Public Meeting (no comment time)

<u>Date</u>	<u>Planning and Zoning</u>	<u>Board/Commission Joint Workshop and Outreach</u>	<u>MMI</u>	<u>Public Engagement</u>
October 22, 2018	<u>Meeting – PZC Regular Mtg.</u> <i>M, 6:30p / 7:15p, Annex A</i>			Public Meeting (no comment time)
<b>NOVEMBER 2018</b>				
<b>GENERAL TASKS</b>	<ul style="list-style-type: none"> <li>• Data Updates w/ MMI</li> <li>• Phone Survey Results Review</li> <li>• Refine POCD</li> </ul>	<ul style="list-style-type: none"> <li>• Data Updates w/ MMI</li> <li>• Phone Survey Results Review</li> <li>• Refine POCD</li> </ul>	<ul style="list-style-type: none"> <li>• Data Updates</li> <li>• Phone Survey Results Review</li> <li>• Refine POCD</li> </ul>	<ul style="list-style-type: none"> <li>• Post to Website</li> <li>• Post to Website</li> </ul>
November 13, 2018	<u>Meeting – PZC Regular Mtg.</u> <i>M, 6:30p / 7:15p, Annex A</i>			Public Meeting (no comment time)
TBD	<u>Meeting – Joint Workshop</u> Time/Location: TBD Attendees: All Topics: Phone Survey Results and Review / Refine POCD Goals, Objectives and Strategies			Public Workshop & Comment
November 26, 2018	<u>Meeting – PZC Regular Mtg.</u> <i>M, 6:30p / 7:15p, Annex A</i>			Public Meeting (no comment time)
<b>DECEMBER 2018</b>				
<b>GENERAL TASKS</b>	Review initial POCD Draft	Review initial POCD Draft	Provide initial POCD Draft for Review	Public Comment on initial POCD Draft
December 10, 2018	<u>Meeting – PZC Regular Mtg.</u> <i>M, 6:30p / 7:15p, Annex A</i>			Public Meeting (no comment time)
TBD	<u>Meeting – Joint Workshop</u> Time/Location: TBD Attendees: All Topics: Review initial POCD Draft			Public Workshop and Comment
<b>JANUARY 2019</b>				
<b>GENERAL TASKS</b>	Review POCD Draft	Review POCD Draft	Revise POCD Draft	
January __, 2019 [TBD]	<u>Meeting – PZC Regular Mtg.</u> <i>M, 6:30p / 7:15p, Annex A</i>			Public Meeting (no comment time)
	No Joint Meeting / Workshop	No Joint Meeting / Workshop		
January __, 2019 [TBD]	<u>Meeting – PZC Regular Mtg.</u> <i>M, 6:30p / 7:15p, Annex A</i>			Public Meeting (no comment time)

Date	Planning and Zoning	Board/Commission Joint Workshop and Outreach	MMI	Public Engagement
<b>FEBRUARY 2019</b>				
<b>GENERAL TASKS</b>	Review/Revise POCD Draft	<ul style="list-style-type: none"> <li>Review/Revise POCD Draft</li> <li>Submit POCD to BoS for Review +65 Days before Public Hearing (CGS 8-23(g))</li> <li>Submit POCD to WestCOG + 65 Days</li> </ul>	Review/Revise POCD Draft	Public Comment Period
February __, 2019 [TBD]	<b>Meeting – PZC Regular Mtg.</b> <i>M, 6:30p / 7:15p, Annex A</i>			Public Meeting (no comment time)
TBD	<b>Meeting – Joint Workshop</b> Time/Location: TBD Attendees: All (BoS Must Attend) Topics: Review Full POCD Draft			Public Comment Period
February __, 2019 [TBD]	<b>Meeting – PZC Regular Mtg.</b> <i>M, 6:30p / 7:15p, Annex A</i>			Public Meeting (no comment time)
<b>MARCH 2019</b>				
<b>GENERAL TASKS</b>	Plan for Public Hearing		Plan for Public Hearing Post POCD to Website and Town Clerk +35 Days before Public Hearing	Public Comment Period
March __, 2019 [TBD]	<b>Meeting – PZC Regular Mtg.</b> <i>M, 6:30p / 7:15p, Annex A</i>			Public Meeting (no comment time)
	No Joint Meeting / Workshop	No Joint Meeting / Workshop		
March __, 2019 [TBD]	<b>Meeting – PZC Regular Mtg.</b> <i>M, 6:30p / 7:15p, Annex A</i>			Public Meeting (no comment time)
<b>APRIL 2019</b>				
<b>GENERAL TASKS</b>	Public Hearing on POCD Finalize POCD	Public Hearing on POCD	Public Hearing on POCD Finalize POCD	Public Comment Period
April __, 2019 [TBD]	<b>Meeting – PZC Regular Mtg.</b> <i>M, 6:30p / 7:15p, Annex A</i>			Public Meeting (no comment time)
April __, 2019 [TBD]	<b>Public Hearing on POCD</b> Time/Location: TBD Attendees: All Topics: Review Full POCD Draft			
April __, 2019 [TBD]	<b>Meeting – PZC Regular Mtg.</b> <i>M, 6:30p / 7:15p, Annex A</i> FINAL REVISION / ADOPTION OF POCD			