

**GENERAL WORK PLAN AND SCHEDULE FOR
PREPARATION OF THE OZAUKEE COUNTY COMPREHENSIVE PLAN**

Step 1 Start-Up Tasks	Step 2 Inventory and Background	Step 3 Issue Identification and Visioning	Step 4 Prepare Forecasts and Analysis	Step 5 Prepare Key Plan Elements	Step 6 Prepare Implementation Elements	Step 7 Plan Review, Refinement, and Adoption	Step 8 Plan Implementation
1. Prepare scope of work and schedule	1. Prepare base maps	1. Prepare and conduct public opinion surveys	1. Prepare forecasts of population, households, and jobs for year 2035	1. Prepare issues and opportunities element	1. Prepare intergovernmental cooperation element	1. Print and distribute draft multi-jurisdictional plan and local community plans	1. County and local communities identify detailed follow-up activities to implement plan recommendations
2. Establish responsibilities of County Board, staff, and committees. Form County Board Smart Growth Committee (now Comprehensive Planning Board (CPB))	2. Conduct and document housing inventory	2. Conduct strengths, weaknesses, opportunities, and threats (SWOT) workshops	2. Identify opportunities and areas for redevelopment and potential Smart Growth areas	2. Prepare agricultural, natural, and cultural resources element	2. Prepare implementation element	2. Conduct public information workshops on preliminary plan	2. County and local communities amend or adopt implementing ordinances as necessary (zoning, subdivision, etc.)
3. County Board approval of multi-jurisdictional planning process	3. Conduct and document agricultural, natural, and cultural resources inventory	3. Participating local governments determine local goals and objectives and develop a "vision" for the community	3. Identify trends in land price, supply, and demand	3. Prepare economic development element	3. Incorporate above elements into preliminary plan report	3. Refine preliminary plan recommendations as necessary to prepare recommended plan	3. County and local communities enter into cooperative agreements as desired
4. Meet with local governments. Obtain resolutions to cooperate in multi-jurisdictional plan	4. Conduct and document inventory of existing transportation facilities	4. CAC develops proposed goals and objectives for the comprehensive plan and a "vision" for the future development of the County	4. Develop projections, in five-year increments, for various land use categories	4. Prepare land use element	4. Report to CAC and CPB	4. CAC recommends plan to CPB	
5. Prepare and submit grant application	5. Conduct and document inventory of existing community facilities and utilities	5. CAC approves goals and objectives for multi-jurisdictional plan for review and approval by CPB	5. Report findings to CAC and CPB	5. Prepare housing element		5. CPB recommends plan to Environment and Land Use Committee (ELUC) of the County Board	
6. Prepare and negotiate agreements with participating local governments	6. Conduct and document inventory of existing land uses	6. Inventory and summarize existing land use-related plans and ordinances		6. Prepare transportation element		6. ELUC holds public hearing and approves plan by resolution and forwards to County Board	
7. Form Citizen Advisory Committee (CAC) and element and staff workgroups	7. Gather and document economic development information	7. Identify and summarize conflicts between plans and ordinances and report to CAC and CPB		7. Prepare utilities and community facilities element		7. County Board adopts plan by ordinance	
8. Prepare and adopt County public participation plan (PPP)	8. Compile and document Census data			8. Synthesize the above elements into preliminary plan recommendations		8. Plan commissions of participating communities approve local plan by resolution and forward plan to the governing body	
9. Local governments prepare and adopt PPPs	9. Report to CAC and CPB 10. Hold informational meetings to present inventory findings			9. Report to CAC and CPB		9. Governing bodies of participating communities hold public hearing and adopt local plan by ordinance	
January 2003 – December 2005	June 2004 – March 2005	December 2005 – June 2006	October 2005 – October 2006	June 2006 – June 2007	June 2007 – October 2007	November 2007 – May 2008	After Plan Adoption

NOTE: Dates are tentative and subject to change.

REVISED SEPTEMBER 2005