

1. CALL TO ORDER

Chairman Tom Richart called the meeting to order at 1:00 pm. Comprehensive Planning Board members present were: Tom Richart, Tim Kaul, Alan Kletti, Bob Walerstein, and Alternate Glenn Stumpf. Excused Comprehensive Planning Board member(s) included: Cindy Bock. Ozaukee County staff present included: Planning and Parks Department Director Andrew Struck, UW-Extension Community Development Educator Nicole Sidoff, Planning and Parks Department Intern Paul Merkey, and County Administrator Tom Meaux. Southeastern Wisconsin Regional Planning Commission Principal Planner Dave Schilling was also in attendance.

2. ASSURANCE THAT THE MEETING WAS PROPERLY NOTICED / ADOPTION OF AGENDA

Chairman Tom Richart asked staff if the meeting had been properly noticed and agenda posted. Andrew Struck noted that the meeting was properly noticed and agenda posted.

Motion by Supervisor Kletti and seconded by Supervisor Walerstein to approve the agenda for the April 12, 2010 Comprehensive Planning Board meeting as written. All members present voting aye, motion carried unanimously.

3. APPROVAL OF MINUTES (FEBRUARY 16, 2010)

Supervisor Walerstein asked for clarification about item number 8 in the February 16, 2010 minutes. Andrew Struck stated that the contract amount will need to be budgeted for as part of the 2011 budget and the contract will be paid when the plan is completed in 2011. Mr. Struck noted that he had discussed this item with Mr. Meaux before bring the contract before the CPB for approval. The CPB did approve the contract with SEWRPC and associated fee. The fee was not anticipated because at the time the County contacted SEWRPC for assistance there was no discussion of an additional fee beyond the County committed funding for SEWRPC assistance. This fee was discussed at the time the contract was brought before the CPB.

Motion by Supervisor Stumpf and seconded by Supervisor Walerstein to approve the minutes for the February 16, 2010 Comprehensive Planning Board meeting as written. All members present voting aye, motion carried unanimously.

4. PUBLIC COMMENT AND WRITTEN COMMUNICATIONS

There were no public comments or written communications.

5. UPDATE/DISCUSSION ON THE MULTI-JURISDICTIONAL COMPREHENSIVE PLAN FOR OZAUKEE COUNTY: 2035

▪ **UPDATE AND DISCUSSION ON THE PUBLIC OUTREACH COMMITTEE (POC) FOR THE MULTI-JURISDICTIONAL COMPREHENSIVE PLAN FOR OZAUKEE COUNTY AND DEVELOPMENT OF AN OUTREACH DVD WITH UWEX**

Andrew Struck stated that the main editing of the Comprehensive Plan DVD has been completed. Most likely another meeting with Jim Leser from UW-Extension Digital Media Center will be needed to fully complete the DVD. Nicole Sidoff presented a short clip from the DVD. She went on to say the entire DVD will be approximately one hour. Staff and the UW-Extension Digital Media Center are also working on making a shorter piece for the website as well as a printed piece to go along with the DVD. Ms. Sidoff stated that the distribution plan includes: libraries, local governments, businesses, students, interest organizations such as Ozaukee Economic Development and the Ozaukee County Historical Society and the public through kick-off events once it is finally completed.

6. UPDATE/DISCUSSION ON THE DEVELOPMENT OF A PARK AND OPEN SPACE PLAN (POSP) FOR OZAUKEE COUNTY

▪ **PLANNING PROCESS, OUTLINE AND TIMELINE**

Andrew Struck referred to the general work plan and schedule, preliminary outline and timeline provided in the Board packet and stated that he hopes to have the Park and Open Space Plan adopted in December 2010 or early 2011, but at least have a final draft completed by the end of 2010.

▪ **KICKOFF MEETING AND VISIONING SESSIONS**

Mr. Struck spoke about the good attendance at the kickoff meeting. He referred to the flyer in the Board packet and went on to inform the CPB of the Visioning Sessions being held April 19, 26, and 27, 2010. The plan for these sessions is to look at existing park and open space sites, as well as opportunities for new natural areas and parks. Additionally, a County Park and Open Space Strengths, Weaknesses, Opportunities, and Threats (SWOT) analysis will be completed with the Ozaukee Interurban Trail Advisory Council, Land Preservation Board, and Comprehensive Planning Board.

▪ **PUBLIC OPINION SURVEY FOR THE POSP AND FARMLAND PRESERVATION PLAN (FPP)**

Chairman Richart asked why the survey was planned so late in the Park and Open Space Plan timeline, when during the development of the Multi-Jurisdictional Comprehensive Plan for Ozaukee County: 2035 the survey was conducted earlier in the process. Mr. Struck stated that since it is a combined survey with the Farmland Preservation Plan and funding is primarily being provided through the DATCP Farmland Preservation Planning grant, it must also coincide with the development of that plan.

Dave Schilling from the Southeastern Wisconsin Regional Planning Commission (SEWRPC) presented on the preliminary outline for the development of the Park and Open Space Plan. He stated that because the County did a thorough inventory collection and analysis during the development of the Multi-Jurisdictional Comprehensive Plan for Ozaukee County: 2035, they will be able to pull a lot of background information from that plan to cut down on the work load.

7. UPDATE/DISCUSSION ON THE DEVELOPMENT OF A FARMLAND PRESERVATION PLAN (FPP) FOR OZAUKEE COUNTY AND THE DEVELOPMENT OF AGRICULTURE, TRADE AND CONSUMER PROTECTION (DATCP) FARMLAND PRESERVATION PLANNING GRANT

▪ **PLANNING PROCESS AND TIMELINE**

Mr. Struck stated that the current County Farmland Preservation Plan was last prepared and adopted in 1981. The new Farmland Preservation Plan must be completed per the requirements of the Working Land Initiative and the DATCP Farmland Preservation Planning Grant. Mr. Struck stated that we proposed, in the DATCP grant, establishing a Citizen Advisory Committee (CAC) for the development of the Farmland Preservation Plan. Additionally, the timeline of the Farmland Preservation Plan is similar to that of the Park and Open Space Plan; however, the Farmland Preservation Plan will be completed over the course of two years, while the Park and Open Space Plan will take about one year. Mr. Struck referred Board members to the FPP timeline included in the packet.

▪ **INFORMATIONAL MEETINGS – MARCH 25 (DATCP), APRIL 1 (LCP-OZ), AND APRIL 2, 2010 (FIRST FRIDAYS)**

Keith Foye from DATCP presented at the first meeting on March 25, 2010. It was a joint meeting with Washington County held at Riveredge Nature Center aimed at local government elected officials and staff to introduce the Working Lands Initiative and various programs. Approximately 35 people were in attendance. Mr. Struck passed around the attendance sheet.

Al Singer from Dakota County, Minnesota spoke at the April 1 & 2, 2010 meetings. Mr. Singer presented the steps taken in developing a comprehensive land preservation program for Dakota County. Supervisor Tim Kaul also spoke at both meetings about the Ozaukee County Land Preservation Board. A representative from DATCP spoke at the April 1 meeting, and Marjie Tomter, from the Land Conservation Partnership of Ozaukee County, spoke at the April 2 meeting. Mr. Struck also presented at both the April 1 and 2, 2010 meetings to provide the background information for Ozaukee County. These two presentations were intended for landowners, farmers, elected officials and the general public. The April 1st meeting was held at the Town of Saukville – Town Hall and the April 2nd First Fridays Forum was held in the Ozaukee County Board Room. All three events had fairly good attendance. Supervisor Kaul expanded on the discussions and messages presented at all three events, particularly the First Fridays Forum. Supervisor Stumpf stated that Mr. Singer from Dakota County was a very good and engaging speaker. There was discussion about the connection of land preservation efforts to water quality.

▪ **KICKOFF MEETING**

Mr. Struck stated that staff is currently in the process of arranging a Farmland Preservation Plan Kickoff Meeting probably for sometime in mid-summer.

▪ **LOCAL GOVERNMENT MEETINGS**

Mr. Struck expressed that staff has started to meet with a few local governments including the Towns of Fredonia, Port Washington, and Belgium regarding the Working Lands Initiative and the Farmland Preservation Planning process. Mr. Struck has also had many conversations with the City of Mequon and Town of Cedarburg. Moreover, he has talked with the Milwaukee Metropolitan Sewage District about the development of the Farmland Preservation Plan and their Greenseams program through the Conservation Fund.

▪ **PURCHASE OF AGRICULTURAL CONSERVATION EASEMENTS (PACE) PER WORKING LANDS INITIATIVE**

Mr. Struck noted that DATCP posted a notice of workshops regarding PACE. The closest workshop location for Ozaukee County residents would be held in the Town of Ashippun on April 19, 2010. LPB members can sign up for the workshop online if they are interested. Ms. Sidoff also stated that DATCP is planning a PACE webinar for April 29, 2010, and UW-Extension would be willing to host the webinar if Board members were interested. Mr. Struck and Ms. Sidoff are both planning to attend the PACE workshop on April 19, 2010.

▪ **ESTABLISHMENT OF A CITIZEN ADVISORY COMMITTEE FOR THE FARMLAND PRESERVATION PLAN**

Mr. Struck noted the nomination form included in the packet, which can also be found on Ozaukee County's website. Staff will begin accepting nominations shortly in order to start reviewing candidates in June. In addition to the Citizen Advisory Committee, Mr. Struck will be establishing a technical staff advisory work group that will be comprised of staff members from various agencies and local governments.

▪ **PUBLIC OPINION SURVEY FOR THE POSP AND FPP**

County Administrator Tom Meaux asked about posting the survey on the County website. Mr. Struck responded by stating that the University of Wisconsin – Milwaukee advised against that for the development of the public input survey for the Multi-Jurisdictional Comprehensive Plan for Ozaukee County: 2035. He said that those responses would need to be handled separately from the other responses gathered as they would not be a random sampling and would skew the results of the random, statistically significant sample. Mr. Meaux clarified by stating that a password could be issued and only those with a password from the mailing would respond to the online survey, in other words just giving the residents another way to respond either by website or mail. Mr. Struck noted that this would probably work and would be part of the statistically significant sampling. He stated that he would ask UWRF – SRC about the potential to set this up during the next conference call with them.

8. ACTION – APPROVE PROFESSIONAL SERVICES CONTRACT FOR CONDUCTING A PUBLIC OPINION SURVEY FOR THE PARK AND OPEN SPACE PLAN AND FARMLAND PRESERVATION PLAN

Mr. Struck stated that up to \$5,000 of the DATCP Farmland Preservation Planning Grant will be used to conduct the survey. He noted that proposals were solicited from four universities including UW-Madison, St Norbert College, UWM – Center for Urban Initiatives and Research (CUIR) and UW – River Falls Survey Research Center. They were asked about both a telephone and mailed survey and the pros and cons of each. The proposals ranged from \$5,348 to \$30,000 depending upon the type, length and level of reporting and statistical significance of the survey. Mr. Struck is recommending the Board approve the use of \$7,500 for the survey, with the extra \$2,500 coming from the Planning budget. The University of Wisconsin – River Falls gave a proposal for the survey and a full report of \$6,118 plus \$5 / survey in excess of 382. Mr. Struck stated that the additional funds would likely be necessary to process additional surveys and approval of \$7,500 would provide for these contingencies in working with UWRF – Survey Research Center (SRC). Mr. Struck referenced the proposals in the packet and the support document.

Motion made by Supervisor Walerstein, and seconded by Supervisor Kletti to approve the professional services contract with the University of Wisconsin – River Falls Survey Research Center for a not-to-exceed amount of \$7,500 to conduct a mailed public opinion survey for the Park and Open Space Plan and Farmland Preservation Plan for Ozaukee County per the terms of the proposal. All members present voting aye, the motion carried unanimously.

9. UPDATE/DISCUSSION ON LOCAL GOVERNMENT PROPOSED AMENDMENTS TO THE MULTI-JURISDICTIONAL COMPREHENSIVE PLAN FOR OZAUKEE COUNTY: 2035.

▪ **TOWN OF SAUKVILLE – REVISION TO LOCAL COMPREHENSIVE PLAN AND COUNTY LOCAL GOVERNMENT ASSISTANCE CONTRACT FOR GIS MAPPING**

Andrew Struck stated that he is working with the Corporation Counsel to draft a memorandum of understanding or agreement to present to the Town of Saukville. Mr. Struck noted that in discussions with the Corporation Counsel, the agreement will need to clarify that by providing technical service to the Town, particularly for mapping, it does not imply or convey any review or approval by staff, the CPB or the County Board with regard to the actual amendment. It is a technical service for GIS mapping assistance. He also said that the memorandum/agreement will specify a time and materials charge for the service. Board members noted that the acceptance of this assistance agreement will open the door for other Towns and Villages to ask the County for assistance on their future projects. Mr. Struck noted that this was one of the main reasons staff wanted to ensure the memorandum/agreement with the Town of Saukville was fully developed and all potential issues were considered and addressed, as it would set a precedent for future work with other local governments within the County.

10. PLANNING INFORMATION / NEWS AND EDUCATION & OUTREACH

Nicole Sidoff briefly reviewed the two articles included in the Board packet. One was about Agricultural Enterprise Area applications in the State and the other on preserving farmland.

11. NEXT MEETING DATE(S) – 2010 MEETING SCHEDULE - TUESDAY, JUNE 15, 2010 AT 1:00 PM

Chairman Richart indicated that the next meeting date will be Tuesday, June 15, 2010 at 1:00 pm.

12. ADJOURNMENT

A motion was made by Supervisor Stumpf and seconded by Supervisor Kaul to adjourn the meeting. All members present voting aye, the motion carried unanimously. Meeting adjourned at 2:31 PM.

Respectfully recorded and submitted by Paul Merkey, Nicole Sidoff and Andrew Struck.