

1. CALL TO ORDER

Chairman Tom Richart called the meeting to order at 1:04 PM. Comprehensive Planning Board members present were Tim Kaul, Cindy Bock, and Bob Walerstein. Al Kletti was not present. Staff present included Andrew Struck, Nicole Sidoff, Laurie Miller, and Tom Meaux, Ozaukee County; and Ben McKay, Southeastern Wisconsin Regional Planning Commission (SEWRPC).

2. ASSURANCE THAT THE MEETING WAS PROPERLY NOTICED

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.

ADOPTION OF AGENDA

Motion by Supervisor Bock and seconded by Supervisor Kaul to adopt the agenda as printed. All members present voting aye, motion carried unanimously.

3. APPROVAL OF MINUTES

Motion by Supervisor Walerstein and seconded by Supervisor Bock to approve the minutes for the April 8, 2008 Comprehensive Planning Board meeting. All members present voting aye, motion carried unanimously.

4. UPDATE/DISCUSSION/POSSIBLE ACTION ON THE MULTI-JURISDICTIONAL COMPREHENSIVE PLANNING PROCESS, WDOA COMPREHENSIVE PLANNING GRANT AND THE MULTI-JURISDICTIONAL COMPREHENSIVE PLAN FOR OZAUKEE COUNTY: 2035

▪ **UPDATE AND DISCUSSION ON THE COUNTY PREPARATION OF THE LOCAL GOVERNMENT COMPREHENSIVE PLAN REPORTS – INVENTORY CHAPTERS AND CUSTOM ELEMENT TEMPLATES**

Andrew Struck stated that the County has sent out all the inventory chapters, the element chapter templates and has fulfilled all the obligations specified in the MOU with the local governments. All the specific inventory chapters have been completed and copies have been distributed to each respective community. The County will continue to work with local governments until all local plans have been adopted.

▪ **STATUS OF LOCAL GOVERNMENT COMPREHENSIVE PLANS**

Andrew Struck reviewed the current progress each local government has made on their local comprehensive plan. The Town of Cedarburg and Town of Grafton comprehensive plans have been adopted. The other twelve communities are at various steps in the process. Andrew explained that the only thing that the communities should be delayed on is the Land Use element template due to its recent release. Some communities, including the Village of Grafton and the City of Mequon, are notably behind in the planning process.

Supervisor Bock inquired about the ability of these communities to finish and what would occur if they were unable to adopt their plans by the December 31, 2008 deadline. Andrew explained that they had already received a six month extension to allow for the adoption of the plan to occur by December of 2008. Supervisor Bock then inquired about the possibility to receive another extension. Andrew stated that he did not know if that was possible due to the circumstances of obtaining the first extension. When the first extension was filed for, the County was nearing completion of the County plan and had also showed significant progress towards completing the local government chapters. Andrew stated that he may not have accomplished enough between then and now to warrant an extension of the grant. Supervisor Bock inquired about the communities paying back the cost of the grant if they did not complete their plan in time. Andrew explained that the communities signed an agreement that would hold the community financially liable if the plan was not adopted. Andrew also stated that the communities would open themselves up to possible lawsuits if they do not adopt the plan by 2010. Andrew did note; however, that most of the communities were working on the plan and his preference was to keep working with them toward a target date. He noted that he appreciates everything that the local governments are

handling, which is why County and SEWRPC staff have gone beyond the requirements of the MOU to assist local governments and staff.

Supervisor Richart inquired about solutions to encourage communities to make the plan a priority. Supervisor Bock stated that they should consider a formal letter or making visits to each community to persuade them to take greater action. Supervisor Richart suggested the board accept the following steps of action to include: 1) a formal letter to be sent reminding them of the deadline with all Comprehensive Planning Board members' signatures; 2) visiting each community to explain the serious consequences of not completing the plan on time. The Board discussed and there was a consensus that Andrew and Chairman Richart would work on a phased approach.

▪ **UPDATE AND DISCUSSION ON THE TIMELINE FOR THE MULTI-JURISDICTIONAL COMPREHENSIVE PLANNING PROCESS FOR OZAUKEE COUNTY: 2035**

Andrew Struck explained the remaining steps of the process. The communities need to submit all of their element chapters to the County, if they are requesting our assistance in compiling. The County staff will then review the submitted element chapters for the statutory criteria as well as editing, if desired. Each community needs to adopt their respective plan by December 2008 and begin the implementation process including updating local ordinances to ensure consistency with the plan by January 1, 2010.

▪ **WDOA ANNUAL GRANT AND FINANCIAL REPORTING**

Andrew presented the annual reports dating back to June of 2004 along with the annual financial reports that are sent to WDOA per the grant requirements. Andrew explained the reimbursement procedures and how the remaining 25% of the \$408,000 grant will be withheld until all of the communities have submitted and adopted their comprehensive plan by ordinance. Andrew explained that the \$408,000 includes the money allocated to the City of Cedarburg, but they would be paid directly from the grant.

▪ **UPDATE, DISCUSSION, AND POSSIBLE ACTION ON THE USE OF THE LAND INFORMATION OFFICE GIS DATA ACQUISITION POLICY**

At the April 8, 2008 Comprehensive Planning Board meeting, Supervisor Bock inquired about charging private consultants and others (excluding local governments) for the GIS data and mapping products specifically generated through the comprehensive planning process. In response to this question, Andrew Struck distributed the Land Information Office GIS Data Acquisition Policy. Andrew explained the categories and its corresponding costs. Supervisor Bock inquired about the ability to change the cost amounts after the policy is accepted. The Board discussed this item and discussed an annual review process. Supervisor Bock suggested adding a line into the text stating "costs subject to change." Mr. Meaux noted that he encouraged Department Heads to review their various fee schedules regularly to keep up to date with potential cost increases. **A motion was made by Supervisor Bock and seconded by Supervisor Walerstein to approve the GIS Data Acquisition Policy for use with the Comprehensive Planning GIS data and mapping and to allow for an annual review to increase rates as applicable. All members present voting aye, motion carried unanimously.**

▪ **UPDATE AND DISCUSSION ON THE OZAUKEE COUNTY FAIR BOOTH DISPLAY**

Andrew stated that the County Fair was not as productive as it had been in the past. Andrew explained that the planning booth was on the opposite side of the commercial building, away from the other county booths including tourism and land and water management. Andrew stated that it would be better if all county booths were grouped together. Supervisor Bock suggested that next year the planning booth go with the "150th year theme" and include land documents from the past. Andrew suggested that a user-friendly summary of the comprehensive plan should be on display as well.

▪ **UPDATE AND DISCUSSION ON THE PLANNING INTERNSHIP POSITIONS**

Newly hired interns Matt Borkenhagen and Laurie Miller were introduced to the Board. Matt will be working on GIS related materials and projects, while Laurie will be assisting local governments on their comprehensive plans.

▪ **UPDATE, DISCUSSION, AND POSSIBLE ACTION ON THE IMPLEMENTATION OF COUNTY COMPREHENSIVE PLAN**
○ **COUNTY PLAN UPDATES AND REVISIONS – TOWN OF GRAFTON EXAMPLE**

Andrew Struck discussed the problem that has arisen since the adoption of the County Comprehensive Plan and two local government comprehensive plans (Towns of Grafton and Cedarburg) with changes to or amendments for the local government's planned land use maps following the adoption phase of the County Comprehensive Plan. He also noted that there have already been some proposed amendments to the adopted local government plans, which then affects the County's Comprehensive Plan. Andrew explained that many of these changes or amendments to the local government comprehensive plans contain time constraints. Andrew then referenced the Town of Grafton example amendments that were included in the CPB packet. The Board discussed the example further. Therefore, Andrew requested that the County accept all amendments to the two adopted local plans during this interim phase until all (or most) of the local government comprehensive plan documents are adopted. The Board discussed this issue and agreed that amendments made during this interim period until all the local comprehensive plan documents have been adopted should be accepted as part of the planning process. **Tim Kaul made a motion, seconded by Cindy Bock, to conditionally approve the amendments made to adopted local comprehensive plan documents made during the interim period that is defined by the majority of local comprehensive plan documents being adopted, anticipated as December 2008, to the County Comprehensive Plan as part of the planning process without additional review.** The Board discussed the motion. It was noted that this currently only applies to the Town of Grafton and Town of Cedarburg as they are the only local governments that have an adopted comprehensive plan. Once a majority of the local governments have an adopted comprehensive plan, this conditional approval would terminate and the process as outlined in the adopted County Comprehensive Plan would be followed. **All members present voting aye, motion carried unanimously.**

5. UPDATE AND DISCUSSION ON THE *COMPREHENSIVE PLANNING CITIZEN ADVISORY COMMITTEE (CAC)* AND VARIOUS ELEMENT WORK GROUPS (PPP, HEDCR, ANR, LUTU, AND LESA TECHNICAL ADVISORY)

▪ **DISCUSSION AND POSSIBLE ACTION ON ATTENDANCE AT UW-EXTENSION/DATCP TOUR TO VIEW FARMLAND PRESERVATION**

Supervisor Tim Kaul noted that members of the Southeast Area Land Conservation Association had nominated him to participate in the Ultimate Land Use Study Tour III. The Land Use Tour is a six-day tour through various areas on the east coast that demonstrate innovative and successful farmland preservation techniques. CPB members each received a packet of information about the Land Use Tour. Supervisor Kaul noted that the knowledge gained from the Land Use Tour would be beneficial in helping to implement the recommendations related to farmland preservation in the Ozaukee County Multi-Jurisdictional Comprehensive Plan: 2035. Supervisor Kaul also noted that another spot on the Tour for an Ozaukee County representative has been secured if any CPB members were interested. The CPB discussed possible candidates who would benefit by participating in the Land Use Tour. Possible candidates included members of CPB, the Environment and Land Use (ELU) Committee, Ozaukee Washington Land Trust staff, LESA Technical Advisory Workgroup members, or farmers from the northern part of the County. Supervisor Bock noted that it might be difficult for a County Board Supervisor to attend the Land Use Tour because the Wisconsin Counties Association Convention is only two days before the Tour begins.

6. PUBLIC COMMENT AND WRITTEN COMMUNICATIONS

There was no public comment and no written communications submitted.

7. ANY OTHER BUSINESS AS AUTHORIZED BY LAW

There was nothing reported.

8. NEXT MEETING DATES – TUESDAY, SEPTEMBER 16, 2008

Andrew Struck noted that the September 16, 2008 meeting will still be held, even though it is less than two months from the date of the current meeting. This is because the current meeting had been postponed from the originally scheduled July meeting.

9. ADJOURNMENT

A motion was made by Supervisor Bock and seconded by Supervisor Walerstein to adjourn the meeting. All members present voting aye, the motion carried unanimously. Meeting adjourned at 2:35 PM.

Respectfully submitted by Nicole Sidoff, Laurie Miller, Andrew Struck, and Ben McKay.