

1. CALL TO ORDER

Chairman Thomas Richart called the meeting to order at 1:00 pm. Comprehensive Planning Board members present were: Tim Kaul, Alan Kletti, Cindy Bock, Bob Walerstein, and Alternate Glenn Stumpf. Ozaukee County staff present included: Planning and Parks Director Andrew Struck, UWEX Community Resource Development Educator Nicole Sidoff, Planning and Parks Intern Paul Merkey, and County Administrator Tom Meaux.

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

Chairman Thomas 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 adopt the agenda as printed. All members present voting aye, motion carried unanimously.

3. APPROVAL OF MINUTES (MAY 19, 2009)

Chairman Richart asked that the minutes from the May 19, 2009 Comprehensive Planning Board meeting reflect that he was not present at the meeting.

Motion by Supervisor Bock and seconded by Supervisor Kaul to approve the minutes for the May 19, 2009 Comprehensive Planning Board meeting as amended by Chairman Richart. 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 ON THE STATUS OF FINAL ADOPTED LOCAL GOVERNMENT COMPREHENSIVE PLANS**

Andrew Struck stated that the Multi-jurisdictional Comprehensive Plan for Ozaukee County has been adopted by the County and submitted to the Wisconsin Department of Administration (WDOA). The County has not received a confirmation letter from WDOA, but Mr. Struck is confident it will arrive in due time. A few of the local governments had an issue in getting their local comprehensive plan document to the necessary adjacent communities and the WDOA, but that has been worked out and copies of the respective local government plans have been distributed to the appropriate adjacent communities and WDOA.

▪ **UPDATE ON THE FINAL PRINTING AND DISTRIBUTION OF THE MULTI-JURISDICTIONAL COMPREHENSIVE PLAN FOR OZAUKEE COUNTY: 2035 INCLUDING AMENDMENT 01-2009**

Andrew Struck stated that the Plan has been printed and nearly a quarter of the 200 copies printed have already been distributed. Printed copies have been given to some libraries by request and can be requested by the public. CD copies of the Plan are free, but the County will charge printing costs of \$20 for members of the public who request a printed copy. Printed copies will be free of charge for any adjacent local government or libraries that request printed copies of the Plan. The adopted Plan was distributed to local governments as a CD and the distribution letter was included in the Committee packet.

▪ **UPDATE AND DISCUSSION ON THE STATUS FOR CLOSING OUT THE WDOA COMPREHENSIVE PLANNING GRANT**

Andrew Struck stated that the technical aspects required by the law and WDOA to close-out the grant are done, and he is now working on the required documentation of the financials. Mr. Struck reminded the Board that the comprehensive planning grant required an approximately 50% match (a little less because of the multi-jurisdictional process) and that SEWRPC was providing for half of the match through the funds that the County is requested each year for general planning assistance. The County's share of the local match was provided primarily in the form of in-kind County staff time. It was also stated that the County came in on budget due to the contract with SEWRPC, but contributed more staff hours than were required by the in-kind County match. This was expected and understandable since the planning process

was extended more than a year and the fact that the County developed and completed most of the local comprehensive plan documents. Supervisor Walerstein asked about interns working on the County plan and local plans and whether that assisted in keeping the costs down. Mr. Struck said yes, the use of Planning and Parks Interns assisted in keeping the costs lower, greatly assisted in completing local comprehensive plan documents and kept the planning process consistent with the approved timeline. Mr. Struck followed by saying that the total grant award was for \$408,000 from WDOA. Supervisor Kletti asked if total staff hours dedicated to the planning process would be in the final report. Mr. Struck responded that the total staff hours would be in the final report and that would be included in the CPB packet for the next meeting.

Supervisor Kaul asked if the County will hear from the State regarding the quality of the plan. Mr. Struck stated that the State will do an objective analysis to make sure all required elements of the plan were included. He went on to explain that the State was very pleased with the structure used, particularly regarding the County's incorporation of public participation throughout the planning process and the inclusion of the LESA Analysis.

▪ **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**

Nicole Sidoff stated that she and Andrew Struck are in the process of reviewing video footage for the DVD and should complete that portion by mid-October, with the full DVD being completed by the end of the year. Ms. Sidoff also stated there will be a viewing, most likely at one of the golf courses, for participants and family and one for the public at one or more of the libraries. The Public Outreach Committee will be meeting at the end of October to discuss a distribution plan for the Comprehensive Plan DVD.

Mr. Struck stated that Ozaukee Economic Development (OED) has asked for a copy of the DVD and for permission to use relevant footage from the DVD to help promote the organization and economic development within the County. The Ozaukee County Historical Society, Inc. (OCHS) has also requested a copy of the footage for their use in promotion of Pioneer Village and other historical sites. He went on to say that because of working with UWEX, the County will have the right to release footage as approved by UWEX. Additionally, it was stated that it would be advantageous to work with the OED, OCHS and UWEX to help distribute copies.

Supervisor Kletti asked how long the DVD was and Mr. Struck stated it would be about 60 minutes. Mr. Struck further noted that staff is working with UWEX for the inclusion of an overview clip that could be placed on the County's planning website. Ms. Sidoff stated that the DVD would be broken into chapters, so viewers could also choose to watch only certain parts. Additionally, Mr. Struck stated that organizations have contacted him about giving a talk about the Comprehensive Plan and showing the DVD.

Supervisor Walerstein asked about the hours that the staff devoted to creation of the DVD. Nicole Sidoff stated that the DVD took eight days of filming, plus many hours of preparation work involving phone calls, meetings and emails. In addition, staff have begun to review the footage of the DVD and expect to devote more time finalizing the footage with UWEX in Madison at their studio.

5. DISCUSSION AND POSSIBLE ACTION ON LOCAL GOVERNMENT PROPOSED AMENDMENTS TO THE MULTI-JURISDICTIONAL COMPREHENSIVE PLAN FOR OZAUKEE COUNTY: 2035

▪ **VILLAGE OF THIENSVILLE**

Andrew Struck noted the detailed information in the packet and stated that the Village of Thiensville approved a change in land use of a property from business to residential. The property is within the incorporated area of the Village of Thiensville. According to State Statute the County must approve the amendment to the Comprehensive Plan and must accept the change to the County's Planned Land Use Map. Mr. Struck noted that the County's planned land use map would be amended to

reflect the change in the Village of Thiensville's planned land use map. Mr. Struck recommended approval of the land use map amendment and subsequent amendment to the Multi-jurisdictional Comprehensive Plan for Ozaukee County.

Motion by Supervisor Bock, and seconded by Supervisor Kletti to accept the Village of Thiensville comprehensive plan amendment and incorporate the change into the County's Planned Land Use Map and the Multi-jurisdictional Comprehensive Plan for Ozaukee County: 2035. All members present voting aye, the motion carried unanimously.

▪ **VILLAGE OF GRAFTON**

Andrew Struck noted the detailed information in the packet and stated that there were two approved planned land use map amendments in the Comprehensive Plan for the Village of Grafton. Both properties are in the incorporated area of the Village of Grafton. According to State Statute the County must approve the amendment to the Comprehensive Plan and must accept the change to the County's Planned Land Use Map. Mr. Struck noted that the County's planned land use map would be amended to reflect the change in the Village of Grafton's planned land use map. Mr. Struck noted that the Comprehensive Planning Board must accept the change because it amends the County's Planned Land Use Map and the Multi-jurisdictional Comprehensive Plan for Ozaukee County. The first amendment was to change the land use of a property from institutional to commercial. The second amendment was for a property at 887 Green Bay Rd. and a land use change from residential to parks and recreation land use. Mr. Struck recommended approval of the land use map amendment and subsequent amendment to the Multi-jurisdictional Comprehensive Plan for Ozaukee County.

Motion by Supervisor Kletti, and seconded by Supervisor Walerstein to accept the Village of Grafton comprehensive plan amendments and to incorporate the changes into the County's Planned Land Use Map and the Multi-jurisdictional Comprehensive Plan for Ozaukee County: 2035. All members present voting aye, the motion carried unanimously.

▪ **Town of Cedarburg**

Andrew Struck referred Board members to the information provided in the Board packet. Andrew Struck stated that this amendment is for County review because it is within a town, not a city or village; however, the proposed amendment does not reflect a necessitated change to the Multi-jurisdictional Comprehensive Plan for Ozaukee County as it is only an update to the inventory data. The Town of Cedarburg has developed a new park and open space plan and that new park and open space plan is reflected in their local comprehensive plan. Mr. Struck went on to say that the changes involved dates and text on open space requirements including minimum acreages and percentages. Mr. Struck stated it does not directly impact the County's Planned Land Use Map, but it does impact the County's Comprehensive Plan inventory. As a result, Mr. Struck recommended that the CPB make a motion to accept this amendment as it relates to updates in the inventory for the Multi-jurisdictional Comprehensive Plan for Ozaukee County. Mr. Struck further noted that only the inventory would be amended in the Multi-jurisdictional Comprehensive Plan for Ozaukee County and no changes would be made to reflect any of the policy text changes. He further noted that this inventory would probably be amended with the next major revision to the County's Comprehensive Plan.

Motion by Supervisor Kletti, and seconded by Supervisor Kaul to accept the inventory changes resulting from the Town of Cedarburg Comprehensive Plan amendment and incorporate those inventory changes into the next major revision to the Multi-jurisdictional Comprehensive Plan for Ozaukee County. All members present voting aye, the motion carried unanimously.

▪ **TOWN OF SAUKVILLE – TENTATIVE PROPOSAL**

Andrew Struck referred Board members to the information and articles provided in the Board packet. Mr. Struck stated that this proposal was tentative and merely informative, so no action was needed at this time. He said that there was a change in the Town Board in the Town of Saukville and the new Town Board was analyzing the plan accepted by the previous Town Board. Mr. Struck has been in contact with the new Town Board Chairwomen regarding potential changes to the Town of Saukville Comprehensive Plan. The discussions on the proposed changes would likely require an amendment to both the local Town of Saukville and County Comprehensive Plans. Mr. Struck is currently working with the Town Board to help them understand the current plan, the process to make changes, and the implications of those changes. The most significant issue involves the Town's proposed desire to make land divisions easier in areas designated in the original plan as Farmland Protection Areas. Changing the land use from Farmland Protection to a Residential land use may impact the landowner's ability to participate in certain farmland preservation programs and would require an amendment to both the Town of Saukville and County Comprehensive Plans.

Chairman Richart asked Supervisor Kaul, who is Chairman of the Land Preservation Board, if that board could help the Town in the matter. Supervisor Kaul stated the board is only advisory and cannot enact any regulatory legislation; however, they could assist in understanding the implications of a proposed land use change. Further discussion on the matter ensued. Mr. Struck reminded the Board that they do not have to accept changes by the Town of Saukville that result in changes to the Multi-jurisdictional Comprehensive Plan for Ozaukee County and countywide interests and/or functions. He also noted that the County and Town plans may conflict, although it is not clear which one takes precedence for future land use decisions. Mr. Struck noted that if the Town formally submits a Town of Saukville Comprehensive Plan amendment, the County would review the details of the amendment to see if the amendment would be consistent with County goals and objectives in the Multi-jurisdictional Comprehensive Plan for Ozaukee County to determine if the County should recommend and approve a corresponding amendment to the County Plan. Supervisor Bock asked about the timeline for this proposed tentative amendment. Mr. Struck stated that the Town Board was actively discussing the changes and amendment to the Town of Saukville Plan, but are also working on understanding this complex issue and the impacts to qualifying for various State programs. Mr. Struck did not anticipate a formal amendment to the Town of Saukville Comprehensive Plan would be complete before the end of the year.

This item was only informational and no action was taken on this matter.

▪ **CITY OF CEDARBURG / TOWN OF CEDARBURG – JOINT PLANNING RESOLUTION**

Andrew Struck referred to the supplemental information included in the Board packet and stated this is an informational item with no action required to be taken. He went on to say that the City of Cedarburg and Town of Cedarburg have moved into an agreement to work together on a cooperative planning process.

This item was only informational and no action was taken on this matter.

6. UPDATE ON PLANNING AND PARKS INTERNS

Andrew Struck stated that Steven Kunst, Planning and Parks Intern, had worked in the Department for two months from early July to the end of August. Paul Merkey, Planning and Parks Intern, who also started in July, was introduced. Mr. Struck went on to say that both interns have been working on a number of projects including the County Comprehensive Plan Outreach DVD, the Multi-jurisdictional Comprehensive Plan for Ozaukee County and the local government comprehensive plans, Ozaukee Interurban Trail user surveys, and the Fish Passage Program. He also stated that he will not hire another intern to replace Steven Kunst before the end of this year.

COMPREHENSIVE PLANNING BOARD MEETING MINUTES

Tuesday, September 29, 2009 at 1:00 P.M.

Room 118, Ozaukee County Administration Center, Port Washington

7. PUBLIC COMMENT, WRITTEN COMMUNICATIONS, AND PLANNING NEWS

Supervisor Kaul talked about the Land Preservation Board meeting and Ultimate Land Use Tour, which is a tour of land preservation efforts in Pennsylvania and Maryland, on October 15, 16, 17. He noted that there was still space available on the tour, and there may even be money available to help sponsor another person on the tour. It was also mentioned by the Board that the Public Comment and Written Communications agenda item should be placed at the beginning of the agenda in the future. Mr. Struck noted this comment.

8. NEXT MEETING DATE(S) – TUESDAY, DECEMBER 1, 2009 AT 1:00 PM

Chairman Richart indicated that the next meeting date will be Tuesday, December 1, 2009 at 1:00 pm

9. ADJOURNMENT

A motion was made by Supervisor Walerstein and seconded by Supervisor Kaul to adjourn the meeting. All members present voting aye, the motion carried unanimously. Meeting adjourned at 2:03 PM.

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