



PLANNING & PARKS DEPARTMENT

Andrew T. Struck, Director
www.co.ozaukee.wi.us/540/Planning-Parks

MEETING AGENDA COMPREHENSIVE PLANNING BOARD MONDAY, FEBRUARY 13, 2023 AT 1:00 P.M. COUNTY ADMINISTRATION CENTER, ROOM A-200 *Bruce Ross, Chairperson Thomas Grabow, Vice-Chairperson Rob Holyoke, Scott Rishel, and Thomas Richart*

1. Call to Order

A regular meeting of the Comprehensive Planning Board was held in room A-200 at the Ozaukee County Administration Center.

Attendee Name	Title	Status	Arrived
B. Ross	Chairperson	Present	
T. Grabow	Vice-Chairperson	Absent	
R. Holyoke	Supervisor, District 22	Present	
S. Rishel	Supervisor, District 14	Present	
T. Richart	Supervisor, District 12	Present	

Staff present: Andrew Struck, Director Planning and Parks Department; Natalie Avallone, Senior Planner Planning and Parks Department

Others present: NA

2. Assurance that the Meeting has been Properly Noticed / Adoption of Agenda

Chairperson Ross called meeting to order at 1:01pm. Mr. Struck provided assurance the meeting was properly noticed.

3. Public Comment and Written Communications

Chairperson asked if there were any public comments. There were no members of the public present. Mr. Struck confirmed no written communications submitted/received.

4. Welcome and Introductions

Chairperson Ross welcomed Comprehensive Planning Board (CPB) members and thanked them for their participation on the Board. Board members and staff present introduced themselves and provided their background in natural resources and/or planning.

5. Comprehensive Planning Board Responsibilities

- Ozaukee County Policy and Procedure Manual
 - Chapter II 2.05(7)

Mr. Struck introduced the County Policy and Procedure manual governing the responsibilities of the CPB (as well as other Committees and Boards). It was noted that the CPB is a recommending Committee directly to County Board.

The CPB reviews and approves long-range planning for Ozaukee County including: the County's Multi-jurisdictional Comprehensive Plan, Park and Open Space Plan, and Farmland Preservation Plan. Each of these plans are guided by Wisconsin State Statutory requirements and are adopted by the County Board by resolution and ordinance. Each of these adopted plans also provide eligibility for certain state funding opportunities (e.g. WDNR Knowles Nelson Stewardship Grants and the Park and Open Space Plan).

Chairperson Ross noted the importance of plan references to guiding the County's goals, objectives, policies and programs including programs and activities developed with grant funding. This long-range planning guides the County's goals, objectives, policies and programs (e.g., see County Multi-jurisdictional Comprehensive Plan) as well as County budgetary requests and grant funding requests.

- b. Planning Oversight
- c. Upcoming Plan Review(s)
 - i. Relationship between County Planning Efforts

Mr. Struck introduced the planning flow chart included in the packet. Each successive plan document provides more detail and refines the Multi-jurisdictional Comprehensive Plan in specific area (e.g., Park and Open Space). The lower plans ultimately get adopted as a part of the County's Comprehensive Plan by ordinance (Chapter 13). Ordinances succeed County Board terms.

Chairperson Ross: How long are the plans adopted for?

Mr. Struck noted that each statutory requirement is different: the Comprehensive Plan is every 10 years, the Park and Open Space Plan (POSP) is every 5 years, and the Farmland Preservation Plan is every 10 years. Each plan is also tied to future design years (e.g., 2050, 2035), which is usually consistent with regional planning design years and efforts.

Chairperson Ross: Are these plans subject to amendment? If so, does any change need to go through an amendment process and receive a majority vote? For the Park and Open Space Plan, we are looking out to what year?

Mr. Struck: Yes, each of these plans is subject to amendments recommended by the CPB and adopted by the County Board. The design year for each of the plans will be 2050 (it was 2035), but specific recommendations and implementation activities for the Park and Open Space Plan will be for the next 5 years (per State Statute)

Supervisor Holyoke: what does the current park and open space plan go through?

Mr. Struck noted that the design year for the current POSP is 2035. Per State Statute, POSP should be updated every 5 years; however, the current park and open space plan update was delayed as a result of SEWRPC availability and COVID, and the WDNR agreed to an extension of current plan expiration. The update of this POSP version started in earnest in early 2019, but was delayed by COVID and staff limitations during that time.

Chairperson Ross: What is the deadline WDNR gave the County?

Mr. Struck noted that the WDNR has currently extended the POSP to December 2023, with the possibility of an extension based on progress towards adoption.

Chairperson Ross: Is this enough time?

Mr. Struck: We believe we can have most of the plan chapters completed by the end of the year with the formal adoption extending into next year potentially. The Department has already started public engagement and has a formal agreement with SEWRPC for completion of the plan.

Continued discussion of planning flow chart (park master planning, USFS Community Forest Plan for CBCGNP, park management plans, that detail the POSP further).

Chairperson Ross: In order to finish POSP do we have to have these lower-level plans completed?

Mr. Struck: No, the detailed plans provide for better inventory and a more detailed set of goals, objectives policies, programs, activities and recommendations.

Chairperson Ross: The POSP has the most immediate deadline. Do we need to be working in parallel on these other plans in order to hit deadlines?

Mr. Struck: See item (iii.) below.

ii. Park and Open Space Plan for Ozaukee County

Chairperson Ross: Anticipates that the inventory updates will be taken care of largely by staff, whereby policy issues need to rise to the level of the Committee.

Mr. Struck: Yes, staff will largely compile the inventory data; however, will still get the Board's input on additional or refined inventory data (as feasible and timely). Historically, staff prepared draft chapters based on the inventory, public input and engagement, and Citizen Advisory and Board input prior to bringing final drafts to Board. The staff will certainly highlight goals, objectives and policies that the Board needs to consider and understand, but ultimately everything is brought to the Board for approval, Chapter by Chapter review.

Supervisor Holyoke: Are we using the 2011 plan as template? And amending that as we go through?

Mr. Struck: Yes, the outline for POSP update e.g., plan chapters) is very similar to the 2011 plan and if anyone would like a hard copy of 2011 POSP, staff can provide that at the next meeting. Mr. Struck also referred to packet (POSP outline).

Supervisor Richart: In the past we've had advisory committees. Do we have those advisory boards/committees this time around?

Mr. Struck: Yes, we hope to establish advisory committees to assist in developing these plans; namely as in the past, the Land Preservation Board, a citizen advisory board that reported to the CPB.

Chairperson Ross: Given all the pieces that need to be integrated into the whole, I think the Board would find value in some sort of timeline that lays out each item needed (e.g., Chapters).

Mr. Struck: Staff will work with SEWRPC to prepare a timeline for the POSP Chapter preparation and adoption first and then also prepare an overall timeline for subsequent planning efforts.

iii. Farmland Preservation Plan for Ozaukee County

Mr. Struck: Referred to packet item (letter from DATCP) and discussed the option to request an extension until 2024, apply for farmland preservation planning grant funding, and contract with SEWRPC to assist in plan completion. The POSP update and inventory will assist in farmland preservation plan (FPP) update. This was the same sequence that the two plans were accomplished the last time they were adopted.

iv. Multi-jurisdictional Comprehensive Plan for Ozaukee County

Mr. Struck noted that statutorily (Wis Stats 66.1001) the Comprehensive Plan should be updated every 10-years inclusive of amendments or more complete plan updates. Following completion of the POSP and FPP, staff will provide a detailed review of the County Comprehensive Plan status and coordinate with municipalities to get their adopted comprehensive plan amendments incorporated. This major update will probably take some time to compile and review.

6. Administrative Overview

a. Contact Information

Mr. Struck discussed Department staff contact information and future SEWRPC representation at CPB meetings.

b. Meeting Schedule

Mr. Struck put forth for consideration by the Board whether to hold CPB meetings monthly or every other month. Based on the current staff availability (e.g., SEWRPC staff and contract), it was suggested to start out meeting every other month. This may need to be accelerated towards mid to end of year (e.g., monthly meetings). Mr. Struck also inquired about the day and time with Board members.

Supervisor Rishel recommended every other month to start.

Supervisor Holyoke agreed with every other month to start.

Supervisor Richart would like specific days/times scheduled.

Supervisor Holyoke proposed the same week as County Board.

Mr. Struck noted that it may be difficult for staff to accommodate the first week of the month with NRC also that week and proposed the third week (Wednesday) of the month.

Chairperson Ross: How does that affect other committees?

Mr. Struck noted that he could look into the other Committee meeting dates.

Supervisor Rishel requested advance notice.

Chairperson Ross: Recommended Wednesday, April 19 at 11AM (or after County Board) and adjust as needed.

All members present agreed with the third Wednesday of the month following County Board (approximately 11 AM), every other month with occasional adjustment based on County Board meetings.

The Comprehensive Planning Board meetings will be scheduled for every other month, the third Wednesday of the month following County Board meetings at approximately 11AM with staff directed to provide reminders and updates as appropriate, particularly on date and time.

7. Update/Discussion – Park and Open Space Planning

a. Planning and Parks Department update

i. Existing MOU with the Southeastern Wisconsin Regional Planning Commission (SEWRPC)

ii. Park and Open Space Plan Chapter Outline

iii. County-wide Public Opinion Survey

iv. Park User Surveys

v. USFS Community Forest Program Plan for Clay Bluffs Cedar Gorge Nature Preserve (Department SUMMARY ONLY, REVIEW/DISCUSSION TBD)

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vi. Emerald Ash Borer Management Plan for the Ozaukee County Park System
(Department SUMMARY ONLY, REVIEW/DISCUSSION TBD)

Mr. Struck introduced the County contractual relationship/partnership with the Southeastern Wisconsin Regional Planning Commission (SEWRPC), and supplemental payment to SEWRPC as a part of the 2019 Memorandum of Understanding (MOU) to assist with the POSP update.

Chairperson Ross: Is this a fixed payment to SEWRPC?

Mr. Struck: Yes, generally the MOU specifies an additional fixed, lump sum amount for assistance on planning efforts (e.g., a given plan); however, this agreement went past the specified assistance date, so there is a possibility for additional payment to SEWRPC. The delay was primarily two-fold: 1) appointing of the CPB to provide oversight and 2) COVID (and restrictions for staff and public).

Discussion on the POSP chapter outline meeting statutory requirements.

Mr. Struck noted that the outline would cover the necessary statutory requirements.

Mr. Struck introduced the statistically significant countywide public opinion survey conducted and summarized by UW River Falls (included in the packet). This survey will help guide recommendations (goals, objectives, policies and programs) for the POSP update.

Chairperson Ross: When the Board reviews chapter items that relate to survey questions, the Board will need to rely on staff to reference constituent/public survey responses

Discussion on the Park User Survey data (summarized).

Supervisor Rishel: Is there data on park usage?

Mr. Struck: Yes, there have been efforts in the past few years to capture usage at some of the County parks using trail counters as there is no fee for admission. Staff can follow up with this data collected to date.

Supervisor Rishel: What about usage data on County residents?

Mr. Struck: This is difficult, but staff have tried to capture this with onsite Park User Surveys. Staff can provide a more detailed breakout of these efforts and survey results. We can also look at the Golf Courses where we do collect fees for play.

Chairperson Ross: This is a great example of when we find areas/issues that we want additional data on, the Board can provide direction to staff to provide summary information or collect data as feasible.

Supervisor Rishel: This data might also help qualify expenses in the Parks.

Staff will provide Park (and Trail) user counts and a higher-level breakout of park user surveys (to include information on residency) for next CPB meeting.

Mr. Struck introduced agenda items (v) & (vi). These are plans (USFS Community Forest Program Plan for Clay Bluffs Cedar Gorge Nature Preserve and Emerald Ash Borer Management Plans for the Ozaukee County Park System) staff would like comments from CPB on prior to adoption of the POSP.

Chairperson Ross: For Board purposes, we will need to know and consider the inherent policy issues in these plans that need to be introduced to the County Board from a fiduciary/financial standpoint.

Supervisor Richart: Discussion of example USFS Community Forest Plan currently missing from the POSP. Subsequent discussion will be had at a future CPB meeting when the Board has a chance to review the plans.

b. Southeastern Wisconsin Regional Planning Commission update

Mr. Struck noted that in the future, this will be where SEWRPC will provide updates. There will be two primary contacts for POSP from SEWRPC and the CPB will meet them at the next meeting.

There will probably be different SEWRPC staff involved in FPP and Multi-jurisdictional Comprehensive plan updates.

8. Update/Discussion/POSSIBLE ACTION on chapters 1 (Introduction) and 2 (Inventory) of A Park and Open Space Plan for Ozaukee County (4th Edition)

- a. Update, discussion and POSSIBLE ACTION to Conditionally Approve Chapters 1 and 2 of the Park and Open Space Plan for Ozaukee County (4th Edition)

Chairperson Ross: Are Board members comfortable providing action on Chapter 1 and 2?

Supervisor Richart: Yes, as this is inventory and introduction.

Mr. Struck: This would be a conditional approval as it will still require some staff updates of 2020 land use data (compiled by SEWRPC), and background on the final County planning process.

Supervisor Rishel: To clarify, chapter 1 and 2 conditional approval will stay within the CPB?

Mr. Struck: Yes, final approval of the entire plan (all chapters) after conditional approval of each chapter by the Comprehensive Planning Board will occur prior to moving the full plan to County Board for consideration.

Supervisor Rishel: Let's say we do not approve it? Would this cause delay?

Mr. Struck: Possibly, as it is good to know the chapters will not need significant or substantial overhaul or additional data or analysis (conditional approval gives guidance to staff to proceed and address any comments or edits). Conditional approval does not mean we won't re-visit or reconsider the chapter, but allows staff to move forward with subsequent chapters and efforts that are based on the previous chapters, inventory, and public input

Chairperson Ross: Noted that he is concerned that the introduction should be finished after all the other chapter approvals. He noted that it speaks to idea that we will inject value into document by providing high level overview of plan after drafting and reviewing in full. He noted that in his mind with inventory chapter 2, there would be no problem moving forward.

Mr. Struck: This is currently the outline and schedule for the POSP chapters, but there will be a concluding chapter that includes an executive summary of each chapter in plan that might get to Supervisor Ross's concerns. We could also add this suggested detail to chapter 1 (duties of CPB and value in guiding process)? Let staff know if there are specific recommendations for additions or edits.

Chairperson Ross: It is important not just to have checkmark pieces along way, but identify what the County is trying to accomplish with this plan. He noted that he was willing to accept a motion with staff understanding that we don't know what we don't know yet, and need to reserve space for how we are adding value to the planning process.

Motion to conditionally approve chapters 1 and 2 by Supervisor Holyoke. Seconded by Supervisor Rishel. No further discussion. All in favor, motion carries unanimously. This item will be revisited by the CPB during the final recommendation of the full plan and subsequent chapters.

9. Next Meeting Date(s)

The third Wednesday in April, April 19th at approximately 11 AM or following County Board meeting.

10. Adjournment

Supervisor Rishel motion to adjourn. Seconded by Supervisor Richart. All in favor. Meeting adjourned at 2:31pm.