



PLANNING & PARKS DEPARTMENT

Andrew T. Struck, Director

www.co.ozaukee.wi.us/540/Planning-Parks

MEETING AGENDA COMPREHENSIVE PLANNING BOARD WEDNESDAY, SEPTEMBER 18, 2024 AT **1:00 P.M.*** OZAUKEE NONPROFIT CENTER – SYNERGY ROOM (2360 Dakota Drive, Grafton, WI 53024)

***(OR 10 MINUTES FOLLOWING CONCLUSION OF THE COUNTY BOARD MEETING, WHICHEVER IS LATER)**

Agenda Packet: <https://ozaukeecounty.gov/2107/Comprehensive-Plan-Board>

Bruce Ross, Chairperson

Thomas Richart, Vice-Chairperson

Rob Holyoke, Scott Rishel, and Timothy Maguire

Dan Vogel (Alternate)

1. Call to Order

A regular meeting of the Comprehensive Planning Board was held in the Synergy Room of the Ozaukee Nonprofit Center

Attendee Name	Title	Status	Arrived
B. Ross	Chairperson, Supervisor, District 19	Present	1:00 PM
T. Maguire	Supervisor, District 15	Absent	N/A
R. Holyoke	Supervisor, District 22	Present	1:00 PM
S. Rishel	Supervisor, District 14	Excused	N/A
T. Richart	Vice-Chairperson, Supervisor, District 12	Present	1:00 PM
D. Vogel	Alternate, Supervisor District 10	Present	1:00 PM

Staff present: Andrew Struck, Director - Planning and Parks Department; Kristina Kroening, Conservation Biologist

Others present: Robbie Robinson, Senior Planner - Southeastern Wisconsin Regional Planning Commission (SEWRPC).

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

Chairperson Ross called the meeting to order at 1:03 pm. Mr. Struck provided assurance the meeting was properly noticed.

3. Approval of Minutes (August 21, 2024)

Motion made by Supervisor Holyoke, seconded by Supervisor Vogel, that the August 21, 2024 minutes be approved as provided. A voice vote was taken. Motion carried unanimously.

4. Public Comment and Written Communications

Chairperson Ross asked if there were any public comments.

Mr. Struck noted that there were no written public comments received.

5. Update/Discussion/POSSIBLE ACTION – A Park and Open Space Plan for Ozaukee County (4th Edition)

- a. Development of Existing Park and Open Space Sites (Chapter III)
 - i. Summary of revisions/updates

Mr. Struck stated that some additions regarding new parks were added to Chapter III and he is expecting to have that wrapped up for October CPB meeting. One addition was the inclusion of the most recent park acquisition, Milwaukee River Oxbow Nature Preserve County Park. All the Chapter III content was provided to SEWRPC to have that ready for the final draft plan and the Comprehensive Planning Board meeting October.

Mr. Robinson confirmed that this timeline should be possible and added that the ATV routes and terminology was also added to Chapter III since the last meeting. Mr. Robinson also noted that the accomplishments and funding table that the Department pulled together will be part of Chapter III.

Chairperson Ross asked if there were any other comments or questions from the CPB members on Chapter III.

There were no further questions or comments regarding Chapter III.

- b. Development of Public Involvement (Chapter IV)
 - i. DISCUSSION and POSSIBLE ACTION - Strengths, Weaknesses, Opportunities and Threats (SWOT) analysis, summary document, narrative and prioritization

Chairperson Ross started the discussion by saying that the SWOT analysis has been a very long process but is now very complete and comprehensive. He indicated that it will be difficult to reflect all the SWOTs directly in the POSP as some members noted earlier. He suggested that perhaps the Comprehensive Planning Board could develop a cover letter/summary for the County Board that discusses the County Board policy issues.

Mr. Struck: SEWRPC and the County have provided a cover letter for local and regional plans in the past and we can discuss adding a cover letter that would outline and summarize the issues for this POSP update if desired.

Mr. Struck noted that several additions and data analyses were completed for the update of the SWOT analysis that is included in the packet. Mr. Struck summarized one additional data analysis that was completed regarding refining the percentage of residents vs. non-residents visiting the County Parks. This data summary was included on the back page of the SWOT document. The additional table added to the SWOT document included park user counts for all the major parks where user counts exist to show total park users. That data ranges from 2016-2024. Three methodologies were used to determine an approximate percentage of resident vs. non-resident park users. Onsite park user surveys (approximately 400 surveys) asked respondents if they were residents or non-residents by providing their zip codes. 65% of the respondents were residents. Another data set looked at was zip codes provided by golf course users. Approximately 86% were residents and 14% were non-residents. The reservation system data was also summarized from June 2021-August 2024. Overall reservations indicated 35% were residents and 65% were non-residents. For camping, 25% were residents and 75% were non-resident. This data was averaged and used to estimate that about 53% of park users are residents and 47% are non-residents, so an approximately 50/50 split. It was also noted that 21-24% of reservations during this sample period were made by out of state residents for the County Parks.

Chairperson Ross asked if there is a price difference for reservations by in county users (residents) vs out of county users and also in state vs. out of state users.

Mr. Struck replied that there is not a different rate for residents vs. non-residents and that most reservations in the parks (e.g. pavilions) are determined by the number of individuals for the reservation. Camping has its own set of fees based on the type of camping site. Mr. Struck could not recall the number of records we have for reservations but noted that it was a large number over the period of 2021 - 2024.

Supervisor Holyoke commented that it is not an exact science for resident vs non-resident users, but the best information we have to make a good estimate.

Mr. Struck added that it is difficult to get resident vs. non-resident data unless we had a park user entrance

fee; however, he was confident that the data we have available is a good estimate.

Chairperson Ross added that this data could guide future NRC actions for user fees and policies. He then asked if the members had any further questions or comments about the Chapter IV SWOT.

Mr. Struck added that this will be the final form that goes into Chapter IV and that he is not intending to add any additional narrative.

Supervisor Richart reminded the group that they had discussed whether they should prioritize anything in the SWOT.

Mr. Struck: Given the comments at the last CPB meeting, we removed all the numbers from the SWOT, so that it didn't imply any order of priority for the specific items.

Supervisor Vogel: Do we want to highlight or prioritize anything?

Chairperson Ross indicated that he was good with not prioritizing anything as discussed at the last CPB meeting, but perhaps we could include a graphic to provide some context similar to the last POSP.

Supervisor Richart read a quote regarding prioritization.

Mr. Robinson stated that a graphic will be included and it will be similar to the last POSP SWOT graphic.

Mr. Struck stated no motion is needed as this was just an update and discussion on finalizing the SWOT.

c. Development of Recommended Park and Open Space Plan (Chapter VI)

i. Summary of revisions/updates

Mr. Struck noted that all past comments have been addressed and narrative is being developed and included in the final draft plan chapter.

Mr. Robinson added that the ATV routes were added to the trail system and also noted the new City of Cedarburg site for a future County Park that was added to the chapter.

Mr. Struck provided details about the City of Cedarburg site being approximately 34 acres.

Mr. Struck: The City of Cedarburg approached the Department about Ozaukee County potentially acquiring a piece of property owned by the City of Cedarburg to create a new County Park. The parcel is the site of their future wastewater treatment facility, and it is right at the confluence of Cedar Creek and the Milwaukee River. The city was interested in working collaboratively to explore a County Park in this location in the future, so it was added to the plan as a public comment and a draft recommendation.

Supervisor Vogel: Is that unusual for the City to contact you about this?

Mr. Struck: It is not that unusual (other municipalities have reached out in the past regarding a joint park projects). The provision of a park for passive recreation in this location is not typical for a city park, particularly given the site and natural resource features (and distance from the city center). City parks are typically more about active use, not as focused on ecological preservation and restoration and large-scale passive recreational use. The location being on the confluence of Cedar Creek and the Milwaukee River is a good opportunity to preserve and provide kayak/canoe and fishing access to the public.

Supervisor Holyoke: Is the parcel within a subdivision, will they have their own access?

Mr. Struck: Access could be developed in conjunction with their waste water treatment facility development, but each would likely have different access to the main road.

Supervisor Richart: Will the Village of Grafton and City of Cedarburg combine their waste water treatment and water filtration facilities?

Mr. Struck: The site could still be a joint water treatment facility, but Grafton has updated their facility, so unlikely they will combine the two at this point.

Mr. Robinson noted that the only remaining item he needed for Chapter VI was the Oakland Green master plan map.

Mr. Struck responded that we will finalize these items after Ms. Whyte's return from vacation. He noted that almost all of the master plan maps are complete and in the current document and there will be a master plan map for each existing park included in the plan (which is a new significant effort with this POSP update).

Chairperson Ross: The board (CPB) will need to be comfortable with those proposed improvements in the master plan maps.

Mr. Struck: The master plans will be further reviewed and approved for specific action items in the future (e.g. grants, etc.).

- d. Development of the Park and Open Space Plan Executive Summary
 - i. Summary of revisions/updates

Mr. Struck stated that he has not received any new comments or edits since the last meeting, except Sup. Richart had reached out to him about the project areas map and table being included/referenced in the executive summary.

Chairperson Ross stated no other comments have come from him since the last meeting and asked at what point do we need to close out the time for comments.

Mr. Struck responded that we will want to get any other additions into the next CPB packet as the final draft of the full plan will be reviewed at the October meeting and he would appreciate it if we could get things no later than September 30. He added that the cover letter discussed is an addition that ideally would be completed before then as well.

Chairperson Ross: I am not sure if the County Board will comprehend the full plan, so want to make sure and perhaps the cover letter would assist.

Supervisor Richart: If you have a cover letter signed only by Chairperson Ross, it would just be from him so I suggest providing it in the packet from the entire CPB.

Supervisor Vogel: Supervisor Ross could write the letter and the whole board (CPB) approve it so it's coming from everyone on the CPB.

Everyone agreed, so we would need to take up the cover letter up at the October meeting as well for approval.

Chairperson Ross: I think there is value to having a cover letter, this is an opportunity to discuss with NRC and the County Board. I'm not sure yet what goes into the letter, but I have an idea. Everyone has a different perspective.

Mr. Struck: My thought is to introduce the POSP and also draw the connection between POSP and the County Strategic Plan and hence annual budget. In the past, the strategic plan has been completed by Administration, outside our planning department, with more of a county budget connection. This letter then could introduce the link between the two plans and similar outcomes.

Supervisor Richart noted that it would be nice to get some sort of summary document for the POSP put together with pictures and graphics. Similar to the old strategic plan (more graphics, easy to read).

Mr. Struck: I still need to work out a schedule with Administrator Dzwinel about how and when to present the POSP to County Board. There is a legal approval process we need to follow to approve it as a standalone plan and then an amendment to the comprehensive plan. After that process, the intent is to do a summary document/brochure that's more geared to the public and more easily digested. This will be a separate effort following the adoption of the POSP though given the amount of staff effort to produce it. Mr. Struck noted that he will have a summary PowerPoint presentation for the County Board though. It is anticipated that this public informational presentation to the County Board would occur in November after CPB has acted on the full final draft plan.

Mr. Robinson added that SEWRPC has changed their format where there used to be a summary for each chapter and a summary chapter. Now an executive summary with callouts, graphics and charts is more standard and can be done for this plan as well.

Mr. Struck noted that he would work with Mr. Robinson on putting that together.

Mr. Struck: The mid-month County Board presentation meeting is looking like November. The executive summary might need to be done in two stages, the narrative for the plan and then a graphical report. We have a tight schedule for adopting the plan by the end of the year, but we believe that we can get that done and provide the adopted plan to the WDNR by the end of the year. We will bring back the full final draft plan at the next CPB meeting and then hold a public hearing (November CPB meeting) and make a recommendation by resolution for County Board to adopt the plan as a standalone plan (December County Board meeting). We will probably wait until the New Year to develop a comprehensive plan amendment for the final adopted POSP along with the necessary public notice and hearing.

Supervisor Holyoke: Do you expect a lot of public comment?

Mr. Struck: No, not really, most people that have had comments on the plan have already commented and those comments have been addressed/responded to in the plan. We, of course, have had a lot of public input and involvement through the development of the plan over several years.

Chairperson Ross confirmed that we could approve the full POSP final draft at the October 16 meeting if the document is ready

Supervisor Richart noted that the October County Board meeting will be mostly budget and strategic planning.

Chairperson Ross suggested that the mid-October CPB meeting could be final reviews on the executive summary and the cover letter.

Chairperson Ross asked the CPB members if they had any other comments or questions about the executive summary.

There were no other comments or questions.

6. Other Business

There was no other business.

7. Next Meeting Date(s) – Wednesday, October 16, 2024

Supervisor Richart reminded the group that the October County Board meeting is at the Ozaukee County Fairgrounds, so CPB would likely meet there as well.

Mr. Struck added that it could be a long back-to-back meeting but expecting the CPB meeting to be relatively brief depending upon discussion around the executive summary and cover letter.

8. Adjournment

Supervisor Holyoke made a motion to adjourn. Seconded by Supervisor Richart. All in favor. The meeting adjourned at 1:49 PM.