



PLANNING & PARKS DEPARTMENT

Andrew T. Struck, Director

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MEETING MINUTES COMPREHENSIVE PLANNING BOARD WEDNESDAY, OCTOBER 16, 2024 AT **12:00 P.M.*** OZAUKEE COUNTY FAIRGROUNDS – PAVILION (W67 N866 Washington Ave., Cedarburg, WI 53012)

***(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 at the Ozaukee County Fairgrounds Pavilion.

Attendee Name	Title	Status	Arrived
B. Ross	Chairperson	Excused	N/A
T. Maguire	Supervisor	Present	11:30 AM
R. Holyoke	Supervisor, District 22	Present	11:30 AM
S. Rishel	Supervisor, District 14	Present	11:30 PM
T. Richart	Vice-Chairperson	Present	11:30 PM
D. Vogel	Alternate	Present	11:30 PM

Staff present: Andrew Struck, Director - Planning and Parks Department; Brittany Whyte, Natural Resources & GIS Technician.

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

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

Vice-Chairperson Richart called the meeting to order at 12:00 PM. Mr. Struck provided assurance the meeting was properly noticed.

3. Approval of Minutes (September 18, 2024)

Motion made by Vice-Chairperson Richart, seconded by Supervisor Vogel, that the September 18, 2024, minutes be approved. A voice vote was taken. Motion carried unanimously.

4. Public Comment and Written Communications

Vice-Chairperson Richart asked if there were any public comments.

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Mr. Struck handed out hardcopies a draft cover letter for the Park and Open Space Plan (POSP) provided by CPB Chairman Ross.

Mr. Struck: Yes, there is written communication. Chairman Ross was interested in putting an introductory cover letter with the POSP to summarize the SWOT and POSP issues for the County Board. Chairperson Ross drafted the letter for consideration. Since the letter was not received in time for the CPB packet and CPB Chairman Ross is not present at this meeting, it will be included with the next CPB packet for potential action. For now, this letter is just for your information, review and consideration. Please provide Chairperson Ross or me with any comments via email prior to the next CPB meeting. It was noted that some minor edits are still needed on this current draft. The final draft should be finalized by the beginning of November 2024, ideally.

Vice-Chairperson Richart: It would be nice to have this cover letter fit on just one page. If you have any comments on the letter, please get those to Chairperson Ross soon.

Vice-Chairperson Richart noted that Chairperson Ross is going to a class reunion in Connecticut and was excused from this meeting.

No other written communications were received.

5. REVIEW AND POSSIBLE ACTION – A Park and Open Space Plan for Ozaukee County (4th Edition)

- a. Review/Discussion of the Park and Open Space Plan Executive Summary and Discussion on Public Informational Presentation to the Ozaukee County Board of Supervisors

Vice-Chairperson Richart introduced agenda item 5a.

Mr. Struck: I will start by reviewing the planned POSP adoption timeline. Today, we will review the full final draft POSP and make any remaining edits. It was noted that there will still be some minor edits required, but those will be completed prior to posting the final review draft on the Department website. We will post the final public draft for review and a Class II notice of the public hearing at next month's CPB meeting will be published. There will be an overview POSP presentation to the County Board at the mid-November 2024 County Board meeting. CPB will meet right after the County Board on November 20th and will hold the public hearing. A resolution recommending plan adoption by the County Board will be taken up at the November 2024 CPB meeting. The POSP will be finalized with any final public comments for consideration by the County Board at the December 4, 2024 meeting. The County Board will receive the cover letter (if approved), the resolution, the Executive Summary including relevant plan recommendation maps and tables and the SWOT analysis along with a link to the full plan document for the December 2024 meeting. The final step is to formally amend the Multijurisdictional Comprehensive Plan for Ozaukee County with the adopted POSP in 2025. CPB will also need to immediately start the update to the Farmland Preservation Plan in 2025. There is no formal timeline for adoption of the amendment to the Comprehensive Plan incorporating the adopted POSP. The Farmland Preservation Plan needs to be completed by December 2025, so we plan to make one Comprehensive Plan amendment that includes both the final POSP and final Farmland Preservation Plan at same time, probably in December 2025. This was the process used for the last Multijurisdictional Comprehensive Plan amendment.

Mr. Struck asked if there were any questions and mentioned that Chairperson Ross was good with the timeline per their last discussion.

Mr. Struck: The new POSP will meet the Wisconsin Department of Natural Resources' statutory requirements for eligibility to apply for State WDNR Knowles Nelson Stewardship grants as well as other federal grants. The Ozaukee County Planning and Parks Department (Department) applied for two grants in April 2024, one for campground development at Hawthorne Hills County Park and the other for passive recreational use development and restoration at Clay Bluffs Cedar Gorge Nature Preserve. The Department

has just learned that both grants have been tentatively awarded, pending the adoption of the POSP. The WDNR is good with the Department's work progress on the POSP update. It was further noted that for both grant awards, they are under the \$250,000 threshold, so there is no required Joint Finance Committee approval. Approval by the Joint Finance Committee can often take much longer before the final award and contract, which can complicate other awarded match funding. SEWRPC staff also noted that this timeline should work on their end for completion of the POSP given there are not significant revisions due to public comment or input at this stage.

Mr. Struck: The Executive Summary has been completed for final review and comment. Department staff have been involved in updates to the Strengths, Weaknesses, Opportunities, Threats (SWOT) analysis in the POSP. The SWOT analysis in the agenda packet is the final draft; however, some minor updates are still anticipated in some of the final numbers (historical analysis). Vice Chairperson Richart asked that we take up any specific comments to the Executive Summary.

Mr. Struck again noted the items that County Board members would get prior to the December County Board meeting will include: the cover letter (if approved), the resolution, the Executive Summary including relevant plan recommendation maps and tables and the SWOT analysis along with a link to the full plan document for the December 2024 meeting.

Mr. Struck: Once the POSP is adopted by the County Board, staff will work on a graphic Executive Summary, so that it is more digestible for the public. SEWRPC staff have agreed to assist with the development of this public executive summary document.

Vice-Chairperson Richart: When reading the Executive Summary, where a table or map is referenced, will that be attached to the summary for the County Board?

Mr. Struck: Yes, the relevant maps and tables referred to in the Executive Summary will be attached and distributed to the County Board.

Vice-Chairperson Richart: Are there any further comments on the executive summary?

No further comments were made by the CPB members.

b. Review and POSSIBLE ACTON – final draft of “A Park and Open Space Plan for Ozaukee County: 2050 (4th Edition)”.

Vice-Chairperson Richart introduced agenda item 5b.

Supervisor Vogel introduced PDF page 25-26 in the CPB agenda packet and mentioned that the population growth of some of the cities is stated, but the towns are not mentioned.

Mr. Struck: The cities mentioned are the ones with the highest populations. We could list all the municipalities if that's desired. This list was not intended to be exclusionary.

Supervisor Vogel: To me, it is not clear that these are just the largest municipalities.

Mr. Struck: We can list the populations of the additional municipalities in the POSP narrative.

Mr. Robinson: Yes, we can include that data in the narrative. SEWRPC has that information available.

Mr. Struck: CPB members have now looked at every individual chapter in the POSP final draft over the course of the last year or so. As far as the plan organization, the POSP starts with the table of contents at the beginning followed by the full Executive Summary, then the detailed plan chapters, and lastly the supporting appendices.

Mr. Struck asked Mr. Robinson if the tables and maps are incorporated at the end of each chapter.

Mr. Robinson: Yes.

Mr. Struck: There are two POSP support documents / appendices that were not provided to Mr. Robinson in time to be added to the review version of the POSP included in the agenda packet. We have them here in hard copy. One document is the July 2023 NOAA Wisconsin Shipwreck Coast National Marine Sanctuary Facility Strategy. The other document is a senior capstone paper created by a UW Madison student (Keegan Ripley) in December 2023, titled Hawthorne Hills County Park Framework Plan. These documents will be added to the POSP appendices.

Mr. Struck: The only other item in the agenda packet is a second set of park master plan maps at the end of the packet. The first set of master plan maps is included in the draft plan in the packet. The Department is still working on minor edits to a couple of the Master Plan maps based on public comments. The second set of maps at the end of the packet are the more recently updated versions with minor updates. The maps are very detailed; for example, the surface type of each trail is indicated.

Mr. Struck: The POSP table in Appendix D (“Outcomes, Accomplishments and Funding of Implementing the Park and Open Space Plan For Ozaukee County (2010-2023)”) will be updated; a few project items were missed in the detailed inventory. The updates won’t significantly change the overall numbers and ratio. The updates will also be updated in the SWOT supporting data.

Mr. Struck asked Mr. Robinson if there are any other items from SEWRPC that he would like to discuss or bring up for the CPB members.

Mr. Robinson: One issue that was noted by SEWRPC staff; namely, the wording for one of the SWOT items in the “Threats” category: Expanded use of park facilities by “Non-Ozaukeeans.” The item could be taken out of context. SEWRPC recommends finding a better way to communicate that “Threat” or possibly eliminating it.

Mr. Struck noted that he thinks this was Chairperson Ross’s initial language and the idea behind it is that the increased use of county parks, with a percentage of out of county residents that use the parks, results in increased costs to maintain the parks.

Supervisor Vogel: Can we incorporate the \$1 levy : \$6 other outside funding ratio data from Appendix D?

Mr. Struck: The Department has received federal and state funding to support the county parks. On projects, for every \$1 county levy, the Department receives \$6 in outside (non-levy) funding. It is noted that this is funded by people who live outside of Ozaukee County, through federal and state tax dollars.

Mr. Struck also noted that Ozaukee County receives economic/tourism benefit from visitors to the county. For example, when people come to visit Lion’s Den Gorge Nature Preserve, they go spend money in Port Washington for lunch or shopping.

Mr. Struck: There are other nearby Wisconsin counties (Washington and Waukesha) that have park entrance fees, for example, an annual vehicle sticker funding model, like State Parks. We don’t have an annual entrance fee, but we do have user fees tied to specific uses in the parks that generate more maintenance like disc golf.

Mr. Struck: I did get a question about how many acres of public park land are in Ozaukee County and that statistic (acres of public park land) for the seven southeastern county SEWRPC region is listed in the POSP. We have a table that shows the percentage of park/open space land relative to other land use categories too.

Supervisor Vogel: I think Ozaukee County may have the smallest percentage of open space land.

Mr. Robinson: I think Walworth County may have the least – there are only four Walworth County parks.

Mr. Robinson: This information is in the text of the POSP.

Supervisor Holyoke: The percentage of land use statistic is different than just looking at total acres, because Ozaukee County is the smallest county in the state.

Supervisor Vogel: mentioned deer licensing, noting that Ozaukee County has only 3% public land, so there is the least amount of land for hunting in this county.

Mr. Struck: The hunting lands analysis is included in the SWOT as well.

Vice-Chairperson Richart re-introduced the “Non-Ozaukee” citizen terminology in the SWOT and noted that this item could also be considered an opportunity.

Mr. Struck noted that he thinks the issue identified by SEWRPC is specifically with the language “Non-Ozaukee,” and that he feels uncomfortable with the terminology too.

Supervisor Holyoke said that the threat being referred to for this item is the financial cost to the county.

Mr. Robinson: The threat is the maintenance cost, correct?

Mr. Struck: Yes, I think that was what was implied. There are more users when visitors use the parks, however, it is not known what portion of usage contributes to increased maintenance costs. Some costs don’t increase with more park visitors, for example trail maintenance is mostly the same (e.g. mowing frequency, etc.). Supplies and some contractual items (toilet paper, septic pumping) would increase maintenance costs, as those are based on the number of park visitors.

Supervisor Maguire: Yes, the consumable items would increase.

Mr. Struck: I think Chairperson Ross was trying to convey the idea that more visitors to Ozaukee County Parks creates more expense for the County/Department, particularly maintenance costs. I am not sure we know what that ratio is though.

Supervisor Rishel: Once the county park is established, is there any money received from outside of the county for maintenance?

Mr. Struck: No, typically not; however, this can be challenging to calculate because it depends on how “maintenance costs” are defined. For instance, we have received a lot of outside (grant) funding for the removal of hazardous trees (such as dead ash) or invasive species. For other maintenance costs like septic tank pumping or electricity, generally that is county funded (levy).

Supervisor Rishel: Do we have the option to just strike the whole threat from the list?

Mr. Struck: Yes, this is an option.

Supervisor Rischel noted that he does not think this threat is very impactful when considering our entire County budget.

Mr. Robinson asked if there could be a way to re-word the term “Non-Ozaukeans”?

Supervisor Rishel made a motion to remove this entire threat from the SWOT. Seconded by Supervisor Vogel. All in favor. Motion caried unanimously.

Mr. Robinson noted that the “Non-Ozaukeeans” threat was the only suggested edit that SEWRPC staff identified in the SWOT. Mr. Robinson thought the SWOT was very good and described items well with lots of supporting data.

Mr. Struck: It was a challenging and time-consuming document, but worth compiling.

Mr. Struck: Would CPB members like to have the full SWOT document forwarded to the County Board at the time of POSP adoption?

Supervisor Maguire: Maybe we could state that it is available upon request?

Supervisor Rishel: We probably should provide it to them.

Supervisor Rishel: It is good to be transparent. We would rather discuss it now, instead of later.

Mr. Struck: We plan to include the resolution, Executive Summary with relevant tables and maps, full SWOT document, and POSP cover letter (if approved) to the County Board at the December meeting when considering POSP adoption.

Supervisor Rishel: Is there any downside that we can think of to providing the County Board with the full SWOT?

Mr. Struck: I don’t think so. The entire POSP will be on the Department website either way, so County Board members can read into it if they want. We will put the SWOT table graphic (Figure 4.2, page 142 in the agenda packet) on top of the table as well.

Supervisor Maguire mentioned he had a question about letter C on the copy of the POSP introductory cover letter that was handed out.

Mr. Struck: We will take up this draft letter at the next CPB meeting since it was not specifically on the agenda for today’s meeting. Send all comments to Chairperson Ross by the end of the month. We can have the revised draft by our next meeting.

Vice-Chairperson Richart asked for clarification on wording found in a few places within the POSP: “The Appendix D table notes that approximately \$6 of outside funding is required for every \$1 of levy to advance the last POSP.” He asked whether this should say “acquired” versus “required.”

Mr. Struck: Yes, I don’t think it is “required”, but rather received or acquired through grants.

Supervisor Vogel: If the Department didn’t have Mr. Struck, County Parks wouldn’t get so many grants.

Mr. Robinson noted that this wording can also be found on page 8 of the POSP, within the Executive Summary.

Vice-Chairperson Richart: I think “acquired” or “received” sounds better than “required.”

Mr. Struck: We can change that language to “received”

Mr. Robinson: How is the funding received?

Mr. Struck: That’s what the table in Appendix D explains.

Mr. Struck noted to Mr. Robinson that the whole document should be checked for that language and changed to “received”.

Supervisor Maguire: Has that ratio been the case for quite a while?

Mr. Struck: Yes, for at least 10 years.

Vice-Chairperson Richart: Are there any other word edit suggestions from anyone?

Supervisor Vogel: I understood this statement as a \$6 benefit coming into Ozaukee County.

Mr. Struck: The Department secures or receives \$6 (mostly grant funding) for every \$1 of county tax levy.

Mr. Struck also noted the county tourism impact report and tourism impact from the Ozaukee Interurban Trail.

Supervisor Maguire: Where did that data come from?

Mr. Struck: A tourism impact study was completed for the Ozaukee Interurban Trail, and we have data from Ozaukee County Tourism Council via the State of Wisconsin Department of Tourism on the tourism impact in the County.

Supervisor Maguire: Is there an order of magnitude to that benefit?

Mr. Struck: Tourism impact is referenced in the SWOT in a few locations. We will pull that information out for the presentation to the County Board along with impact to the sales tax collected in the county.

Supervisor Vogel: For example, in Port Washington there is a huge tourism economic impact from people fishing in the harbor.

Mr. Struck: We will highlight the tourism impact, economic impact of facilities like the Ozaukee Interurban Trail (via our tourism impact study) and impact on sales tax collected in the county.

Vice-Chairperson Richart: Is there anything else anyone wants to discuss today? Is there a motion to approve the POSP final draft?

Supervisor Rischel made a motion to approve the final draft of the POSP. Seconded by Supervisor Maguire. All in favor. Motion carried unanimously.

Supervisor Vogel: The POSP looks really great! I want to thank staff for all the hard work.

6. Other Business

Vice-Chairperson Richart: Is there any other business brought before the CPB?

Mr. Struck: We are going to start on development of the farmland preservation plan as soon as we adopt the POSP. We will have 12 months to finish it, so CPB will be busy in the upcoming year. I am hoping to work with other committees (e.g. NRC) as well for their input.

Mr. Robinson: I will be the staff person from SEWRPC working on the Farmland Preservation Plan with the County.

There was no other business brought before the CPB.

7. Next Meeting Date(s) – Wednesday, November 20, 2024

The next meeting will be November 20, 2024, following the County Board meeting, in room A-200 in the

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Ozaukee County Administration Center. The agenda will include a public hearing on the final draft POSP.

8. Adjournment

Supervisor Vogel made a motion to adjourn. Seconded by Supervisor Holyoke. All in favor. The meeting adjourned at 12:57 PM.