

MEETING NOTICE

REGIONAL COMPREHENSIVE PLAN COMMITTEE MEETING East Central Wisconsin Regional Planning Commission

(CORRECTED LISTING 01-12-2022) COMMITTEE MEMBERS: *Merlin Gentz - Calumet Co., David DeTroye (Perm. Alt. for Tom Rienl) – Calumet County, Vacant – Waushara Co., Nadine Miller – Outagamie Co., Michael Thomas – Outagamie Co. (Vice Chair), Lori Palmeri – Winnebago Co. (Chair)*

Place: Virtual Meeting

Date: Wednesday, January 19, 2022

Time: 10:00AM

Meeting Link: <https://global.gotomeeting.com/join/970758293>

Phone Number: United States: [+1 \(312\) 757-3121](tel:+13127573121)

Access Code: 970-758-293

Please contact the East Central office if you are unable to attend and arrange for an alternate to be present.

AGENDA

1. **Welcome and Introductions**
2. **Roll Call**
 - A. Introduction of Alternates, Staff, and Guests
3. **Approval of Agenda / Motion to Deviate**
4. **Public Comment**
5. **Approval of the Minutes of the October 20, 2021 Regional Comprehensive Plan Committee Meeting**
6. **Announcements and Updates**
 - A. Staffing Changes
7. **New Business/Action Items**
 - A. Approval of the 2022 Work Program & Budget
 - i. 1100 Regional Comprehensive Plan
8. **Informational/Discussion Items**
 - A. Staff Report
 - i. Status Update on Local Comprehensive Plans
 - ii. Progress on the Regional Comprehensive Plan
 - iii. GIS and Mapping Updates
 - B. County Roundtable Discussion (*as time permits*)
9. **Upcoming Meetings**
 - A. **Regional Comprehensive Plan Committee Meeting:** *The next Regional Comprehensive Plan Committee Meeting will take place on Wednesday, April 20, 2022 at 10:00 a.m. Further details will be forthcoming.*
 - B. **Commission Meeting:** *The next Commission meeting will be held on Friday, January 28, 2022 at 10:00 a.m. Further details will be forthcoming.*
10. **Adjourn**

Any person wishing to attend this meeting or hearing, who, because of a disability, requires special accommodations should contact the East Central Wisconsin Regional Planning Commission at (920) 751-4770 at least three business days prior to the meeting or hearing so that arrangements, within reason, can be made.

DRAFT - MINUTES

**REGIONAL COMPREHENSIVE PLAN COMMITTEE MEETING
East Central Wisconsin Regional Planning Commission**

COMMITTEE MEMBERS: *Merlin Gentz - Calumet Co.(Chair), David DeTroye (Perm. Alt. for Tom Rienl) – Calumet County, Vacant – Waushara Co., Nadine Miller – Outagamie Co., Michael Thomas – Outagamie Co.(Vice Chair), Lori Palmeri – Winnebago Co.*

Place: Virtual Meeting –
East Central Offices (400 Ahnaip Street, Suite 100, Menasha)
Date: Wednesday, October 20, 2021
Time: 10:00 a.m.

AGENDA

1. Welcome and Introductions

Ms. Palmeri called the meeting to order at: 10:00 a.m. Roundtable introductions were provided.

2. Roll Call

Committee Members Present:

Lori Palmeri, Chair	Winnebago County
Merlin Gentz,	Calumet County
Mike Thomas, Vice Chair.....	Outagamie County
David DeTroye.....	Calumet County
Nadine Miller	Outagamie County
Lori Palmeri	Winnebago County

ECWRPC Staff and Guests Present:

Melissa Kraemer-Badtke.....	Executive Director
Trish Nau	Principal Park and Recreation Planner
Mike Zuege	GIS Manager

A. Introduction of Alternates, Staff and Guests

3. Statement of Compliance with Wis. Stats. §19.84 Regarding Open Meeting Requirements

Ms. Kraemer Badtke stated that the meeting had been posted in compliance with Wis. Stats. Ch. 19, Subchapter V, § 19.84 and open meetings requirements.

4. Pledge of Allegiance

5. Moment of Silent Meditation

6. Approval of Agenda / Motion to Deviate

Mr. Gentz motioned to approve the agenda as distributed, Ms. Miller seconded the motion. Roll call was called for the vote and the motion passed unanimously.

7. Public Comment

There was no public comment.

8. Approval of the Minutes of the July 21, 2021 Regional Comprehensive Planning Committee Summary of Proceedings

Mr. DeTroye motioned to approve the summary of proceedings, Mr. Gentz seconded the motion. A roll call vote was taken to approve the summary of proceedings: Mr. Gentz, Mr. DeTroye, Ms. Miller, Mr. Thomas, and Ms. Palmeri. The roll call vote passed unanimously and the motion carried.

9. Announcements and Updates

A. Staff Reports

Ms. Kraemer Badtke provided updates regarding the Administrative Coordinator and Associate Transportation/Safe Routes to School Planner Positions.

Ms. Nau provided a staff update regarding local comprehensive plans and the progress that has been made.

Ms. Kraemer Badtke thanked Ms. Nau for working towards completion of the local comprehensive plans.

Mr. Zuege provided a GIS update regarding: updating county data through automation by developing coding language, 2020 U.S. Census Bureau released the population and housing data, GIS staff will be creating additional applications for the 2020 U.S. Census data.

10. Business / Action Items

A. New Business

1. Regional Plan Comprehensive Plan Update

Ms. Nau provided an overview of the progress and outreach efforts of the regional plan. She mentioned the regional survey that has been out to gather input from the public and our constituents. Ms. Palmeri inquired about the Core

Planning Team and asked if this was an external focus group. Ms. Nau clarified that this was East Central Staff meeting to go over process steps for the plan.

Ms. Nau provided the results from County Staff interviews that have gone through the visioning exercise. The Committee discussed the following issues and opportunities that County Staff thought were important:

- Affordable housing
- Transportation Infrastructure
- Childcare
- Workforce Development
- Stormwater Control
- Water Quality

Ms. Palmeri and Mr. Thomas also stressed the importance of climate change impacts along with funding of the ARPA funds when it comes to development and sewer service / utility expansion as well as transportation infrastructure. The deforestation and cutting down of trees with emerald ash borer could affect the region's climate. This should be evaluated on a regional level.

Discussion continued on how the Tribes were being contacted and included within the process. Ms. Kraemer Badtke relayed that Kevin Englebert has been working with the Menominee Tribe on economic related items and has established a good relationship to gain feedback. Matt Halada also has contacts within the tribes of Stockbridge Munsee and Oneida from the transportation advisory committees.

11. Informational/Discussion Items

A. County Roundtable Discussion (*As Time Permits*)

Items included in the roundtable discussion were as follows: media sharing for American Rescue Plan Act (ARPA) funding and resources collaboration, ARPA funding and reporting, processes and protocols for funding allocations, and League of Wisconsin Municipalities ARPA updates. Outagamie County is having some challenges in getting businesses to apply for the funds. Ms. Miller has worked with non-profit groups and has results from a recent survey that she can share.

12. Establish Time and Place for Next Commission Meeting

- Commission Meeting:*** *The next Commission meeting will be held virtually on Friday, October 29, 2021 at 10:00 a.m. An agenda and meeting materials will be forthcoming.*
- Regional Comprehensive Plan Committee Meeting:*** *The next Regional Comprehensive Plan Committee Meeting will take place on Wednesday, January 19, 2022 at 10:00 a.m. Further details will be forthcoming.*

13. Adjourn

Mr. Thomas motioned to adjourn, Mr. Gentz seconded the motion. The motion passed unanimously. The meeting adjourned at 11:15 a.m.

TO: Regional Comprehensive Plan Committee
FROM: Trish Nau, Principal Planner
DATE: January 3, 2022
RE: 2022 Regional Comprehensive Plan Work Program

2022 Regional Comprehensive Plan Work Program

Enclosed in the meeting materials is the 2022 Regional Comprehensive Plan Work Program for the Commission. The Regional Comprehensive Plan portion of the work program is divided into two distinct categories: 1105 - the Regional Comprehensive Plan Committee Administration activities and 1140 corresponding to the actual Regional Comprehensive Plan Update.

In 2022, we will continue to work on East Central's Regional Comprehensive Plan update. Targeted completion dates have been established in the Work Program for Part A and Part B through December 31, 2022. We intend to complete the inventory, Part A by April and July while continuing with the Community Engagement Process and Part B, Moving Forward (Implementation) throughout 2022.

In April, the Committee will be receiving draft Chapters to review and comment on.

These include:

Part A

Prelude 1: Region SnapShot

Chapter 3: Connected Region – Mobile, Effective, and Safe Transportation

Chapter 5: Growth of the Region – Housing Access / Neighborhood Variety

Chapter 6: Healthy Communities & Culture – Services / Sense of Place

Chapter 7: Green & Sustainable – Agriculture and Natural Resources

Staff Recommendation: Committee members should review the attached work program and be prepared to discuss at the meeting if they have any questions.

1100 Work Program Elements		Budget	Local Funding		Other Funding		Commission	
			Dollars	%	Dollars	%	Dollars	%
1100	Regional Comprehensive Plan	\$ 48,000.00	\$ -	0.0%			\$ 48,000.00	100.0%
1105	Regional Comprehensive Plan Committee Coordination and Administration	\$ 3,000.00					\$ 3,000.00	
1140	Regional Comprehensive Plan Update	\$ 45,000.00					\$ 45,000.00	
	Total Regional Comprehensive Plan Program (1100)	\$ 48,000.00	\$ -				\$ 48,000.00	

1100 REGIONAL COMPREHENSIVE PLAN

1100 MAJOR WORK PROGRAM ELEMENT: REGIONAL COMPREHENSIVE PLAN

Objective: To update the Regional Comprehensive Plan for the Commission in coordination with the Regional Comprehensive Plan Committee.

1100 Work Program Cost Summary			
Local Funding	Other Funding	ECWRPC	ELEMENT TOTAL
\$0.00	\$0.00	\$48,000.00	\$48,000.00
0.0%	0.0%	100.0%	100.0%

1100 - Staff Allocations in Hours				
Executive Director/ Deputy Director	Planning Staff	GIS Staff	Administrative Staff	Total Hours
81	300	133	46	560

1100 Work Program – FY 2022 Schedule of Activities & Work Products	
Description	Timeline
1.1 Update the East Central Regional Comprehensive Plan.	2021-2022
1.2 Update the Regional Existing Land Use Dataset.	2021-2022
1.3 Obtain Regional Census and ACS Data	March 2022

1105 WORK ITEM: REGIONAL COMPREHENSIVE PLAN COMMITTEE COORDINATION AND ADMINISTRATION

Objective: To coordinate meeting materials and agendas for the Regional Comprehensive Plan Committee.

1105 Work Program Cost Summary			
Local Funding	Other Funding	ECWRPC	ELEMENT TOTAL
\$0.00	\$0.00	\$3,000.00	\$3,000.00
0.0%	0.0%	100.0%	100.0%

1105 - Staff Allocations in Hours				
Executive Director/ Deputy Director	Planning Staff	GIS Staff	Administrative Staff	Total Hours
16	16	0	0	32

FY 2021 Major Accomplishments

- Meeting coordination with the Regional Comprehensive Plan Committee.
- Development of the work program and budget.

1105 Work Program – FY 2022 Schedule of Activities & Work Products	
Description	Targeted Completion Date
1.1 Meeting coordination with Regional Comprehensive Plan Committee.	Ongoing
1.2 Develop an evaluation tool to use for local comprehensive plan contracts.	Ongoing
1.3	
1.4	

1140 WORK ITEM: REGIONAL COMPREHENSIVE PLAN UPDATE

Objective: To develop the 2045 Regional Comprehensive Plan that will guide the Commission in their core program areas and planning processes.

1140 Work Program Cost Summary			
Local Funding	Other Funding	ECWRPC	ELEMENT TOTAL
\$0.00	\$0.00	\$45,000.00	\$45,000.00
0.0%	0.0%	100.0%	100.0%

1140 - Staff Allocations in Hours				
Executive Director/ Deputy Director	Planning Staff	GIS Staff	Administrative Staff	Total Hours
65	284	133	46	528

FY 2021 Major Accomplishments

- Began looking through county comprehensive plans to identify regional trends.
- Created the Public Participation Plan which was adopted by resolution by Committee and the full Commission.
- Began to gather data and inventory for the nine required elements and writing the Chapters.
- Created a Plan Structure and Timeline.
- Created a survey that was sent out to an address list.
- Began interviews of County Staff and Standing Committees through a visioning exercise.
- Held meetings with internal ECWRPC Staff on logistics and format.
- Began to update Regional GIS Datasets and available Census population data.

1140 Work Program – FY 2022 Schedule of Activities & Work Products

Description	Targeted Completion Date
1.1 Meet with County staff to discuss priorities within their Comprehensive Plan and conduct one on one meetings with their staff. Also meet with staff from key agencies to discuss priorities and programs at the regional level.	Ongoing
1.2 Develop Regional GIS Datasets and data analysis based on the information from the County Plans, municipal plans and state plans.	Ongoing
1.3 Development of the Chapters for the Regional Comprehensive Plan - Part A, The Puzzle Pieces	Ongoing
1.31 Prelude 1: Region Snap Shot* - <i>Why a Comprehensive Plan?</i>	April 2022
1.32 Chapter 1: Future of the Region – <i>Generalized Future Land Use</i>	July 2022
1.33 Chapter 2: Region Vitality* – <i>What issues & opportunities are in the region?</i>	July 2022
1.34 Chapter 3: Connected Region – <i>Mobile, Effective, and Safe Transportation</i>	April 2022
1.35 Chapter 4: Prosperous Opportunities* – <i>Growing Economy / Equitable Advancement</i>	July 2022
1.36 Chapter 5: Growth of the Region* – <i>Housing Access / Neighborhood Variety</i>	April 2022
1.37 Chapter 6: Healthy Communities & Culture – <i>Services / Sense of Place</i>	April 2022
1.38 Chapter 7: Green & Sustainable – <i>Agriculture and Natural Resources</i>	April 2022
1.39 Chapter 8: Cooperative Government – <i>Working Together</i>	July 2022
1.4 Conduct Community Engagement Strategies throughout the planning process.	Ongoing
1.41 Prelude 2: Community Engagement – <i>How people inspire the region.</i>	September 2022
1.5 Development Plan Implementation - Part B, Moving Forward	Ongoing
1.51 Visioning and Goals	July 2022
1.52 Trends by County	August 2022
1.53 Strategies, Actions, & Agencies – <i>Policies, Programs, Priorities (3P's)</i>	August 2022
1.54 Epilogue – Highlights & Solutions – <i>Tools for Communities</i>	August 2022

1.6 Appendices 1.61 Appendix A: Development of Map Gallery, Graphics, Web Story 1.62 Appendix B: Supplemental Information	August 2022
1.7 County and Local Government Review	September 2022
1.9 Full Commission Public Hearing and Adoption	October 2022
1.9A Plan Distribution	November - December 2022

*Pending final release of 2020 Census Data, ACS Data.

DATE: January 3, 2022

TO: ECWRPC Regional Comprehensive Planning Committee

FROM: Trish Nau, Principal Planner

RE: Status Report of Local Comprehensive Plans

During the 4th quarter staff has been diligently working on completing local Comprehensive Planning contracts. Below is a list of the current communities' East Central staff is working with and the status of their plans.

- **Town of Lessor, Shawano County** - Staff met with the Plan Commission working group on December 14th and hosted the Intergovernmental Cooperation meeting. The next step is to host a Public Hearing slated for February 23, 2022 with anticipated adoption date by the Town Board on March 8, 2022.
- **City of Shawano, Shawano County** - The Public Hearing occurred on October 27, 2021 with adoption of the plan complete on November 10, 2021 to close out the contract.

The Bicycle and Pedestrian Plan, which is an appendix in the comprehensive plan, has also been finalized and adopted on November 10, 2021.

- **Village of Combined Locks, Outagamie County** - Staff met on November 3, 2021 to review the visioning statement for the Housing and Neighborhoods Chapter and to go over items for the Transportation and Mobility element. The next meeting will cover the Community Facilities portion of the plan and a meeting is scheduled for January 5, 2022.

DATE: January 3, 2022

TO: ECWRPC Regional Comprehensive Plan Committee

FROM: Trish Nau, Principal Planner

RE: Regional Comprehensive Plan 2045

Below is a summarized description of the Regional Comprehensive Plan progress and what has been completed so far:

- **Ongoing: Plan Oversight – (February 2021 – December 2022)**
 - Staff is currently meeting monthly with the Core Planning Team to discuss the process and next steps. **(On going)**
- **Phase I: Data Collection – Building the Elements (March 2021 – March 2022)**
 - Staff continues to gather the most current data and research to build the background information on the required nine elements. **(In progress)**
- **Phase II: Outreach & Visioning, Implementing the Public Participation Plan – Goals and Objectives (January – December 2022)**
 - a. Kickoff Notifications and Press Release **Completed** (May, 2021)
 - b. Public On-line Survey Development and Deployment (June – September, 2021)
 - i. A regional survey has been developed and has been distributed for responses. **(In progress)** <https://www.surveymonkey.com/r/ECWRPC2045>
 - c. Meetings with County Staff (May – December, 2021 – May 2022)
 - i. County staff have been contacted and meetings for interviews and visioning are being held. Completed so far are Calumet, Fond du Lac, Waupaca, and Winnebago. Results are being compiled for common themes, see attached. **(In progress)**
 - d. Commissioner Engagement through Standing Committees - Issues and Opportunities Visioning Exercises **(In progress)**
- **Phase III: Plan Structure - (May, 2021 – April, 2022)**

Part A: Putting the Puzzle Together - Part A entails assembly of the draft plan chapters, preliminary data, and maps. It consists of two preludes and eight chapters with reference to each of the nine required planning elements.

Staff is currently collecting data and writing the plan narrative. The Regional Plan Committee will receive draft Chapters to review once completed. Timeline of completion dates are included within the work program.

<i>Elements</i>	Prelude 1	Region Snapshot - Why a Comprehensive Plan? <i>(In progress, April 2022 anticipated draft)</i>
	Prelude 2	Community Engagement - How people inspire the region. <i>(In progress)</i>
Land Use	1	Future of the Region - Generalized Future Land Use <i>(In progress July 2022 anticipated draft)</i>
Issues & Opportunities	2	Region Vitality - What issues & opportunities are in the region? <i>(In progress, pending Census 2020 and ACS data release, July 2022 anticipated draft)</i>
Transportation	3	Connected Region - Mobile, Effective and Safe Transportation <i>(In progress, April 2022 anticipated draft)</i>
Economic Development	4	Prosperous Opportunities - Growing Economy / Equitable Advancement <i>(In progress, pending Census 2020 and ACS data release, July 2022 anticipated draft)</i>
Housing	5	Growth of the Region - Housing Access / Neighborhood Variety <i>(In progress, pending Census 2020 and ACS data release, April 2022 anticipated draft)</i>
Community Facilities/Cultural Resources	6	Healthy Communities & Culture - Services / Sense of Place <i>(In progress, April 2022 anticipated draft)</i>
Natural Resources / Agriculture	7	Green & Sustainable - Agriculture and Natural Resources <i>(In progress, April 2022 anticipated draft)</i>
Intergovernmental Governmental Cooperation	8	Cooperative Government - Working Together Resources <i>(In progress, July 2022 anticipated draft)</i>

Part B: Moving Forward – Visioning, Actions & Strategies (May – August, 2022)

Staff will finalize the recommendations gathered, add policies, integrate the elements, and add priorities, strategies, goals, policies, and trends. The draft will then be prepared for the public review period.

Appendices

- Appendix A – Map Gallery – Regional maps and highlights
- Appendix B – Glossary and other Supplemental Information

Part C: A Regional Story – Digital Version (May – August, 2022)

Staff will be developing the final version of the plan document to showcase online with interactive graphics, maps, and videos.

● **Phase IV: Final Review and Adoption – (June – December, 2022)**

The last phase will be to promote, review, and adopt the plan.

- Final review by County and Local Governments (June – August, 2022)
- Public Hearing Notice (September, 2022)
- Commission Public Hearing and Adoption (October, 2022)
- Plan Distribution (November – December, 2022)

Staff Recommendation: Staff does not have a recommendation at this time.

DATE: January 3, 2022

TO: ECWRPC Regional Comprehensive Planning Committee

FROM: Michael Zuege, GIS Manager

RE: Regional Comprehensive Plan Committee – GIS Staff Update

Regional Comprehensive Plan: GIS staff is working on creating the Regional Comprehensive Plan Report Template. It will have a different look and design than our normal reports. This report will have more graphics/infographics to give it a more up to date modern look rather than looking like the text heavy plans in the past.

U.S. Census Data: The U.S. Census Bureau will delay the 2016-2020 American Community Survey 5-year data release. The original target date is December, 2021 and are pushing back the target date to March, 2022. This is due to U.S. Census Bureau refining their methodology so that they can minimize the impacts of nonresponse bias due to the COVID-19 pandemic. Currently, there is a delay to the demographic data between 2020 Census and the American Community Survey(ACS) data that hopefully will be resolved quickly in 2022.

Staff Recommendation: No action required, staff will continue to use the 2015-2019 5-year ACS data until the new demographic data is released.

2022-2023 Regional Comprehensive Planning Committee Meeting Schedule

East Central Wisconsin Regional Planning Commission

The Committee has tentatively scheduled four regular meetings, to be held quarterly on the **3rd Wednesday of the month at 10:00 AM**. The timing of these meetings corresponds to the quarterly commission meetings. The meetings will be typically held at the offices of the East Central Wisconsin Regional Planning Commission at 400 Ahnaip Street, Suite 100, Menasha, Wisconsin. However, the exact location may vary based on room availability or the desire of the Committee. The meeting schedule is subject to change. The schedule for the set meeting dates will be reviewed yearly at the July committee meeting.

DATE	REGULAR BUSINESS ITEMS
Wednesday, January 16, 2023 at 10:00 AM	Status Update on Regional Plan
Wednesday, April 20, 2022 at 10:00 AM	Status Update on Regional Plan
Wednesday, July 20, 2022 at 10:00 AM	Nominations and Election of Chair and VC Status Update on Regional Plan
Wednesday, October 19, 2022 at 10:00 AM	Review of Draft 2023 Work Program Status Update on Regional Plan
Wednesday, January 16, 2023 at 10:00 AM	Approve Draft 2023 Work Program Status Update on Regional Plan

COMMITTEE MEMBERS:

Lori Palmeri, Chair– Winnebago County

Michael Thomas, Vice Chair - Outagamie County

David DeTroye – Calumet County

Vacant – Waushara County

Nadine Miller – Outagamie County

Merlin Gentz – Calumet County

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