

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

COMMITTEE MEMBERS: *David DeTroye (Perm. Alt. for Tom Reinl) - Calumet Co. (Chair), Nadine Miller – Outagamie Co (Vice Chair), Mark Rohloff (Perm. Alt. Lori Palmeri) – Winnebago Co., Steve Gueths – Shawano Co, Stephan Grochowski – Menominee Co.*

Date: Wednesday, January 18, 2023 - Virtual

1. **Welcome and Introductions.** Chair DeTroye called the meeting to order at: 10:00 a.m. Introductions were provided.

2. **Roll Call**

Committee Members Present:

David DeTroye, Chair.....	Calumet County
Stephan Grochowski.....	Menominee County
Nadine Miller, Vice Chair.....	Outagamie County
Steve Gueths	Shawano County
Mark Rohloff (perm alt. for Mayor Palmeri).....	Winnebago County

ECWRPC Staff and Guests Present:

Adam Bellcorelli	Associate Planner
Mike Zuege	GIS Manager
Melissa Kraemer-Badtke.....	Executive Director
Leann Buboltz	Administrative Coord

3. **Approval of Agenda / Motion to Deviate** A motion by Vice Chair Miller and second by Ms. Grochowski to deviate from the agenda. Motion carried unanimously.

4. **Public Comment** - None

5. **Approval of the Minutes of the October 19, 2022 Regional Comprehensive Plan Committee Meeting.** A motion was made by Ms. Grochowski second by Chair DeTroye to approve of the minutes as presented. Motion carried unanimously.

6. **Announcements and Updates**

- A. Welcome to Mark Rohloff – Winnebago County, the permanent alternative for Mayor Lori Palmeri who is fulfilling her job duties in Madison WI.

7. **New Business/Action Items**

- A. Approval of the 2023 Work Program & Budget (Levy funded)
 - i. 1100 Regional Comprehensive Plan –Mr. BellCorelli, Associate Planner presented a brief overview of the 2023 Work Program & Budget for the Regional Comprehensive Plan. He shared that in 2023, staff will continue to work on East Central’s Regional Comprehensive Plan update. He noted that the three sections of the plan include a description of ECWRPC Program Areas, Equitable Community Engagement, and Goals and Plans. Staff intends to conduct the Outreach and Engagement portion of the Regional Comprehensive Plan process with municipality and community staff in late 1st quarter of 2023. Chair DeTroye is currently working with East Central staff on updating the City of Chilton’s Comp Plan and questioned how in-depth does the Regional Comprehensive Plan. Ms. Kraemer-Badtke shared that our review will include the demographic areas of the region, both urban and rural. Also reviewed are the priorities of each individual area and the regional trends.

- ii. 3000 GIS Mapping & Data Analysis – presented by Mr. Mike Zuege, GIS Manager. Mr. Zuege gave a brief overview of the GIS Mapping and Data Analysis Work Program and Budget stating that the Geographic Information System (GIS) element is designed to support all elements of the agency's planning program as well as coordination, promotion and participation of GIS activities within the state and region. He noted that the majority of GIS staff time, other than coordination, is scheduled into the various work efforts of the Commission's core program areas. The GIS work program is divided into three sections: Local GIS Mapping and Assistance (3011), Information Processing and Data Center (3020), and Wisconsin Regional Orthophotography (3040).

Mr. Zuege' s overview included a summary of the following areas –

3011 Local GIS Mapping & Assistance – The GIS Manager will be participating in Land Information Council Meetings, where East Central WI Regional Planning Commission is a voting member in Calumet and Winnebago Counties and an Ad-hoc member for Shawano and Waupaca Counties.

3020 Regional GIS Information Processing & Data Center – He noted that this section is the backbone of the GIS data. It is used to develop, collect, maintain, and process County/Regional/Statewide datasets into a standardized format and also used to create regional web applications such as the Demographic Dashboard.

3040 Wisconsin Regional Orthophotography - Mr. Zuege reported that the goal of the Wisconsin Regional Orthophotography Consortium (WROC) is to build and sustain a multi-participant program that is a cost-efficient model to acquire digital orthoimagery and elevation data throughout Wisconsin. This section will be used to promote the benefits of the new 2023-2025 imagery cycle and helping with imagery conversion into different formats/coordinates.

A motion was made by Mr. Rohloff second by Chair DeTroye to approve of the 1100 Regional Comprehensive Plan and 3000 GIS Mapping & Data Analysis – 2023 Work Program & Budget as presented. Discussion – Member Ms. Miller asked for clarification on the Evaluation Tool, if it was used for the contracts or the plan itself? Ms. Kraemer-Badtke responded that it is used for a community evaluation tool identifying areas of improvement and if the process goals were met while East Central staff is updating the local plans. Motion carried unanimously.

8. Informational/Discussion Items

- A. Regional Comprehensive Plan Update – Revised Goals presented by Mr. BellCorelli, Associate Planner. Mr. BellCorelli shared with the members a summary of the Regional Comprehensive Plan history to date and the revised goals for the update. He stated that the update underwent a change in format following a change in staff leading the project. He noted that staff consulted the American Planning Association's Comprehensive Planning Guidebook and began to reformat the regional comprehensive plan material to the updated specifications. The previous plan's Themes, Goals, Priorities, Trends, and Related Policies have been condensed into a new Goals section. These goals will be accompanied by plans for how the Commission intends to meet each goal, along with necessary supporting data and narrative. East Central staff intends to meet with planning staff from communities across the region to obtain feedback on how the Goals listed in the Regional Comprehensive Plan align with projects and plans being developed by municipalities in member counties. Completion date for the outreach portion is targeted for April 2023.
- B. Staff Report
 - i. Status Update on Local Comprehensive Plans – Mr. BellCorelli stated that staff has completed the Combined Locks Comp Plan and beginning the City of Chilton Comp Plan. Chair DeTroye shared that the process is unique and that East Central staff is meeting with the Chilton Planning Committee on a bi-monthly schedule.
 - ii. GIS and Mapping Updates – presented by Mr. Zuege, GIS Manager. He shared on December 8, 2022, the United States Census Bureau released the 2017 – 2021 American Community Survey (ACS) 5-year Estimates. Mr. Zuege noted that the GIS staff downloaded selected tables and created lookup tables to update the existing data during the past 4 years. In the last year the US Census Bureau updated their website which allows the user to modify the URL schema with geography id and table id. By importing

this base URL into GIS, East Central WI Regional Planning Commission staff are able to create a dashboard to get access to all geographies and tables in the ECWRPC Region. Mr. Zuege will be sharing this data resource within the region. The dashboard is publicly viewable and can be found at: <https://rb.gy/bwc5eh>

- iii. County Roundtable (*as time permits*)
 - 1. Chair DeTroye – Calumet County. Mid-February the City of Chilton will be taking part in a GIS Mapping seminar offered by McMahon Associates to integrate new procedures within the City.

9. Upcoming Meetings

- A. **Regional Comprehensive Plan Committee Meeting:** *The next Regional Comprehensive Plan Committee Meeting will take place on Wednesday, April 19, 2023 at 10:00 a.m. Further details will be forthcoming.*
- B. **Commission Meeting:** *The next Commission meeting will be held on Friday, January 27, 2023 at 10:00 a.m. Meeting to be held virtually. Further details will be forthcoming.*

- 10. Adjourn** A motion by Mr. Rohloff and second by Chair DeTroye to adjourn this meeting, with the time noted at 10:30 a.m. Motion carried.

Respectfully Submitted

Leann Buboltz – ECWRPC
Administrative Coordinator