

**Kenosha County  
Multi-Jurisdictional Comprehensive Plan Advisory Committee**

**MEETING MINUTES**

August 29, 2006

**Present:** See Attached Sign In Sheet

John Roth, County Planning Manager, called the meeting to order at 4:15 p.m.

**Welcome and Introductions:** Mr. Roth welcomed everyone to the first meeting of the Kenosha County Multi-Jurisdictional Comprehensive Plan Advisory Committee (MJAC) and asked attendees to introduce themselves.

**Overview of the Planning Process and Partnership**

**Grant Awards (WI Department of Administration and UW-Extension):** Nancy Anderson, Southeastern Wisconsin Regional Planning Commission, explained the parameters of the WI Department of Administration Comprehensive Planning Grant. She noted that the County was providing the matching funds for the grant. She also noted that an additional grant had been awarded to UW-Extension (UWEX) which will allow UWEX to hire a 50% assistant planner who will work with both Racine and Kenosha Counties to aid the comprehensive planning program and, in particular, the public participation process. A “Kenosha County Comprehensive Planning Newsletter” was distributed which presented information on receipt of the planning grant, grant guidelines, benefits of comprehensive planning, consistency between plans and ordinances, existing local plans, local government authority, expected impact of the plan on continued growth and development, impact on schools and school districts, preparation and production of planning reports, and the process for handling disagreements between participating governments.

**“Fast Facts”:** Ms. Anderson explained the nine required elements to be included in the comprehensive plan: issues and opportunities; agricultural, natural and cultural resources; land use; utilities and community facilities; transportation; housing; economic development; implementation; and intergovernmental cooperation.

**Planning Process and Time Schedule:** Ms. Anderson noted that a tentative list of main agenda items for future MJAC meetings had been distributed to Committee members and that, as they could see from the outline, there was much to do over the next three years. Basically, a chapter or two would need to be reviewed and approved at each monthly meeting in addition to other public participation venues.

**County and Local Reports:** Ms. Anderson noted that each local governmental unit would need to adopt a comprehensive plan report (the County report or an optional local report) by ordinance. She further explained that the local governments may enter into a separate agreement with SEWRPC to prepare an optional local plan report.

The cost for the local report would be based on staff time for creating the report and printing costs incurred by SEWRPC. The plans would be created and worked on to early 2009 and local units of government would have four months to hold their public hearings and formally adopt the local plan or the county plan by ordinance prior to the grant deadline (June 1, 2009).

**Committee Membership:** Ms. Anderson noted that the Committee would need to nominate and vote upon officers of the Committee. She also noted that as part of the grant award, the State strongly suggested that voting or non-voting stakeholders be appointed to the Committee, which might be representatives of interests such as agricultural/farming, school districts (east end and west end), transportation (highway and transit), builders, realtors, economic development, environmental group and a citizen member with no ties to a specific interest group. Ms. Anderson noted that bylaws may need to be created and adopted by the Committee to set the parameters of the stakeholders and community voting authorities. Preliminary suggestions for possible candidates for stakeholder positions included: Len Bandrup, City Transit Director; Gary Sipsma, County Highway Dept.; Todd Battle, KABA; Pat Finnemore, east side school district; a representative from the west end school district; and a representative from the Local Land Trust or Nature Conservancy. Committee members were urged to send their suggestions for potential stakeholder candidates to staff (John or April) prior to the next meeting. From these suggestions a list would be compiled for further review and discussion.

**Public Participation Plan:** Annie Jones, UW-Extension Community Development Educator, explained the Public Participation Plan portion of the Comprehensive Planning grant noting that her role and that of the 50% UWEX community planning educator would be to leverage opportunities for “positive” public engagement in the process. The Public Participation Plan (PPP) would include passive elements such as newsletters, displays, publications, and a website. Other elements would include presentations and forums – including cable broadcasting and the Kenosha County Café. She continued to explain what a Café is and how it will work and that, in the end, it is meant to harvest information from the public for the MJAC to consider and incorporate into the final comprehensive planning document.

**Set Regular Meeting Day and Time:** It was discussed and agreed upon that the last Tuesday of every month at 2:00 p.m. would be the regular meeting day and time for the Kenosha County MJAC. The next meeting will be held Tuesday, September 26, 2006.

**Public Comment:** Various suggestions and questions from the public were dispersed throughout the presentations for this initial more informal meeting.

The meeting adjourned at 5:18 p.m.

Respectfully submitted,

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April A. Webb, Administrative Secretary  
Kenosha County Department of Planning and Development

Approved – September 26, 2006