

NOTICE
Village of Roberts
Plan Commission Meeting
Thursday, November 4, 2021
7:00 PM

GoTo Meeting Information below for online access
Agenda

The regularly scheduled Village of Roberts Plan Commission meeting and will begin at 7:00 PM on November 4, 2021 at the Roberts Village Hall.

Regular Plan Commission Agenda:

1. Call to order
1. Proper notification
2. Building Inspectors Report
3. Discussion/approval on how to move ahead with Joint Comprehensive Plan and discussion with Susan Badtke from West Central Wisconsin Regional Planning Commission.
4. Review and recommend how to handle carports in the Sharondale Mobile Home Park.
5. Review and recommend how to move forward with the passive park in Rolling Meadows.
6. Items for future agenda.
7. Adjourn .

Items on the agenda may not be presented in this order.

There may be a quorum of Village Board members present during the meeting

Agenda may change up to 24 hours before meeting

Megan Dull,
Village Clerk

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RESIDENTIAL CONSTRUCTION

RESIDENTIAL RENOVATIONS

Owner/Address	Description/Permit #	Estimated Value
PHILLIPS, JOAN 388 DAKOTA AVE 54023	RENEWAL-BASEMENT FINISH B-20-200154	20,000
TOTAL RESIDENTIAL RENOVATIONS	1	20,000

OTHER BUILDING PERMITS

Owner/Address	Description/Permit #	Estimated Value
HILPERT, JOEL AND JENNY 308 W MAPLE ST 54023	ROOFING G-21-211066	0
PETERSON, DREW 1004 WYOMING ST 54023	FENCE F-21-210980	0
IRETON, MELVIN 125 BURR ST 54023	ACCESSORY B-21-210993	3,000
TOTALS:	3	3,000

TOTAL # OF BUILDING PERMITS / VALUE:	4	23,000
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CERTIFICATES OF OCCUPANCY

DATE ISSUED	ADDRESS	TYPE
10/08/2021	1132 WYOMING ST 54023	PERMANENT

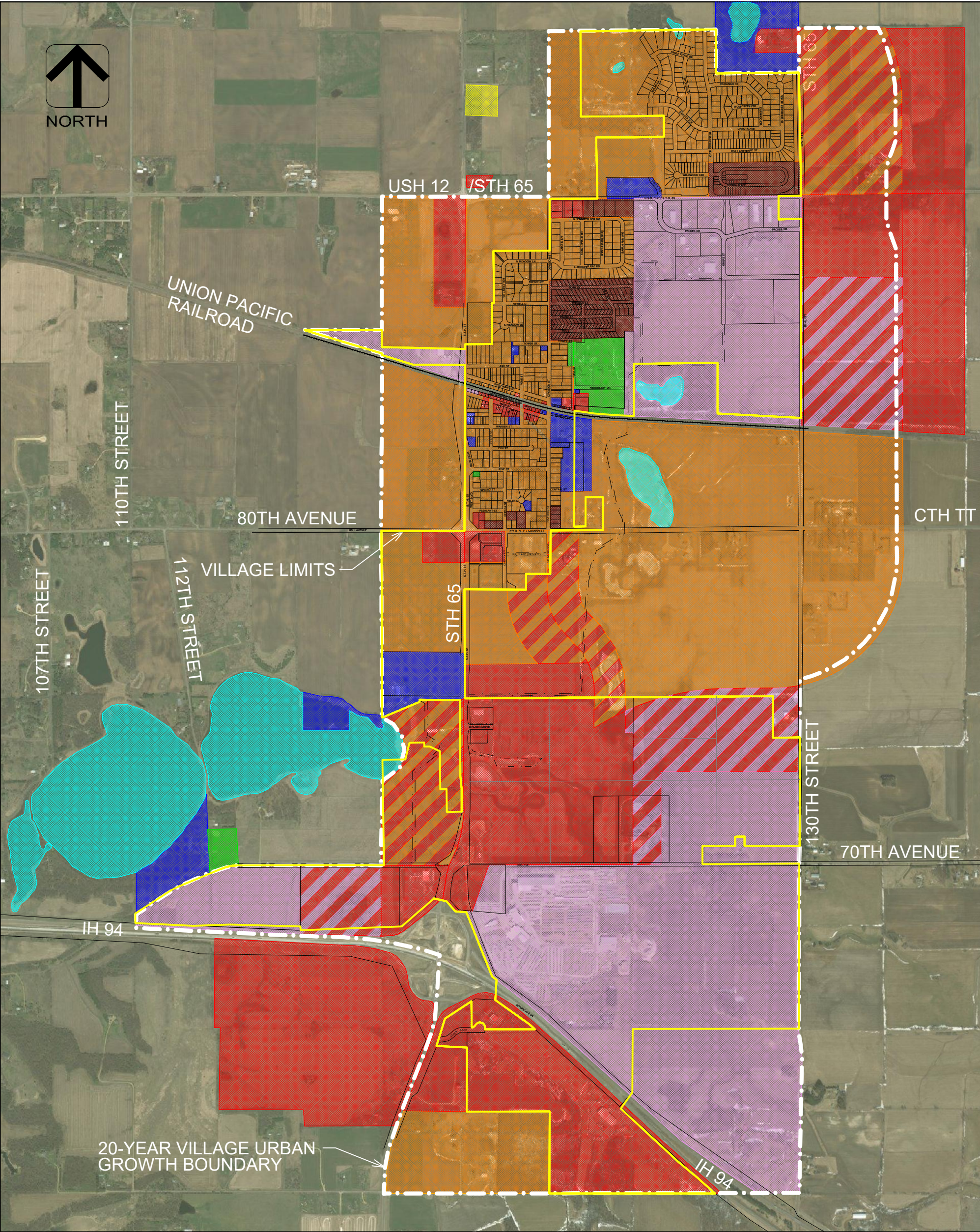
TOTAL PERMIT & INSPECTION FEES COLLECTED:	713.00
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PROJECT CODE RECAP

PERMITS BY TYPE	# OF PERMITS	ESTIMATED VALUE
ACCESSORY BUILDING/GARDEN SHED	1	3,000
FENCE	1	0
ROOFING	1	0
RENEWAL-BASEMENT FINISH	1	20,000
TOTALS	4	23,000

INSPECTIONS BY TYPE

PERMIT TYPE	# OF INSPECTIONS	RES	COMM
BUILDING PERMIT	63	63	0
FENCE	2	2	0
FOOT/FOUNDATIONS	2	2	0
TOTALS	67	65	0



FUTURE LAND USE

- | | | | |
|---|----------------------------|---|--|
|  | MEDIUM DENSITY RESIDENTIAL |  | PARKS AND RECREATIONAL |
|  | HIGH DENSITY RESIDENTIAL |  | CEMETERY |
|  | COMMERCIAL |  | OPTIONAL OR MIXED LAND USE
MEDIUM DENSITY RESIDENTIAL
AND/OR COMMERCIAL |
|  | INDUSTRIAL |  | OPTIONAL OR MIXED LAND USE
INDUSTRIAL AND/OR COMMERCIAL |
|  | GOVERNMENTAL/INSTITUTIONAL |  | OPTIONAL OR MIXED LAND USE
INDUSTRIAL AND/OR COMMERCIAL
AND /OR MEDIUM DENSITY RESIDENTIAL |



Required Elements of a Local Comprehensive Plan

Brian W. Ohm

Wisconsin's new comprehensive planning and "smart growth" law (1999 Wisconsin Act 9 signed by Governor Thompson in October 1999, as amended by 1999 Wisconsin Act 148) includes a definition of a comprehensive plan. Before this law, Wisconsin law did not define what is meant by the term "a comprehensive plan." The definition provides cities, villages, towns, counties and regional planning commissions with some guidance for local land use planning efforts. The comprehensive plan definition can be found at section 66.1001(2) of the Wisconsin Statutes. According to the new law, a comprehensive plan shall contain at least all of the following nine elements:

1. Issues and opportunities element

The issues and opportunities element is defined as the background information on the local government unit and its overall objectives, policies, goals and programs. This information is used to guide the future development and redevelopment of the local government unit over a 20-year planning period.

Specifically, the background information shall include:

- population, household and employment forecasts that the local government unit uses in developing its comprehensive plan; and
- demographic trends, age distribution, educational levels, income levels and employment characteristics that exist within the local governmental unit.

2. Housing element

The housing element is defined as a compilation of the local governmental unit's objectives, policies, goals, maps and programs to provide an adequate housing supply to meet existing and forecasted housing demand.

Specifically, the housing element must:

- assess the age, structural, value and occupancy characteristics of the local governmental unit's housing stock; and



- identify policies and programs that
 - promote the development of housing for residents of the local governmental unit and provide a range of housing choices that meet the needs of persons of all income levels and of all age groups and persons with special needs;
 - promote the availability of land for the development or redevelopment of low-income and moderate-income housing; and
 - maintain or rehabilitate the local governmental unit's existing housing stock.

3. Transportation element

The transportation element is defined as a compilation of objectives, policies, goals, maps and programs to guide the future development of the various modes of transportation, including highways, transit, transportation systems for persons with disabilities, bicycles, walking, railroads, air transportation, trucking and water transportation.

Specifically, the element shall:

- compare the local governmental unit's objectives, policies, goals and programs to state and regional transportation plans;
- identify highways within the local governmental unit by function; and
- incorporate state, regional and other applicable transportation plans, including transportation corridor plans, county highway functional and jurisdictional studies, urban and rural area transportation plans, airport master plans, and rail plans that apply in the local governmental unit.

4. Utilities and community facilities element

The utilities and community facilities element is defined as a compilation of objectives, policies, goals, maps and programs to guide the future development of utilities and community facilities in the local governmental unit. Examples include sanitary sewer service, storm water management, water supply, solid waste disposal, on-site wastewater treatment technologies, recycling facilities, parks, telecommunications facilities, power plants and transmission lines, cemeteries, health and child care facilities and other public facilities, such as police, fire and rescue, libraries and schools.

Specifically, the element shall:

- describe the location, use and capacity of existing public utilities and community facilities that serve the local governmental unit;
- include an approximate timetable that forecasts the need in the local governmental unit to expand or rehabilitate existing utilities and facilities or to create new ones; and
- assess future needs for governmental services that are related to such utilities and facilities.

5. Agricultural, natural and cultural resources element

The agricultural, natural and cultural resources element is defined as a compilation of objectives, policies, goals, maps and programs for the conservation and promotion of effective resources management. Examples of resources include groundwater, forests, productive agricultural areas, environmentally sensitive areas, threatened and endangered species, stream corridors, surface waters, floodplains, wetlands, wildlife habitat, metallic and nonmetallic mineral resources, parks, open spaces, historical and cultural resources, community design, recreational resources and other natural resources.



James A. Lagro, Jr.

6. Economic development element

The economic development element is defined as a compilation of objectives, policies, goals, maps and programs to promote the stabilization, retention or expansion of the economic base, as well as quality employment opportunities in the local governmental unit.

Specifically, the economic development element shall:

- include an analysis of the labor force and economic base of the local governmental unit;
- assess categories or particular types of desirable new businesses and industries;
- assess the local governmental unit's strengths and weaknesses with respect to attracting and retaining businesses and industries;
- designate an adequate number of sites for such businesses and industries.
- evaluate and promote the use of environmentally contaminated sites for commercial or industrial uses;
- identify county, regional and state economic development programs that apply to the local governmental unit.

7. Intergovernmental cooperation element

The intergovernmental cooperation element is defined as a compilation of objectives, policies, goals, maps and programs for joint planning and decision making with other jurisdictions, including school districts and adjacent local governmental units, for siting and building public facilities and sharing public services.

Specifically, the element shall:

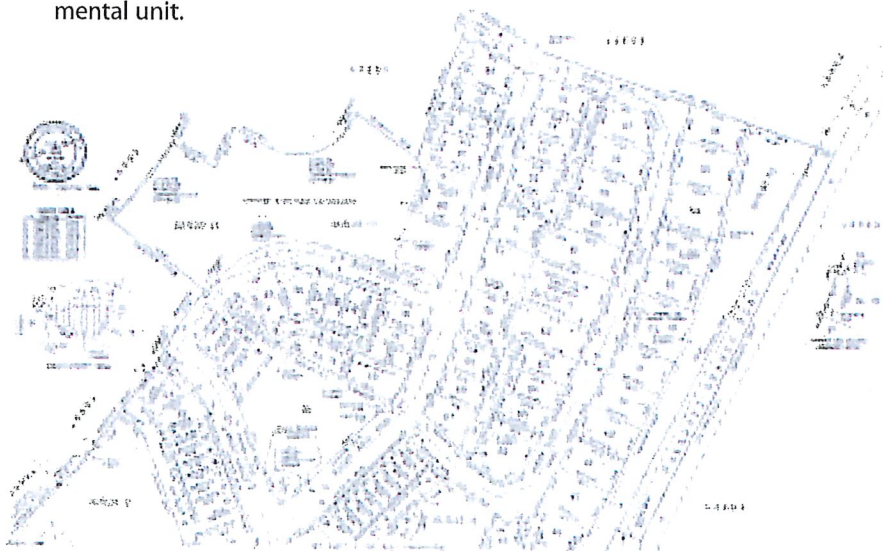
- analyze the relationship of the local governmental unit to school districts and adjacent local governmental units, and to the region, the state and other governmental entities;
- incorporate any plans or agreements to which the local governmental unit is a party under s. 66.0301, s. 66.0307, or s. 66.0309;
- identify existing or potential conflicts between the local governmental unit and other governmental units that are specified in this paragraph; and
- describe processes to resolve such conflicts.

8. Land use element

The land use element is defined as a compilation of objectives, policies, goals, maps and programs to guide the future development and redevelopment of public and private property.

Specifically, the element shall:

- list the amount, type, intensity and net density of existing land uses (such as agricultural, residential, commercial, industrial or other public and private uses) in the local governmental unit;
- analyze trends in the supply, demand and price of land, opportunities for redevelopment and existing and potential land-use conflicts;
- contain projections, based on the background information specified in par. (a), for 20 years, in 5-year increments, of future residential, agricultural, commercial and industrial land uses including the assumptions of net densities or other spatial assumptions upon which the projections are based;
- include a series of maps that show:
 - current and future land uses that indicate productive agricultural soils, natural limitations for building site development, floodplains, wetlands and other environmentally sensitive lands;
 - the boundaries of areas to which services of public utilities and community facilities, as those terms are used in par. (d), will be provided in the future, consistent with the timetable described in par. (d); and
 - the general location of future land uses by net density or other classifications.



9. Implementation element

The implementation element is defined as a compilation of programs and specific actions to be completed in stated sequence to implement the objectives, policies, plans and programs contained in pars. (a) to (h). This includes proposed changes to any applicable zoning ordinances, official maps, sign regulations, erosion and storm water control ordinances, historic preservation ordinances, site plan regulations, design review ordinances, building codes, mechanical codes, housing codes, sanitary codes or subdivision ordinances.

Specifically, the implementation element shall:

- describe how each of the elements of the comprehensive plan will be integrated and made consistent with the other elements of the comprehensive plan;
- include a mechanism to measure the local governmental unit's progress toward achieving all aspects of the comprehensive plan;
- include a process for updating the comprehensive plan. A comprehensive plan under this subsection shall be updated no less than once every 10 years.

Author: Brian W. Ohm is an attorney and an associate professor in the Department of Urban and Regional Planning at the University of Wisconsin–Madison and the University of Wisconsin–Extension.

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taxes needed to carry out the purposes of this section. Funds to be used for the purposes specified in this section may be provided by the respective county, city or cities by general obligation bonds issued under ch. 67 or by revenue bonds issued under s. 66.0913. Bonds issued under this section shall be executed on behalf of the county by the county board chairperson and the county clerk and on behalf of a city by its mayor or other chief executive officer and by the city clerk.

(4) **COST SHARING.** The ordinance shall provide for a sharing of all of the cost of construction or other acquisition, equipment, furnishing, operation and maintenance of a hospital on an agreed percentage basis.

(5) **HOSPITAL BOARD.** The ordinance shall provide for the establishment of a joint county–city hospital board to be composed as follows: 2 to be appointed by the county board chairperson and confirmed by the county board, one for a one–year and one for a 2–year term; 2 by the mayor or other chief executive officer and confirmed by the city council, one for a one–year and one for a 2–year term; and one jointly by the county board chairperson and the mayor or other chief executive officer of the city or cities, for a term of 3 years, confirmed by the county board and the city council or councils. Their respective successors shall be appointed and confirmed in like manner for terms of 3 years. All appointees shall serve until their successors are appointed and qualified. Terms shall begin as specified in the ordinance. Vacancies shall be filled for the unexpired term in the manner in which the original appointment was made.

(7) **ORGANIZATION OF BOARDS; OFFICERS; COMPENSATION; OATHS; BONDS.** (a) When all members have qualified the board shall meet at the place designated in the ordinance and organize by electing from its membership a president, a vice president, a secretary and a treasurer, each to hold office for one year. The board may combine the offices of secretary and treasurer. Members shall receive compensation as provided in the ordinance and shall be reimbursed their actual and necessary expenses. With the approval of the board, the treasurer may appoint an assistant treasurer, who need not be a member of the board, to perform services specified by the board.

(b) Members, and any assistant treasurer, shall qualify by taking the official oath, and the treasurer and any assistant treasurer shall furnish a bond in a sum specified by the board and in the form and conditioned as provided in s. 19.01 (2) and (3). The oaths and bonds shall be filed with the county clerk. The cost of the bond shall be paid by the board.

(8) **POWERS OF BOARD.** The board may, subject to provisions of the ordinance:

(a) Contract for the construction or other acquisition, equipment or furnishing of a hospital.

(b) Contract for the construction or other acquisition of additions or improvements to, or alterations in, a hospital and the equipment or furnishing of an addition.

(c) Employ a manager of a hospital and other necessary personnel and fix their compensation.

(d) Enact, amend and repeal rules and regulations for the admission to, and government of patients at, a hospital, for the regulation of the board's meetings and deliberations, and for the government, operation and maintenance of the hospital and the hospital employees.

(e) Contract for and purchase all fuel, food, equipment, furnishings and supplies reasonably necessary for the proper operation and maintenance of a hospital.

(f) Audit all accounts and claims against a hospital or against the board, and, if approved, pay the accounts and claims from the fund specified in sub. (10). All expenditures made pursuant to this section shall be within the limits of the ordinance.

(g) Sue and be sued, and to collect or compromise any obligations due to the hospital. All money received shall be paid into the joint hospital fund.

(h) Make studies and recommendations to the county board and city council or city councils relating to the operation of a hospital as the board considers advisable or the governing bodies request.

(i) Employ counsel on either a temporary or permanent basis.

(9) **BUDGET.** The board shall annually, before the time of the preparation of either the county or city budget under s. 65.90, prepare a budget of its anticipated receipts and expenditures for the ensuing fiscal year and determine the proportionate cost to the county and the participating city or cities under the terms of the ordinance. A certified copy of the budget, which shall include a statement of the net amount required from the county and city or cities, shall be delivered to the clerks of the respective municipalities. The county board and the common council of the city or cities shall consider the budget, and determine the amount to be raised by the respective municipalities in the proportions determined by the ordinance. After this determination, the county and city or cities respectively shall levy a tax sufficient to produce the amount to be raised by the county and city or cities.

(10) **HOSPITAL FUND.** A joint county–city hospital fund shall be created and established in a public depository to be specified in the ordinance. The treasurer of the respective county and city or cities shall pay into the fund the amounts specified by the ordinance and resolutions of the respective municipalities when the amounts have been collected. All of the moneys which come into the fund are appropriated to the board for the execution of its functions as provided by the ordinance and the resolutions of the respective municipalities. The moneys in the fund shall be paid out by the treasurer of the hospital board only upon the approval or direction of the board.

(11) **CORRELATION OF LAWS.** (a) In any case where a bid is a prerequisite to contract in connection with a county or city hospital under s. 66.0901, it is also a prerequisite to a valid contract by the board. For this purpose, the board is a municipality and the contract a public contract under s. 66.0901.

(b) All statutory requirements, not inconsistent with the provision of this section, applicable to general county or city hospitals apply to hospitals referred to in this section.

(12) **REPORTS.** The board shall report its activities to the county board and the city council or councils annually, or oftener as either of the municipalities requires.

(14) **POWERS OF VILLAGES.** Villages have all of the powers granted to cities under subs. (1) to (12) and whenever any village exercises these powers the word “city” wherever it appears in subs. (1) to (12) means “village” unless the context otherwise requires. Any village participating in the construction or other acquisition of a hospital or in its operation, pursuant to this section, may enter into lease agreements leasing the hospital and its equipment and furnishings to a nonprofit corporation.

(15) **POWERS OF TOWNS.** Towns have all of the powers granted to cities under subs. (1) to (12) and whenever any town exercises these powers the word “city” wherever it appears in subs. (1) to (12) means “town” unless the context otherwise requires. Any town participating in the construction or other acquisition of a hospital or in its operation, under this section, may enter into lease agreements leasing the hospital and its equipment and furnishings to a nonprofit corporation.

History: 1977 c. 29; 1983 a. 189; 1983 s. 303 (1); 1993 a. 246; 1999 a. 150 ss. 262, 480 to 483; Stats. 1999 s. 66.0927.

SUBCHAPTER X

PLANNING, HOUSING AND TRANSPORTATION

66.1001 Comprehensive planning. (1) **DEFINITIONS.** In this section:

(a) “Comprehensive plan” means a guide to the physical, social, and economic development of a local governmental unit that is one of the following:

1. For a county, a development plan that is prepared or amended under s. 59.69 (2) or (3).

2. For a city, village, or town, a master plan that is adopted or amended under s. 62.23 (2) or (3).

3. For a regional planning commission, a master plan that is adopted or amended under s. 66.0309 (8), (9) or (10).

(am) “Consistent with” means furthers or does not contradict the objectives, goals, and policies contained in the comprehensive plan.

(b) “Local governmental unit” means a city, village, town, county or regional planning commission that may adopt, prepare or amend a comprehensive plan.

(c) “Political subdivision” means a city, village, town, or county that may adopt, prepare, or amend a comprehensive plan.

(2) **CONTENTS OF A COMPREHENSIVE PLAN.** A comprehensive plan shall contain all of the following elements:

(a) *Issues and opportunities element.* Background information on the local governmental unit and a statement of overall objectives, policies, goals and programs of the local governmental unit to guide the future development and redevelopment of the local governmental unit over a 20-year planning period. Background information shall include population, household and employment forecasts that the local governmental unit uses in developing its comprehensive plan, and demographic trends, age distribution, educational levels, income levels and employment characteristics that exist within the local governmental unit.

(b) *Housing element.* A compilation of objectives, policies, goals, maps and programs of the local governmental unit to provide an adequate housing supply that meets existing and forecasted housing demand in the local governmental unit. The element shall assess the age, structural, value and occupancy characteristics of the local governmental unit’s housing stock. The element shall also identify specific policies and programs that promote the development of housing for residents of the local governmental unit and provide a range of housing choices that meet the needs of persons of all income levels and of all age groups and persons with special needs, policies and programs that promote the availability of land for the development or redevelopment of low-income and moderate-income housing, and policies and programs to maintain or rehabilitate the local governmental unit’s existing housing stock.

(c) *Transportation element.* A compilation of objectives, policies, goals, maps and programs to guide the future development of the various modes of transportation, including highways, transit, transportation systems for persons with disabilities, bicycles, electric scooters, electric personal assistive mobility devices, walking, railroads, air transportation, trucking and water transportation. The element shall compare the local governmental unit’s objectives, policies, goals and programs to state and regional transportation plans. The element shall also identify highways within the local governmental unit by function and incorporate state, regional and other applicable transportation plans, including transportation corridor plans, county highway functional and jurisdictional studies, urban area and rural area transportation plans, airport master plans and rail plans that apply in the local governmental unit.

(d) *Utilities and community facilities element.* A compilation of objectives, policies, goals, maps and programs to guide the future development of utilities and community facilities in the local governmental unit such as sanitary sewer service, storm water management, water supply, solid waste disposal, on-site wastewater treatment technologies, recycling facilities, parks, telecommunications facilities, power-generating plants and transmission lines, cemeteries, health care facilities, child care facilities and other public facilities, such as police, fire and rescue facilities, libraries, schools and other governmental facilities. The element shall describe the location, use and capacity of existing public utilities and community facilities that serve the local gov-

ernmental unit, shall include an approximate timetable that forecasts the need in the local governmental unit to expand or rehabilitate existing utilities and facilities or to create new utilities and facilities and shall assess future needs for government services in the local governmental unit that are related to such utilities and facilities.

(e) *Agricultural, natural and cultural resources element.* A compilation of objectives, policies, goals, maps and programs for the conservation, and promotion of the effective management, of natural resources such as groundwater, forests, productive agricultural areas, environmentally sensitive areas, threatened and endangered species, stream corridors, surface water, floodplains, wetlands, wildlife habitat, metallic and nonmetallic mineral resources consistent with zoning limitations under s. 295.20 (2), parks, open spaces, historical and cultural resources, community design, recreational resources and other natural resources.

(f) *Economic development element.* A compilation of objectives, policies, goals, maps and programs to promote the stabilization, retention or expansion, of the economic base and quality employment opportunities in the local governmental unit, including an analysis of the labor force and economic base of the local governmental unit. The element shall assess categories or particular types of new businesses and industries that are desired by the local governmental unit. The element shall assess the local governmental unit’s strengths and weaknesses with respect to attracting and retaining businesses and industries, and shall designate an adequate number of sites for such businesses and industries. The element shall also evaluate and promote the use of environmentally contaminated sites for commercial or industrial uses. The element shall also identify county, regional and state economic development programs that apply to the local governmental unit.

(g) *Intergovernmental cooperation element.* A compilation of objectives, policies, goals, maps, and programs for joint planning and decision making with other jurisdictions, including school districts, drainage districts, and adjacent local governmental units, for siting and building public facilities and sharing public services. The element shall analyze the relationship of the local governmental unit to school districts, drainage districts, and adjacent local governmental units, and to the region, the state and other governmental units. The element shall consider, to the greatest extent possible, the maps and plans of any military base or installation, with at least 200 assigned military personnel or that contains at least 2,000 acres, with which the local governmental unit shares common territory. The element shall incorporate any plans or agreements to which the local governmental unit is a party under s. 66.0301, 66.0307 or 66.0309. The element shall identify existing or potential conflicts between the local governmental unit and other governmental units that are specified in this paragraph and describe processes to resolve such conflicts.

(h) *Land-use element.* A compilation of objectives, policies, goals, maps and programs to guide the future development and redevelopment of public and private property. The element shall contain a listing of the amount, type, intensity and net density of existing uses of land in the local governmental unit, such as agricultural, residential, commercial, industrial and other public and private uses. The element shall analyze trends in the supply, demand and price of land, opportunities for redevelopment and existing and potential land-use conflicts. The element shall contain projections, based on the background information specified in par. (a), for 20 years, in 5-year increments, of future residential, agricultural, commercial and industrial land uses including the assumptions of net densities or other spatial assumptions upon which the projections are based. The element shall also include a series of maps that shows current land uses and future land uses that indicate productive agricultural soils, natural limitations for building site development, floodplains, wetlands and other environmentally sensitive lands, the boundaries of areas to which services of public utilities and community facilities, as those terms

are used in par. (d), will be provided in the future, consistent with the timetable described in par. (d), and the general location of future land uses by net density or other classifications.

(i) *Implementation element.* A compilation of programs and specific actions to be completed in a stated sequence, including proposed changes to any applicable zoning ordinances, official maps, or subdivision ordinances, to implement the objectives, policies, plans and programs contained in pars. (a) to (h). The element shall describe how each of the elements of the comprehensive plan will be integrated and made consistent with the other elements of the comprehensive plan, and shall include a mechanism to measure the local governmental unit's progress toward achieving all aspects of the comprehensive plan. The element shall include a process for updating the comprehensive plan. A comprehensive plan under this subsection shall be updated no less than once every 10 years.

(2m) **EFFECT OF ENACTMENT OF A COMPREHENSIVE PLAN, CONSISTENCY REQUIREMENTS.** (a) The enactment of a comprehensive plan by ordinance does not make the comprehensive plan by itself a regulation.

(b) A conditional use permit that may be issued by a political subdivision does not need to be consistent with the political subdivision's comprehensive plan.

(3) **ORDINANCES THAT MUST BE CONSISTENT WITH COMPREHENSIVE PLANS.** Except as provided in sub. (3m), beginning on January 1, 2010, if a local governmental unit enacts or amends any of the following ordinances, the ordinance shall be consistent with that local governmental unit's comprehensive plan:

(g) Official mapping ordinances enacted or amended under s. 62.23 (6).

(h) Local subdivision ordinances enacted or amended under s. 236.45 or 236.46.

(j) County zoning ordinances enacted or amended under s. 59.69.

(k) City or village zoning ordinances enacted or amended under s. 62.23 (7).

(L) Town zoning ordinances enacted or amended under s. 60.61 or 60.62.

(q) Shorelands or wetlands in shorelands zoning ordinances enacted or amended under s. 59.692, 61.351, 61.353, 62.231, or 62.233.

(3m) **DELAY OF CONSISTENCY REQUIREMENT.** (a) If a local governmental unit has not adopted a comprehensive plan before January 1, 2010, the local governmental unit is exempt from the requirement under sub. (3) if any of the following applies:

1. The local governmental unit has applied for but has not received a comprehensive planning grant under s. 16.965 (2), and the local governmental unit adopts a resolution stating that the local governmental unit will adopt a comprehensive plan that will take effect no later than January 1, 2012.

2. The local governmental unit has received a comprehensive planning grant under s. 16.965 (2) and has been granted an extension of time under s. 16.965 (5) to complete comprehensive planning.

(b) The exemption under par. (a) shall continue until the following dates:

1. For a local governmental unit exempt under par. (a) 1., January 1, 2012.

2. For a local governmental unit exempt under par. (a) 2., the date on which the extension of time granted under s. 16.965 (5) expires.

(4) **PROCEDURES FOR ADOPTING COMPREHENSIVE PLANS.** A local governmental unit shall comply with all of the following before its comprehensive plan may take effect:

(a) The governing body of a local governmental unit shall adopt written procedures that are designed to foster public participation, including open discussion, communication programs, information services, and public meetings for which advance

notice has been provided, in every stage of the preparation of a comprehensive plan. The written procedures shall provide for wide distribution of proposed, alternative, or amended elements of a comprehensive plan and shall provide an opportunity for written comments on the plan to be submitted by members of the public to the governing body and for the governing body to respond to such written comments. The written procedures shall describe the methods the governing body of a local governmental unit will use to distribute proposed, alternative, or amended elements of a comprehensive plan to owners of property, or to persons who have a leasehold interest in property pursuant to which the persons may extract nonmetallic mineral resources in or on property, in which the allowable use or intensity of use of the property is changed by the comprehensive plan.

(b) The plan commission or other body of a local governmental unit that is authorized to prepare or amend a comprehensive plan may recommend the adoption or amendment of a comprehensive plan only by adopting a resolution by a majority vote of the entire commission. The vote shall be recorded in the official minutes of the plan commission or other body. The resolution shall refer to maps and other descriptive materials that relate to one or more elements of a comprehensive plan. One copy of an adopted comprehensive plan, or of an amendment to such a plan, shall be sent to all of the following:

1. Every governmental body that is located in whole or in part within the boundaries of the local governmental unit.

2. The clerk of every local governmental unit that is adjacent to the local governmental unit that is the subject of the plan that is adopted or amended as described in par. (b) (intro.).

4. After September 1, 2005, the department of administration.

5. The regional planning commission in which the local governmental unit is located.

6. The public library that serves the area in which the local governmental unit is located.

(c) No comprehensive plan that is recommended for adoption or amendment under par. (b) may take effect until the political subdivision enacts an ordinance or the regional planning commission adopts a resolution that adopts the plan or amendment. The political subdivision may not enact an ordinance or the regional planning commission may not adopt a resolution under this paragraph unless the comprehensive plan contains all of the elements specified in sub. (2). An ordinance may be enacted or a resolution may be adopted under this paragraph only by a majority vote of the members-elect, as defined in s. 59.001 (2m), of the governing body. One copy of a comprehensive plan enacted or adopted under this paragraph shall be sent to all of the entities specified under par. (b).

(d) No political subdivision may enact an ordinance or no regional planning commission may adopt a resolution under par. (c) unless the political subdivision or regional planning commission holds at least one public hearing at which the proposed ordinance or resolution is discussed. That hearing must be preceded by a class 1 notice under ch. 985 that is published at least 30 days before the hearing is held. The political subdivision or regional planning commission may also provide notice of the hearing by any other means it considers appropriate. The class 1 notice shall contain at least the following information:

1. The date, time and place of the hearing.

2. A summary, which may include a map, of the proposed comprehensive plan or amendment to such a plan.

3. The name of an individual employed by the local governmental unit who may provide additional information regarding the proposed ordinance.

4. Information relating to where and when the proposed comprehensive plan or amendment to such a plan may be inspected before the hearing, and how a copy of the plan or amendment may be obtained.

(e) At least 30 days before the hearing described in par. (d) is held, a local governmental unit shall provide written notice to all of the following:

1. An operator who has obtained, or made application for, a permit that is described under s. 295.12 (3) (d).

2. A person who has registered a marketable nonmetallic mineral deposit under s. 295.20.

3. Any other property owner or leaseholder who has an interest in property pursuant to which the person may extract nonmetallic mineral resources, if the property owner or leaseholder requests in writing that the local governmental unit provide the property owner or leaseholder notice of the hearing described in par. (d).

(f) A political subdivision shall maintain a list of persons who submit a written or electronic request to receive notice of any proposed ordinance, described under par. (c), that affects the allowable use of the property owned by the person. Annually, the political subdivision shall inform residents of the political subdivision that they may add their names to the list. The political subdivision may satisfy this requirement to provide such information by any of the following means: publishing a 1st class notice under ch. 985; publishing on the political subdivision's Internet site; 1st class mail; or including the information in a mailing that is sent to all property owners. At least 30 days before the hearing described in par. (d) is held a political subdivision shall provide written notice, including a copy or summary of the proposed ordinance, to all such persons whose property, the allowable use of which, may be affected by the proposed ordinance. The notice shall be by mail or in any reasonable form that is agreed to by the person and the political subdivision, including electronic mail, voice mail, or text message. The political subdivision may charge each person on the list who receives a notice by 1st class mail a fee that does not exceed the approximate cost of providing the notice to the person.

(5) **APPLICABILITY OF A REGIONAL PLANNING COMMISSION'S PLAN.** A regional planning commission's comprehensive plan is only advisory in its applicability to a political subdivision and a political subdivision's comprehensive plan.

(6) **COMPREHENSIVE PLAN MAY TAKE EFFECT.** Notwithstanding sub. (4), a comprehensive plan, or an amendment of a comprehensive plan, may take effect even if a local governmental unit fails to provide the notice that is required under sub. (4) (e) or (f), unless the local governmental unit intentionally fails to provide the notice.

History: 1999 a. 9, 148; 1999 a. 150 s. 74; Stats. 1999 s. 66.1001; 1999 a. 185 s. 57; 1999 a. 186 s. 42; 2001 a. 30, 90; 2003 a. 33, 93, 233, 307, 327; 2005 a. 26, 208; 2007 a. 121; 2009 a. 372; 2011 a. 257; 2013 a. 80; 2015 a. 391; 2019 a. 11.

A municipality has the authority under s. 236.45 (2) to impose a temporary town-wide prohibition on land division while developing a comprehensive plan under this section. *Wisconsin Realtors Association v. Town of West Point*, 2008 WI App 40, 309 Wis. 2d 199, 747 N.W.2d 681, 06–2761.

The use of the word "coordination" in various statutes dealing with municipal planning does not by itself authorize towns to invoke a power of "coordination" that would impose affirmative duties upon certain municipalities that are in addition to any other obligations that are imposed under those statutes. With respect to the development of and amendment of comprehensive plans, s. 66.1001 is to be followed by the local governmental units and political subdivisions identified in that section. OAG 3–10.

66.10013 Housing affordability report. (1) In this section, "municipality" means a city or village with a population of 10,000 or more.

(2) Not later than January 1, 2020, a municipality shall prepare a report of the municipality's implementation of the housing element of the municipality's comprehensive plan under s. 66.1001. The municipality shall update the report annually, not later than January 31. The report shall contain all of the following:

(a) The number of subdivision plats, certified survey maps, condominium plats, and building permit applications approved in the prior year.

(b) The total number of new residential dwelling units proposed in all subdivision plats, certified survey maps, condo-

minium plats, and building permit applications that were approved by the municipality in the prior year.

(c) A list and map of undeveloped parcels in the municipality that are zoned for residential development.

(d) A list of all undeveloped parcels in the municipality that are suitable for, but not zoned for, residential development, including vacant sites and sites that have potential for redevelopment, and a description of the zoning requirements and availability of public facilities and services for each property.

(e) An analysis of the municipality's residential development regulations, such as land use controls, site improvement requirements, fees and land dedication requirements, and permit procedures. The analysis shall calculate the financial impact that each regulation has on the cost of each new subdivision. The analysis shall identify ways in which the municipality can modify its construction and development regulations, lot sizes, approval processes, and related fees to do each of the following:

1. Meet existing and forecasted housing demand.
2. Reduce the time and cost necessary to approve and develop a new residential subdivision in the municipality by 20 percent.

(3) A municipality shall post the report under sub. (2) on the municipality's Internet site on a web page dedicated solely to the report and titled "Housing Affordability Analysis."

History: 2017 a. 243.

66.10014 New housing fee report. (1) In this section, "municipality" means a city or village with a population of 10,000 or more.

(2) Not later than January 1, 2020, a municipality shall prepare a report of the municipality's residential development fees. The report shall contain all of the following:

(a) Whether the municipality imposes any of the following fees or other requirements for purposes related to residential construction, remodeling, or development and, if so, the amount of each fee:

1. Building permit fee.
2. Impact fee.
3. Park fee.
4. Land dedication or fee in lieu of land dedication requirement.
5. Plat approval fee.
6. Storm water management fee.
7. Water or sewer hook-up fee.

(b) The total amount of fees under par. (a) that the municipality imposed for purposes related to residential construction, remodeling, or development in the prior year and an amount calculated by dividing the total amount of fees under this paragraph by the number of new residential dwelling units approved in the municipality in the prior year.

(3) (a) A municipality shall post the report under sub. (2) on the municipality's Internet site on a web page dedicated solely to the report and titled "New Housing Fee Report." If a municipality does not have an Internet site, the county in which the municipality is located shall post the information under this paragraph on its Internet site on a web page dedicated solely to development fee information for the municipality.

(b) A municipality shall provide a copy of the report under sub. (2) to each member of the governing body of the municipality.

(4) If a fee or the amount of a fee under sub. (2) (a) is not properly posted as required under sub. (3) (a), the municipality may not charge the fee.

History: 2017 a. 243.

66.10015 Limitation on development regulation authority and down zoning. (1) **DEFINITIONS.** In this section:

(a) "Approval" means a permit or authorization for building, zoning, driveway, stormwater, or other activity related to a project.

MEMORANDUM

To: Robert Plan Commission/Village Board

From: Angi Goodwin

Date: November 1, 2021

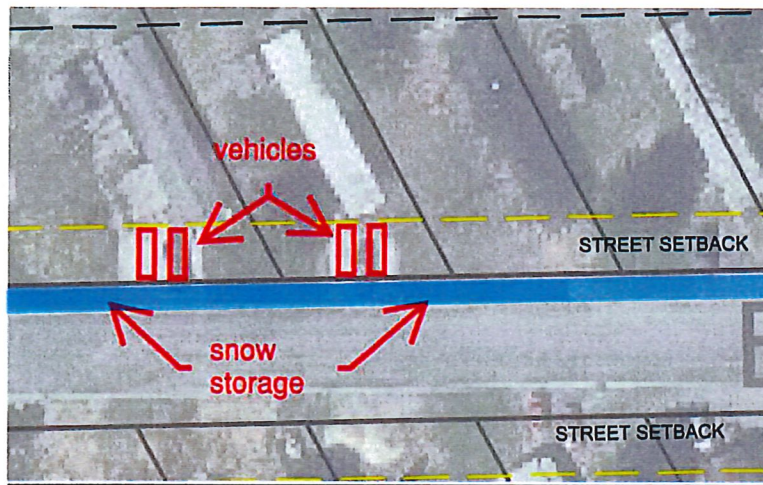
Project No.: 23-0737.19

Re: Mobile Home Park Carports and Setbacks

ISSUE: The mobile home park tenants are requesting 80-foot-long mobile homes and carports.

ZONING CODE SETBACKS: (Rm-2 Conditional Use, 70-118(3)(b)(10))

- Front Setback is 20 feet from R/W line of street, this allows a vehicle to be parked in front of the unit, keeps the vehicle outside of the street R/W, and allows a location to pile snow.

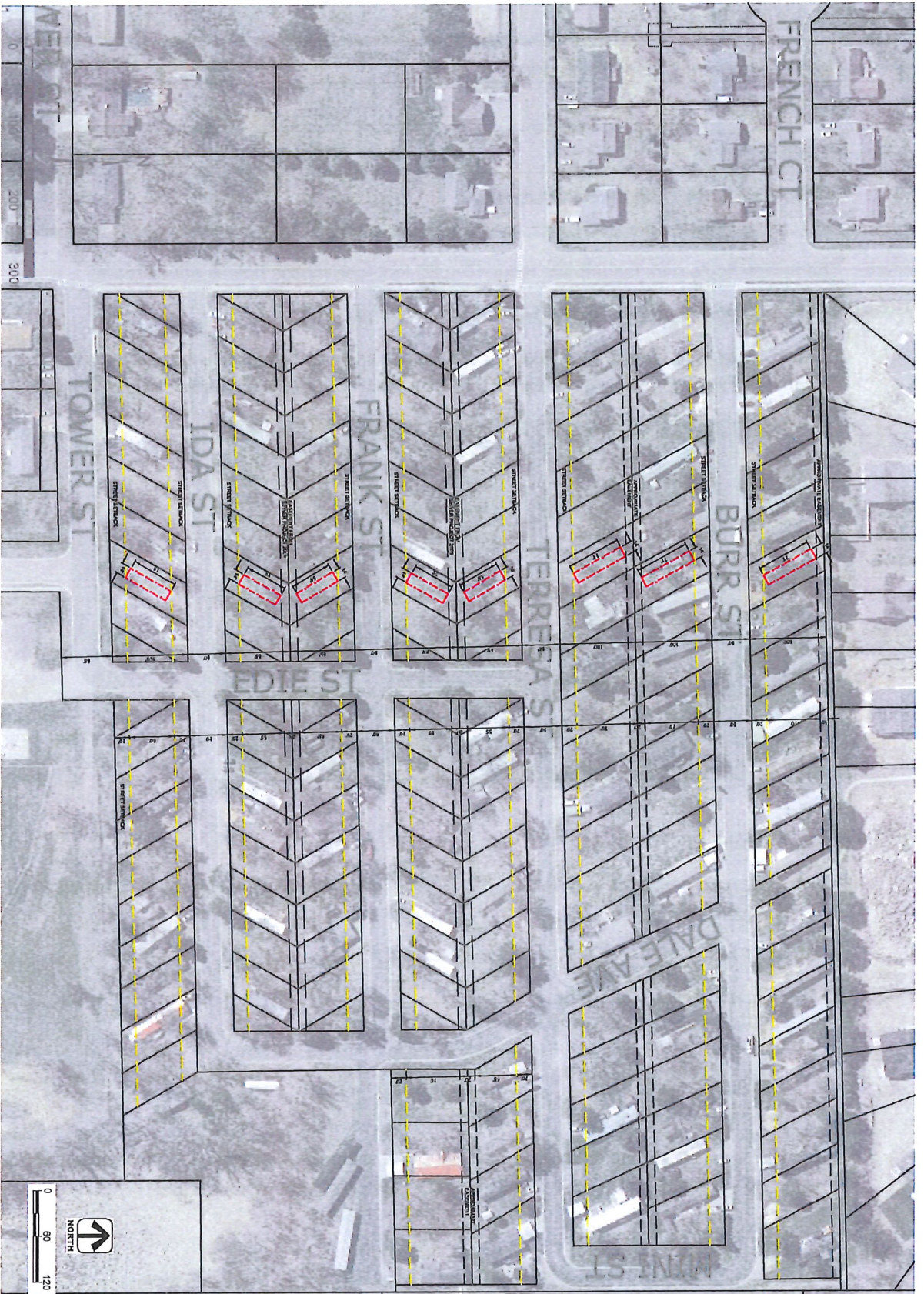


RECOMMENDATION:

- A minimum front setback from R/W line to structure be maintained at 20-foot. This allows the below trailer lengths.

Burr Street, North Side	71-foot units
Burr Street, South Side	71-foot units
Terresa Street, North Side	71-foot units
Terresa Street, South Side	55-foot units
Frank Street, North Side	55-foot units
Frank Street, South Side	55-foot units
Ida Street, North Side	55-foot units
Ida Street, South Side	61-foot units

- Carports allowed as long as they are outside of the setback. A lot that allows a 71-foot unit, could have a 51-foot unit plus a 20-foot carport, and be outside of the setback.



MEMORANDUM

To: Robert Plan Commission/Village Board

From: Angi Goodwin

Date: November 1, 2021

Project No.: 23-0737.19

Re: Rolling Meadows PUD and Passive Park

Rolling Meadows is a PUD for the Rs-6 (single family), Rt-1 (twin home) and Rm-3 (multi-family) areas. PUD's allows reduced lot size as long as "adequate open space shall be provided so that the average intensity and density of land use shall be no greater than that permitted for the district."

Rolling Meadows areas have excess park space so that the existing passive park (28,600 square feet) can be eliminated and the PUD requirements are still met.

Suggested elimination of the passive park would dedicate land to adjacent lots and the area would be rezoned as Rs-6. A possible option for revised lots is shown below.

