



Comprehensive Planning Grant Program

Grant Closeout Form

Village of Amherst
Portage County, Wisconsin

This form was updated June 2004

Department of Administration
Division of Intergovernmental Relations
101 E. Wilson Street, 10th Floor
Madison, WI 53702-0001
(608) 267-3369

DOA website: <http://www.doa.state.wi.us>

Village of Amherst, Wisconsin Comprehensive Planning Grant Program Grant Closeout Form

Purpose

The purpose of this form is to determine whether the requirements of the Comprehensive Planning Grant Program contract between a local government and the Wisconsin Department of Administration have been satisfied. [It is not a certification or evaluation of the plan.](#) In order to receive the final grant payment, the local government(s)¹ must fill out this form and submit it to the Wisconsin Department of Administration Division of Intergovernmental Relations (DOA-DIR). The form must be submitted twice: once with the submission of the draft “recommended” comprehensive plan and a second time when the final “adopted” plan, adopted by ordinance, is submitted. When the final plan is submitted, this form must contain the signature of the local government(s) lead official(s). The official’s signature certifies that the information provided on the form is true.

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¹ In the case of multi-jurisdictional grant contracts, each participating municipality must fill out a form and submit it to DOA-DIR.

Section 1: General Information

INSTRUCTIONS for Section 1: Local governments submitting either a draft comprehensive plan or final comprehensive plan should fill in the appropriate information below.

2. Other Participating Units	
3. Contact Information	Contact person: Jeff Schuler, Senior Planner, Portage County Planning and Zoning Phone 715-346-1334 E-mail schulerj@co.portage.wi.us
4. County(ies) located in	Portage County
5. Name of MPO (If Applicable)	No MPO <i>Drop down menu: click on arrow to view drop down selections.</i>
6. Award Year	FY 2001 <i>Drop down menu: click on arrow to view drop down selections.</i>
7. Contract Period	48 Months <i>Drop down menu: click on arrow to view drop down selections.</i>
8. Grant Award Amount	\$504,000
9. Title of Plan	Village of Amherst Comprehensive Plan
10. Date DRAFT Plan Submitted to DOA	
11. Date FINAL Plan Submitted to DOA	
12. Local Official Signature²	<p>_____</p> <p>Michael Juris, Village of Amherst President</p> <p>I certify that the information provided is true and correct to the best of my knowledge.</p>
FOR OFFICE USE ONLY Date of Review: Reviewed by:	FOR OFFICE USE ONLY Summary of Comments:

² The local official signature is required at the time the final plan, adopted by ordinance, is submitted to DOA-DIR.

Section 2: Contents of a Comprehensive Plan - 9 Elements

INSTRUCTIONS for Section 2:

This section is organized into 9 different tables – one for each of the comprehensive plan elements. Preceding each table are instructions on how to fill in the table. The statutory language for each of the comprehensive plan elements is different. This means that the tables for each element are also different, with different subject matter and requirements. Reading the instructions preceding each element table is therefore important. For more complete discussion, grantees are encouraged to review the guides that have been developed for the comprehensive plan elements. These guides are available on DOA’s web site.

For each of the element tables, you are asked to indicate the page number or numbers where the required information can be found in your comprehensive plan. Some elements do NOT require that every cell be filled in with a page number (the instructions preceding each element table indicate which cells must at a minimum be filled in). The example below shows how to minimally complete an element table in this section.

REQUIRED INFORMATION						COMMENTS
1. A compilation of objectives, policies, goals, maps, and programs to guide future development of utilities and community facilities such as:						
	Objectives	Policies	Goals	Maps	Programs	
Sanitary Sewer Service				Map 11, at pg. 40		
On-Site Wastewater Treatment Technology		Pg. 47				
Health Care Facilities			Pg. 30			
Storm Water Management					Pg. 45	
Police		Pg. 25				
Parks	Pg. 11					

The above example, and the instructions that precede each table, focus on what is *minimally* required. However, your community can fill out more than the minimum. For example, while only one goal, objective, map, policy, or program may be required for a particular subject area, you could list page numbers for all of the cells.

The statutes do not define the terms *goals*, *objectives*, *policies*, and *programs*. Some common understandings of these terms are:

Goals - broad and general expressions of a community’s aspirations, towards which planned effort is directed. Goals tend to be ends rather than means.

Objectives - more specific targets, derived from goals and necessary to achieve those goals. While still general in nature, objectives are more precise, concrete, and measurable than goals.

Policies - rules or courses of action necessary to achieve the goals and objectives they are derived from. They are precise and measurable.

Programs - a system of projects or services necessary to achieve plan goals, objectives, and policies.

These common definitions are not intended to limit local creativity and discretion, nor is the intention that your community be restricted to these definitions. Instead, they are provided to give guidance. Your community may decide to use different definitions, or even different terms. If your community does use different terms, however, then you will need to define them and show how they relate to the statutory terms used in the closeout form. For example, a term your community uses may be roughly similar to a 'policy'.

Finally, the mapping required by this closeout form need not be onerous. Separate maps need not be provided for every theme listed in this closeout form. For example, instead of separate maps for wetlands, floodplains, lakes, and rivers, these themes could be combined into a single map. It is also acceptable to reference maps from other elements. For instance, to satisfy a mapping requirement in the housing element, a map from your community's land use element that contains housing themes could be referenced.

Section 2: Contents of a Comprehensive Plan - 9 Elements, cont.

Issues and Opportunities Element:

1. Provide a statement or vision that discusses and defines your community's desired future.
2. Provide information for each of the categories listed. Forecasts should at least cover the 20 year planning period, recognizing that plans are required to be updated every 10 years. Population and demographic information is available from the DOA Demographic Service Center (<http://www.doa.state.wi.us/>) and from the U.S. Census Office (www.census.gov).

ISSUES AND OPPORTUNITIES ELEMENT [s. 66.1001 (2)(a), Stats.]		
REQUIRED INFORMATION		COMMENTS
1. 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.	Page 18	
2. Background Information:		
Population Forecasts	Page 17	
Household Forecasts	Page 17	
Employment Forecasts	Page 17	
Demographic Trends	Page 8	
Age Distribution	Page 10	
Education Levels	Page 12	
Income Levels	Page 12	
Employment Characteristics	Page 16	

Section 2: Contents of a Comprehensive Plan - 9 Elements, cont.

Housing Element:

1. Provide at least one objective, policy, goal, map, and program related to providing an adequate housing supply to meet existing and forecasted housing demand. Map ideas include mapping the value, size, and age of existing housing, and showing areas designated for future housing.
2. Provide information on each of the categories listed: housing age, structure, value, and occupancy. *Structure* can refer to the type of dwelling (multi-family, duplex, single-family, etc.) or to the condition of housing units (good, fair, poor, etc.).
3. Provide at least one policy and program for each of the housing goals listed.

HOUSING ELEMENT [s. 66.1001 (2)(b), Stats.]			
REQUIRED INFORMATION		COMMENTS	
1. 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.			
Objectives	Page 27		
Policies	Page 28		
Goals	Page 27		
Maps	Map 8.2, 8.4		
Programs	Page 24		
2. Housing Stock Assessment Information:			
Age Characteristics	Page 22		
Structural Characteristics	Page 21		
Value Characteristics	Page 22, 23		
Occupancy Characteristics	Page 20		
3. Identify policies and programs that:	Policies	Programs	Comments
Promote 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 ages groups and persons with special needs.	Page 28		
Promote the availability of land for the development or redevelopment of low-income and moderate-income housing	Page 28	Page 28	
Maintain or rehabilitate the local governmental unit's existing housing stock.	Page 28		

Section 2: Contents of a Comprehensive Plan - 9 Elements, cont.

Transportation Element:

1. Provide at least one objective, policy, goal, map, or program for each of the modes listed, and at least one objective, policy, goal, map and program at least somewhere in the section. For instance, you could have an objective for highways, a policy for transit, a program for transportation for the disabled, a goal for bicycles, and a map for railroads. Even though a particular mode may not exist in your community, your plan still needs to address where the mode is available. For example, if rail service is not available to residents in your community, your plan could identify where rail *is* available. Your transportation map or maps should include all of the modes that you address. However, it is not necessary to have separate maps for each mode. Instead, a map may contain multiple modes.
2. Provide a comparison of your community's transportation objectives, policies, goals, and programs with existing state and regional transportation plans. Do these plans' provisions affect your community? Are they consistent? If no state or regional plans apply, then explain this in the comments column. Examples of state transportation plans include *Translinks 2020* (1994), *Wisconsin Bicycle Transportation Plan 2020* (1998), and *Wisconsin State Highway Plan 2020* (2000). Examples of regional transportation plans include modal plans developed by regional planning commissions (RPCs) and land use and transportation plans developed by metropolitan planning organizations (MPOs).
3. Provide information about your community's roadways by function. *Functional classification* is a term that refers to grouping streets and highways into classes according to the type of service they provide. For example, *arterials* such as interstate highways provide a high degree of travel mobility and low access to local land uses, while local roads such as neighborhood streets provide good access to local land uses but poor travel mobility. A map showing the functional classification of your community's road network could be used to satisfy the mapping requirement above in (1.).
4. Provide information on how state, regional, and other transportation plans are incorporated into your comprehensive plan. These transportation plans include corridor plans, functional and jurisdictional plans and studies, urban area plans, rural area plans, airport master plans, and rail plans. *Incorporating* other transportation plans means:
 - identifying applicable plans of other communities and jurisdictions;
 - analyzing the goals, objectives, policies, and policies of other plans and how they compare or fit with your community's plan;
 - identifying goals, objectives, and policies of other plans that are complementary with your community's plan;
 - identifying goals, objectives, and policies of other plans that are inconsistent and conflict with your community's plan, and
 - describing how those inconsistencies and conflicts will be resolved. Resolution of conflicts is not required, but identification of them is required, along with a description of how to go about resolving them. This identification and description can occur in your comprehensive plan's intergovernmental cooperation element.

TRANSPORTATION ELEMENT [s. 66.1001 (2)(c), Stats.]

REQUIRED INFORMATION						COMMENTS
1. A compilation of objectives, policies, goals, maps, and programs to guide the future development of the various modes of transportation including:						
	Objectives	Policies	Goals	Maps	Programs	
Highways	Page 38		P. 37	Map 3.1		
Transit		Page 38			Page 35	
Transportation facilities for disabled		Page 38			Page 35	
Bicycles		Page 38				
Walking	Page 38	Page 38		Map 3.2		
Railroads					Page 32	
Air transportation	na	na	na	na	Page 32	
Trucking	Page 38					
Water transportation	na	na	na	na	na	No water transportation within the Village.
2. Compare local governmental unit's objectives, policies, goals, and programs to state and regional transportation plans:						
State transportation plans		Page 35				_____
Regional transportation plans		Page 36				_____
3. Identify highways within the local governmental unit by function.		Map 3.1				
4. Incorporate applicable state, regional, and other transportation plans including:						
		State Plans	Regional Plans	Other Plans		
Transportation corridor plans		Page 36				
County highway functional and jurisdictional studies,		Page 29				
Urban area transportation plans		na	na	na		Village is in rural area.
Rural area transportation plans		na	na	Page 96		
Airport master plans		Page 36				
Rail plans		Page 36				

Section 2: Contents of a Comprehensive Plan - 9 Elements, cont.

Utilities and Community Facilities Element:

1. Provide at least one objective, policy, goal, map, or program for each of the facilities listed and at least one objective, policy, goal, map and program at least somewhere in the section. For instance, you could have an objective for sanitary sewer service, a policy for storm water management, a goal for water supply, a program for recycling facilities, and a map for solid waste disposal facilities. Even though a particular facility or service may not exist in your community, you still need to address it. Your plan could simply state that the service or facility is not available but is available elsewhere. For example, if there are no health care facilities in your community, your plan could state as much and identify the nearest location where health facilities are available. In this instance, your community's policy or objective for health care facilities might be to continue relying on another community's facilities. Even where a service or facility is provided by a separate jurisdiction (such as a metropolitan sewerage district) or private entity, it must still be addressed. One of the important purposes of this element is to explain how your community functions, and relying on other jurisdictions or the private sector may be an important part of its functioning.
2. Provide information on existing utilities and community facilities, future needs, and a timetable for expansion, rehabilitation, and new facilities. Those facilities that are located in another jurisdiction may be beyond the control of your community, making it more difficult to make or shape decisions on the future of those facilities. If this is the case, your plan can state this and describe the role that your community can play.

Utilities and Community Facilities Element [s. 66.1001 (2)(d), Stats.]						
REQUIRED INFORMATION						COMMENTS
1. A compilation of objectives, policies, goals, maps, and programs to guide future development of utilities and community facilities such as:						
	Objectives	Policies	Goals	Maps	Programs	
Sanitary Sewer Service	Page 62	Page 63	P.63	Map 4.1	Page 61	
Storm Water Management		Page 63		Map 4.3		
Water Supply	Page 62			Map 4.2	Page 62	
Solid Waste Disposal					Page 62	
On-site Wastewater Treatment Tech.	na	na	na	na	na	No on-site systems located within the Village
Recycling Facilities					Page 62	
Parks	Page 64	Page 64	P.64	Map 4.6	Page 79	
Telecommunications Facilities			P.62			
Power Plants/Transmission Lines			P.62			
Cemeteries			P.63	4.5 P.53		
Health Care Facilities	Page 63					
Child Care Facilities					Page 62	
Police	Page 63					
Fire		Page 63		Map 4.4		
Rescue	Page 63			Map 4.4		
Libraries	Page 63			Map 4.5		
Schools	Page 63			Map 4.5		
Other Government Facilities	Page 63			Map 4.5		

2. Describe the existing and future public utility and community facilities and assess the future needs for government services related to such utilities and facilities. Describe the approximate timetable that forecasts the need to expand or rehabilitate existing utilities and facilities or to create new utilities and facilities and assess future needs for government services in the local governmental unit that are related to such utilities and facilities.								Comment
	Existing			Future Needs	Timetable			
	Location	Use	Capacity		Expand	Rehab	New	
Sanitary Sewer Service	Page 39	P.40	Page 40	Page 61				
Storm Water Mgmt.	Page 50	P.50		Page 62				
Water Supply	P.44,45	P.45	P.42,43	Page 61				
Solid Waste Disposal	Page 50	P.50	Page 50	Page 62				
On-site Wastewater Treatment Tech.	na	na	na	na				
Recycling Facilities	Page 50	P.50		Page 62				
Parks				Page 62	Page 62			
Telecom. Facilities	Page 50	P.50		Page 62				
Power Plants and Transmission Lines	Page 50	P.50		Page 62				
Cemeteries	Page 56			Page 62				
Health Care Facilities	Page 56	P.56		Page 62				
Child Care Facilities	P.56			Page 62				
Police		P.51		Page 62				
Fire	Page 50			Page 62				
Rescue		P.51		Page 62				
Libraries	Page 54	P.54		Page 62				
Schools	Page 54	P.54		Page 62				
Other Govt. Facilities	Page 56	P.56		Page 62				

Section 2: Contents of a Comprehensive Plan - 9 Elements, cont.

Agricultural, Natural, and Cultural Resources Element:

1. Provide at least one objective, policy, goal, map, or program for each of the resources listed and at least one objective, policy, goal, map and program at least somewhere in the section. For instance, you could have a goal for wetlands, an objective for streams, a policy for parks, a map for forests, and a program for floodplains. If a resource does not apply to your community, use the Comments column in the table to explain this. However, most of the resources listed will apply. For example, even cities may have urban forestry and community agricultural programs.

AGRICULTURAL, NATURAL, AND CULTURAL RESOURCES ELEMENT [s. 66.1001 (2)(e), Stats.]						
REQUIRED INFORMATION						COMMENTS
1. A compilation of objectives, policies, goals, maps, and programs for the conservation, and promotion of the effective management, of natural resources such as:						
	Objectives	Policies	Goals	Maps	Programs	
Groundwater	P.78	P.63,78,	P.78	Map 8.4		
Forests	P.78					
Productive agricultural areas	P.78		P.78	Map 8.1		
Environmentally sensitive areas	P.62	P.78	P.78			
Threatened or endangered species		P.79				
Stream corridors	P.78					
Surface water		P.79				
Floodplains		P.79			P.79	
Wetlands		P.79			P.79	
Wildlife habitat		P.79				
Metallic/non-metallic mineral resources	na	na	na	na	na	No met/non-met mineral resources in the Village.
Parks/open space	p.64	P.64	P.64	Map 4.6	P.64	
Historical/cultural resources	P.64,79	P.79	P.64,79			
Community design	P.64	P.64,79	P.64			
Recreational resources	P.64	P.64	P.64	Map 4.6		
Other natural resources	P.78	P.79	P.78			

Section 2: Contents of a Comprehensive Plan - 9 Elements, cont.

Economic Development Element:

1. Provide at least one objective, policy, goal, map, and program promoting the stabilization, retention or expansion of local economic opportunity.
2. Provide analysis of your community's labor force and economic base. Measures and data to analyze labor force and economic base can include:
 - employment status (by sex, age, race, occupation, and industry, etc.)
 - hours worked, weeks worked
 - commute time
 - employee turnover
 - wage and benefit data
 - education level.
 - employment by SIC industry
 - location quotient analysis (measure the impact of one or more industries on the local economy)
 - assessment of infrastructure
 - assessment of labor force
 - assessment of financial resources such as venture capital
 - assessment of quality of life.
3. Provide information on the places in your comprehensive plan where you assess the kinds of businesses and industries desired in your community, and your community's strengths and weaknesses for attracting/retaining these. Examples of strengths could be quality schools, and proximity to highways, rail lines, major cities, and natural resources. Examples of weaknesses could be lack of a trained labor force, lack of financial resources, crime, and lack of recreational and cultural opportunities. Rural communities should consider farming, forestry, fishing, and other natural resource-based enterprises to be relevant for this section.
4. Provide information on the places in your comprehensive plan where you designate an adequate number of sites for the businesses and industries that your community desires. This could be policies that ensure adequate sites or it could be a map that identifies specific or general locations. Numbers (3.) and (4.) should be coordinated so that the kinds of businesses and industries your community prefers have space to develop and operate.
5. Provide information on the places in your comprehensive plan where you evaluate and promote the use of contaminated sites for commercial or industrial uses. If your community has no contaminated sites, then use the Comments column to explain this.
6. Provide information on the economic development programs of other jurisdictions that apply to your community. For example, your community could identify programs of the state, federal government, county, or RPC that it currently takes advantage of, and also ones that it would like to benefit from in the future. If no programs apply to your community, then use the Comments column to explain this.

ECONOMIC DEVELOPMENT ELEMENT [s. 66.1001 (2)(f), Stats.]

REQUIRED INFORMATION		COMMENTS
1. 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.		
Objectives	Page 93	
Policies	Page 93	
Goals	Page 93	
Maps	Page 86, Page 110	
Programs	Page 93	
2. Analysis of:		
Labor force	Page 80	
Economic base	Page 83	
3. Assess the following:		
Categories or types of new businesses and industries that are desired by the local governmental unit.	Page 87	
The local governmental unit's strengths for attracting/retaining business and industry	Page 87	
The local governmental unit's weaknesses for attracting/retaining business and industry	Page 87	
4. Designate adequate number of sites for such businesses and industries.	Page 87, Map 8.4	
5. Evaluate and promote the use of environmentally contaminated sites for commercial or industrial uses.	Page 90	
6. Identify applicable county, regional, & state economic development programs that apply to the local governmental unit.		
County	Page 90	
Regional	Page 91	
State	Page 92	

Section 2: Contents of a Comprehensive Plan - 9 Elements, cont.

Intergovernmental Cooperation Element:

1. Provide at least one objective, policy, goal, map, or program for joint planning and decision making with school districts and also with adjacent and other jurisdictions for siting and building public facilities and for sharing public services (provide at least one in each row). For instance, you could have an objective for joint planning with school districts and a goal for joint planning with adjacent and other local governments. The map required in this section can be met by referencing a map from another element. For example, you could reference a map of school districts from your utility and community facilities element.
2. Analyze the relationship between your community and each of the governmental units listed.
3. Incorporate plans or agreements to which your community is a party under sections 66.0301, 66.0307, or 66.0309 of the Wisconsin statutes. Section 66.0301 refers to general agreements, most often used for cooperating with services such as snowplowing, garbage collection, road maintenance, sharing equipment and staff, etc. Section 66.0307 refers to cooperative boundary agreements between municipalities to resolve boundary disputes. Section 66.0309 refers to plans developed by regional planning commissions (RPCs). If none of these apply to your community, then use the Comments column to explain this.
4. Provide information on existing or potential conflicts between your community and other jurisdictions. Successful resolution of conflicts is not required. Instead, existing and potential conflicts need to be identified and the processes described for attempting to resolve them.

INTERGOVERNMENTAL COOPERATION ELEMENT [s. 66.1001 (2)(g), Stats.]						
REQUIRED INFORMATION						COMMENTS
1. A compilation of objectives, policies, goals, maps, and programs for joint planning and decision making with other jurisdictions including:						
	Objectives	Policies	Goals	Maps	Programs	
School districts for siting and building public facilities and sharing public services		Page 64	Page 96			
Adjacent and other local govts. for siting and building public facilities and sharing public services	Page 96	Page 96	Page 96		Page 96	
2. Analyze the relationship of the local governmental unit to:						
School districts	Page 95					
Adjacent local governments	Page 94					
Region	Page 95					
State	Page 95					
Other governmental units	na					No "other" units analyzed
3. Incorporate plans and agreements under sections 66.0301, 66.0307, and 66.0309 of the Wisconsin Statutes				Page 94		
4. Identify existing/potential conflicts between the governmental unit and other governmental units.						
Existing conflicts		Page 96				
Potential conflicts		Page 96				
Describe the process to resolve conflicts.		Page 96				

Section 2: Contents of a Comprehensive Plan - 9 Elements, cont.

Land Use Element:

1. Provide an objective, policy, goal, map, and program to guide future development and redevelopment of public and private property.
2. Provide information on the amount, type, and intensity or net density for each of the land uses listed. If a particular land use does not apply to your community, then use the Comments column to explain this. ‘Intensity’ can refer to the percentage of acreage within each type of land use classification. It can also refer to the type of land use or to lot size. ‘Net density’ commonly refers to how many houses or structures there are per acre. Your plan should define your use of these terms.
3. Provide analysis of trends for each of the subject areas listed.
4. Provide 20-year projections in 5 year increments for each of the land use categories listed. This requirement can be addressed by using a table with the acreage. If a particular land use does not apply to your community, then use the Comments column to explain this.
5. Provide maps for each of the land uses and subject areas listed. This does not mean a separate map for each of the listed items. Instead, multiple items may be appropriately combined onto a single map, or maps from other elements may be referenced.

LAND USE ELEMENT [s. 66.1001 (2)(h), Stats.]			
REQUIRED INFORMATION			COMMENTS
1. A compilation of objectives, policies, goals, maps, and programs to guide the future development and redevelopment of public and private property.			
Objectives	Page 102		
Policies	Page 102		
Goals	Page 102		
Maps	See below		
Programs	Page 102		
2. Listing of existing land uses such as:	Amount	Type	Intensity or Net density
Agriculture	Page 97	Page 97	Page 97
Residential	Page 97	Page 97	Page 97
Commercial	Page 97	Page 97	Page 97
Industrial	Page 97	Page 97	Page 97
Other public uses	Page 97	Page 97	Page 97
Other private uses	Page 97	Page 97	Page 97
3. Analyze trends in:			
Land supply	Page 100		
Land demand	Page 100		
Land prices	Page 101		
Opportunities for redevelopment	Page 101		
Existing/potential land use conflicts	Page 102		
4. 20-year projections, in 5-year increments for the following land uses:			
Residential	Page 110		
Agriculture	Page 110		
Commercial	Page 110		
Industrial	Page 110		

5. Maps:		
Current land use	Map 8.1, Page 99	
Future land use	Map 8.2, Page 104	
Productive ag soils	Map 5.2, Page 68	
Natural limitations for building site development	Maps 5.1 through 5.5; 8.4	
Floodplains	Map 5.5, Page 73	
Wetlands and other environmentally sensitive lands	Map 5.4, Page 72	
Boundaries of service areas of public utilities	Maps 4.1, 4.2, Pages 41, 44	
Boundaries of service areas of community facilities	Map 4.4, Page 52	
General location of future land uses by net density or other classifications	Maps 8.2, 8.4, Pages 104, 110	

Section 2: Contents of a Comprehensive Plan - 9 Elements, cont.

Implementation Element:

1. Provide at least one program or specific action for each of the listed ordinances and regulatory techniques. If a particular ordinance or regulatory technique does not apply to your community, then use the Comments column to explain this.
2. Provide information on where in your comprehensive plan you describe how each of the elements in the plan will be integrated and made consistent with each other.
3. Provide information on how progress in achieving all aspects of the comprehensive plan will be measured.
4. Provide information on the process for updating your community's comprehensive plan. A comprehensive plan is required to be updated no less than once every 10 years.

IMPLEMENTATION ELEMENT [s. 66.1001 (2)(i), Wis. Stats.]			
REQUIRED INFORMATION			COMMENTS
1. A compilation of programs and specific actions to be completed in a stated sequence, including proposed changes to any:			
	Programs	Specific Actions	
Applicable zoning ordinance	Page 79	Pages 28, 79	
Official maps		Page 38	
Sign regulations			
Erosion/stormwater control ordinances		Page 63	No ordinance, but action specified
Historic preservation ordinances		Page 79	No ordinance, but action specified
Site plan regulations			
Design review ordinances			
Building codes		Page 28	
Mechanical codes			
Housing codes			
Sanitary codes			
Subdivision ordinances			
2. Describe how each of the elements of the comprehensive plan will be integrated and made consistent with each other.	Page 38, 124		
3. Mechanism to measure progress toward achieving all aspects of the comprehensive plan.	Page 126		
4. Process for updating the comprehensive plan	Page 124		

Section 3: Procedural Requirements (s. 66.1001(4), Wis. Stats.)

INSTRUCTIONS for Section 3: Please indicate in the check box whether a particular requirement has been completed. If a date is requested, please provide the required information. Please note that some check boxes may not be able to be answered until the final plan, which has been adopted by ordinance, is submitted.

1. Public Participation Procedures [s.66.1001(4)(a), Stats.]	Completed
Written Procedures Adopted by Local Government	X

2. Plan Commission Procedures [s.66.1001(4)(b), Stats.]	Completed	Date
Resolution Adopted for Recommended Plan	<input type="checkbox"/>	
Recommended Plan distributed to statutory list	<input type="checkbox"/>	

3. Local Government Procedures [s.66.1001(4)(c-d), Stats.]	Completed	Date
Class 1 Notice Published & Public Hearing Held	<input type="checkbox"/>	
Ordinance Enacted for Adopted Plan ³	<input type="checkbox"/>	
Adopted Plan & Ordinance distributed to statutory list ⁴	<input type="checkbox"/>	

³ This box is required to be checked when the final plan, adopted by ordinance, is submitted.

⁴ This box is required to be checked when the final plan, adopted by ordinance, is submitted.

Section 4: Application (s.16.965, Wis. Stats./Ch. Adm. 48, Wis. Admin. Code) and Contractual Requirements

INSTRUCTIONS for Section 4: The following pages list the application and/or contractual requirements for your grant contract. Please indicate in the check box whether a particular requirement has been completed. Use the comment column or Section 5: General Comments to provide any additional comments. [Where requested, provide page numbers.](#)

1. Coordination Efforts	Completed	Comments
Neighbors:	X	
County:	X	
RPC, if applicable:	<input type="checkbox"/>	
MPO, if applicable:	na	
School districts, utilities, etc.:	X	
State agencies:	<input type="checkbox"/>	
Multi-jurisdictional efforts:	X	

2. Local Comprehensive Planning Goals	Completed & Page #s	Comments
1. Promotion of the redevelopment of lands with existing infrastructure and public services and the maintenance and rehabilitation of existing residential, commercial and industrial structures.	X Pages 18, 26, 27, 101, 102	
2. Encouragement of neighborhood designs that support a range of transportation choices.	X Pages 26, 28, 38	
3. Protection of natural areas, including wetlands, wildlife habitats, lakes, woodlands, open spaces and groundwater resources.	X Pages 27, 48, 62, 63, 69, 77, 78, 79, 96	
4. Protection of economically productive areas, including farmland and forests.	X Pages 77, 84	
5. Encouragement of land-uses, densities and regulations that promote efficient development patterns and relatively low municipal, state governmental and utility costs.	X Pages 18, 26, 27, 28, 38, 62, 63	

6. Preservation of cultural, historic and archaeological sites.	X Pages 64, 76, 77, 79, 84	
7. Encouragement of coordination and cooperation among nearby units of government.	X Pages 19, 27, 38, 63, 64, 79, 96, 102	
8. Building of community identity by revitalizing main streets and enforcing design standards.	X Pages 88, 93, 102, 111	
9. Providing an adequate supply of affordable housing for individuals of all income levels throughout each community.	X Pages 18, 26, 27, 28	
10. Providing adequate infrastructure and public services and an adequate supply of developable land to meet existing and future market demand for residential, commercial and industrial uses.	X Pages 26, 28, 38, 61, 62, 63	
11. Promoting the expansion or stabilization of the current economic base and the creation of a range of employment opportunities at the state, regional and local levels.	X Pages 19, 38, 87, 88, 89, 92,	
12. Balancing individual property rights with community interests and goals.	X Pages 17, 102	
13. Planning and development of land uses that create or preserve varied and unique urban and rural communities.	X Pages 18, 93,	
14. Providing an integrated, efficient and economical transportation system that affords mobility, convenience and safety and that meets the needs of all citizens, including transit-dependent and disabled citizens.	X Pages 35, 38, 96	

Section 4: Application (s.16.965, Wis. Stats./Ch. Adm. 48, Wis. Admin. Code) and Contractual Requirements, cont.

3. Smart Growth Areas	Completed & Page #s	Comments
Identified in the Comprehensive Plan:	X Pages 18, 28, 38, 104, 110	

4. Implementation	Completed & Page #s	Comments
Ordinances:	<input type="checkbox"/> <hr/>	
Other implementation tools:	<input type="checkbox"/> <hr/>	

5. Public Participation	Completed	Comments
Additions to §66.1001 (4):	<input type="checkbox"/>	

6. Budget and Timeline	Completed	Comments
Met grant period under contract	<input type="checkbox"/>	

7. Data Development/Sharing	Completed	Comments
Contract requirements completed	<input type="checkbox"/>	

8. Additional Contract Requirements	Completed	Comments
Customized for each contract	<input type="checkbox"/>	

Section 5: General Comments

INSTRUCTIONS for Section 5: Please use the space provided in the tabs below to enter general comments.

Section 1: General Information

Section 2: Contents of a Comprehensive Plan – 9 Elements

Issues and Opportunities Element

Housing Element

Transportation Element

Utilities and Community Facilities Element

Agricultural, Natural, and Cultural Resources Element

Economic Development Element

Intergovernmental Cooperation Element

Land Use Element

Implementation Element

Section 3: Procedural Requirements

Section 4: Application and Contractual Requirements

Additional Comments