



# Comprehensive Planning Grant Program

## Grant Closeout Form

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

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

*This form was updated November 2003*

# 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. In order to receive the final grant payment, the local government(s)<sup>1</sup> 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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<sup>1</sup> 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 the draft comprehensive plan or final comprehensive plan should fill in the appropriate information.

<b>1. Unit of Government</b>	Village of Park Ridge
<b>2. Other Participating Units</b>	Portage County
<b>3. Contact Information</b>	<b>Contact person</b> Jeff Schuler <b>Phone</b> 346-1334 <b>E-mail</b> schulerj@co.portage.wi.us
<b>4. County(ies) located in</b>	Portage County
<b>5. Name of MPO (If Applicable)</b>	No MPO
<b>6. Award Year</b>	2001
<b>7. Contract Period</b>	48 Months.
<b>8. Grant Award Amount</b>	\$504,000
<b>9. Title of Plan</b>	Village of Park Ridge Comprehensive Plan
<b>10. Date DRAFT Plan Submitted to DOA</b>	April 15, 2004
<b>11. Date FINAL Plan Submitted to DOA</b>	July 12, 2004
<b>12. Local Official Signature<sup>2</sup></b>	I certify that the information provided is true and correct to the best of my knowledge.
FOR OFFICE USE ONLY <b>Date of Review:</b>  <b>Reviewed by:</b>	FOR OFFICE USE ONLY <b>Summary of Comments:</b>

<sup>2</sup> 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: Please indicate the page numbers where the required information can be found in your comprehensive plan for each element.

Use the Comments column and Section 5: General Comments to explain information that may or may not be applicable, depending on your community's particular characteristics, needs, and planning process.

### ISSUES AND OPPORTUNITIES ELEMENT [s. 66.1001 (2)(a), Stats.]

REQUIRED INFORMATION		COMMENTS
<b>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.</b>		
Objectives	Page 18 – 19	
Policies	Page 19	
Goals	Page 18	
Programs	N/A	
<b>2. Background Information:</b>		
Population Forecasts	Page 17	
Household Forecasts	Page 17	
Employment Forecasts	Page 17	
Demographic Trends	Page 8 -9	
Age Distribution	Page 10 -11	
Education Levels	Page 11 – 12	
Income Levels	Page 12 – 15	
Employment Characteristics	Page 15-16	

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

<b>HOUSING ELEMENT [s. 66.1001 (2)(b), Stats.]</b>			
<b>REQUIRED INFORMATION</b>		<b>COMMENTS</b>	
<b>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.</b>			
Objectives	Page 26		
Policies	Page 27		
Goals	Page 26		
Maps		Existing Land Use Page 67	
Programs	Page 24 - 25		
<b>2. Housing Stock Assessment Information:</b>			
Age Characteristics	Page 21 – 22		
Structural Characteristics	Page 21		
Value Characteristics	Page 22 – 23		
Occupancy Characteristics	Page 20 - 21		
<b>3. Identify policies and programs that:</b>	Policies	Programs	Comments
Promote development of housing for residents of the local governmental unit.		Page 24-25	
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 24-25	
Promote the availability of land for the development or redevelopment of low-income and moderate-income housing	Page 26, 27		
Maintain or rehabilitate the local governmental unit's existing housing stock.	Page 27		

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

<b>TRANSPORTATION ELEMENT [s. 66.1001 (2)(c), Stats.]</b>						
<b>REQUIRED INFORMATION</b>						<b>COMMENTS</b>
<b>1. A compilation of objectives, policies, goals, maps, and programs to guide the future development of the various modes of transportation including:</b>						
	Objectives	Policies	Goals	Maps	Programs	
Highways			Page 32	Page 30		
Transit	Page 32		Page 32	Page 29	Page 29	
Transportation facilities for disabled	Page 32		Page 32		Page 29	
Bicycles	Page 32	Page 32	Page 32	Page 30	Page 31	
Walking	Page 32	Page 32	Page 32		Page 31	
Railroads	N/A	N/A	N/A	N/A	N/A	The Village does not have any railroads
Air transportation	N/A	N/A	N/A	N/A	N/A	The Village does not have any air transportation
Trucking	N/A	N/A	N/A	N/A	N/A	Trucking is only allowed on US 10 Page 31
Water transportation	N/A	N/A	N/A	N/A	N/A	The Village does not have any water transportation
<b>2. Compare local governmental unit's objectives, policies, goals, and programs to state and regional transportation plans:</b>						
	Objectives	Policies	Goals	Programs		
State transportation plans	Page 32					
Regional transportation plans	Page 32					
<b>3. Identify highways within the local governmental unit by function.</b>		Pages 28 through Page 29				
<b>4. Incorporate applicable state, regional, and other transportation plans including:</b>						
		State Plans	Regional Plans	Other Plans		
Transportation corridor plans					N/A	
County highway functional and jurisdictional studies,				Page 28		
Urban area transportation plans				Page 31		
Rural area transportation plans					N/A	
Airport master plans			Page 31			
Rail plans		N/A	N/A	N/A		Page 31 – There is no rail transportation through the Village

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

<b>Utilities and Community Facilities Element [s. 66.1001 (2)(d), Stats.]</b>								
<b>REQUIRED INFORMATION</b>							<b>COMMENTS</b>	
<b>1. A compilation of objectives, policies, goals, maps, and programs to guide future development of utilities and community facilities such as:</b>								
	Objectives	Policies	Goals	Maps	Programs			
Sanitary Sewer Service	Page 41 & 42		Page 41	Page 36				
Storm Water Management	Page 41 & 42		Page 41	Page 36				
Water Supply	Page 41 & 42	Page 42	Page 41					
Solid Waste Disposal	Page 41 & 42		Page 41					
On-site Wastewater Treatment Tech.	N/A	N/A	N/A	N/A	N/A		The Village does not have on-site wastewater treatment	
Recycling Facilities							Page 35	
Parks		Page 42	Page 41					
Telecommunications Facilities							Page 37	
Power Plants/Transmission Lines							Page 37	
Cemeteries				Page 36			Page 40	
Health Care Facilities	Page 41 & 42		Page 41					
Child Care Facilities	Page 41 & 42		Page 41					
Police	Page 41 & 42		Page 41	Page 36				
Fire	Page 41 & 42		Page 41	Page 36				
Rescue	Page 41 & 42		Page 41	Page 36				
Libraries	Page 41 & 42		Page 41					
Schools	Page 41 & 42	Page 42	Page 41					
Other Government Facilities	Page 41 & 42		Page 41	Page 36				
<b>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.</b>							<b>Comment</b>	
	Existing			Future Needs	Timetable			
	Location	Use	Capacity		Expand	Rehab	New	
Sanitary Sewer Service	Page 33				N/A	N/A	N/A	
Storm Water Mgmt.	Page 34		N/A					
Water Supply	Page 33		Page 33	Page 33				
Solid Waste Disposal	Page 35			Page 35				
On-site Wastewater Treatment Tech.	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
Recycling Facilities	Page 35			Page 35				
Parks	Page 41			N/A				They do not have any parks and do not plan to add any.
Telecom. Facilities	N/A							They do not have any
Power Plants and Transmission Lines	N/A							They do not have any
Cemeteries	Page 40							

Health Care Facilities	Page 40				N/A	N/A	N/A	
Child Care Facilities	Page 40				N/A	N/A	N/A	
Police	Page 37			Page 37				
Fire	Page 37			Page 37				
Rescue	Page 37			Page 37				
Libraries	Page 38			Page 38				
Schools	Page 38-40							
Other Govt. Facilities								

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

<b>AGRICULTURAL, NATURAL, AND CULTURAL RESOURCES ELEMENT [s. 66.1001 (2)(e), Stats.]</b>						
<b>REQUIRED INFORMATION</b>						<b>COMMENTS</b>
<b>1. A compilation of objectives, policies, goals, maps, and programs for the conservation, and promotion of the effective management, of natural resources such as:</b>						
	Objectives	Policies	Goals	Maps	Programs	
Groundwater	Page 52, 41		Page 51	Page 45		
Forests	Page 52	Page 52				
Productive agricultural areas	N/A	N/A	N/A	N/A	N/A	N/A
Environmentally sensitive areas	Page 52		Page 51			
Threatened or endangered species	Page 52			Page 49		
Stream corridors	Page 52, 41		Page 51	Page 45		
Surface water	Page 52, 41		Page 51	Page 45		
Floodplains	Page 52, 41		Page 51	Page 48		
Wetlands	Page 52, 41		Page 51	Page 47		
Wildlife habitat	Page 52		Page 51			
Metallic/non-metallic mineral resources	N/A	N/A	N/A	N/A	N/A	N/A
Parks/open space	Page 52, 26		Page 51			
Historical/cultural resources	Page 52		Page 51			
Community design	Page 41, 26	Page 41, 27				
Recreational resources	Page 41		Page 51	Page 36		
Other natural resources	Page 26					

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

<b>ECONOMIC DEVELOPMENT ELEMENT [s. 66.1001 (2)(f), Stats.]</b>		
<b>REQUIRED INFORMATION</b>		<b>COMMENTS</b>
<b>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.</b>		
Objectives	Page 61	
Policies	Page 61	
Goals	Page 60	
Maps		See Map 8.1 (page 65) for Commercial Uses
Programs	Pages 51-60	
<b>2. Analysis of:</b>		
Labor force	Page 53-56	
Economic base	Page 546	
<b>3. Assess the following:</b>		
Categories or types of new businesses and industries that are desired by the local governmental unit.	Page 57	
The local governmental unit's strengths for attracting/retaining business and industry	Page 57	
The local governmental unit's weaknesses for attracting/retaining business and industry	Page 57	
<b>4. Designate adequate number of sites for such businesses and industries.</b>	Page 57	
<b>5. Evaluate and promote the use of environmentally contaminated sites for commercial or industrial uses.</b>		The Village has one site (57) listed and it is currently be utilized as a commercial site.
<b>6. Identify applicable county, regional, &amp; state economic development programs that apply to the local governmental unit.</b>		
County	Page 58	
Regional	Page 59	
State	Page 60	

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

<b>INTERGOVERNMENTAL COOPERATION ELEMENT [s. 66.1001 (2)(g), Stats.]</b>						
<b>REQUIRED INFORMATION</b>						<b>COMMENTS</b>
<b>1. A compilation of objectives, policies, goals, maps, and programs for joint planning and decision making with other jurisdictions including:</b>						
	Objectives	Policies	Goals	Maps	Programs	
School districts for siting and building public facilities and sharing public services	Page 63	Page 63	Page 62			
Adjacent and other local govts. for siting and building public facilities and sharing public services	Page 63	Page 63	Page 62			
<b>2. Analyze the relationship of the local governmental unit to:</b>						
School districts	Page 61					
Adjacent local governments	Page 60, 63					
Region	Page 1					
State	Page 62, 63					
Other governmental units	Page 61-62					
<b>3. Incorporate cooperative boundary plans and/or agreements to which the local governmental unit is party to under Ch. 66, Wis. Stats.</b>				N/A		The Village is completely surrounded by the City of Stevens Point, and unable to expand.
<b>4. Identify existing/potential conflicts between the governmental unit and other governmental units.</b>						
Existing conflicts		Page 62				
Potential conflicts		Page 62				
Describe the process to resolve conflicts.		Page 62, 63				

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

<b>LAND USE ELEMENT [s. 66.1001 (2)(h), Stats.]</b>						
<b>REQUIRED INFORMATION</b>					<b>COMMENTS</b>	
<b>1. A compilation of objectives, policies, goals, maps, and programs to guide the future development and redevelopment of public and private property.</b>						
Objectives	Page 68					
Policies	Page 68					
Goals	Page 68					
Maps	Page 65, 69					
Programs						
<b>2. Listing of existing land uses such as:</b>	Amount	Type	Intensity	Net density		
Agriculture	N/A	N/A	N/A	N/A	None	
Residential	Page 64	Page 64	Page 66	Page 66		
Commercial	Page 64	Page 64	Page 66	Page 66		
Industrial	N/A	N/A	N/A	N/A	None	
Other public uses	Page 64	Page 64				
Other private uses	Page 64	Page 64				
<b>3. Analyze trends in:</b>						
Land supply	Page 66					
Land demand	Page 67					
Land prices	Page 67					
Opportunities for redevelopment	Page 67					
Existing/potential land use conflicts	Page 68					
<b>4. 20-year projections, in 5-year increments for the following land uses:</b>						
Residential	The Village of Park Ridge has not identified 20-year projections, in 5-year increments for their land uses because of their inability to expand their borders and lack of available vacant land within their borders.					
Agriculture						
Commercial						
Industrial						
<b>5. Maps:</b>						
Current land use	Page 65					
Future land use	Page 69					
Productive ag soils	N/A					None
Natural limitations for building site development	Page 46, 45					
Floodplains	Page 46					
Wetlands and other environmentally sensitive lands	Page 45					
Boundaries of service areas of public utilities	Page 35					
Boundaries of service areas of community facilities	N/A					
General location of future land uses by net density or other classifications	Page 68					

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

<b>IMPLEMENTATION ELEMENT [s. 66.1001 (2)(i), Wis. Stats.]</b>		
<b>REQUIRED INFORMATION</b>		<b>COMMENTS</b>
<b>1. A compilation of programs and specific actions to be completed in a stated sequence, including proposed changes to any:</b>		
	Programs	Specific Actions
Applicable zoning ordinance		Page 74
Official maps		
Sign regulations		Page 74
Erosion/stormwater control ordinances	N/A	N/A
Historic preservation ordinances	N/A	N/A
Site plan regulations		
Design review ordinances	Page 75	Page 74
Building codes		Page 74
Mechanical codes		
Housing codes		Page 74
Sanitary codes		N/A
		Part of the Stevens Point Sewer Service Area
Subdivision ordinances		
<b>2. Describe how each of the elements of the comprehensive plan will be integrated and made consistent with each other.</b>	Page 74	
<b>3. Mechanism to measure progress toward achieving all aspects of the comprehensive plan.</b>	Page 76	
<b>4. Process for updating the comprehensive plan every 10 years.</b>	Page 75	

### 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.

<b>1. Public Participation Procedures</b> [s.66.1001(4)(a), Stats.]	<b>Completed</b>
Written Procedures Adopted by Local Government	<input checked="" type="checkbox"/>

<b>2. Plan Commission Procedures</b> [s.66.1001(4)(b), Stats.]	<b>Completed</b>	<b>Date</b>
Resolution Adopted for Recommended Plan	<input checked="" type="checkbox"/>	April 5, 2004
Recommended Plan distributed to statutory list	<input type="checkbox"/>	

<b>3. Local Government Procedures</b> [s.66.1001(4)(c-d), Stats.]	<b>Completed</b>	<b>Date</b>
Class 1 Notice Published & Public Hearing Held	<input checked="" type="checkbox"/>	
Ordinance Enacted for Adopted Plan <sup>3</sup>	<input checked="" type="checkbox"/>	May 17, 2004
Adopted Plan & Ordinance distributed to statutory list <sup>4</sup>	<input checked="" type="checkbox"/>	

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

<sup>4</sup> 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.

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

<b>2. Local Comprehensive Planning Goals</b>	<b>Completed</b>	<b>Comments</b>
<b>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.</b>	<input checked="" type="checkbox"/>	
<b>2. Encouragement of neighborhood designs that support a range of transportation choices.</b>	<input checked="" type="checkbox"/>	
<b>3. Protection of natural areas, including wetlands, wildlife habitats, lakes, woodlands, open spaces and groundwater resources.</b>	<input checked="" type="checkbox"/>	
<b>4. Protection of economically productive areas, including farmland and forests.</b>	<input checked="" type="checkbox"/>	

<p><b>5. Encouragement of land-uses, densities and regulations that promote efficient development patterns and relatively low municipal, state governmental and utility costs.</b></p>	<input checked="" type="checkbox"/>	
<p><b>6. Preservation of cultural, historic and archaeological sites.</b></p>	<input checked="" type="checkbox"/>	
<p><b>7. Encouragement of coordination and cooperation among nearby units of government.</b></p>	<input checked="" type="checkbox"/>	
<p><b>8. Building of community identity by revitalizing main streets and enforcing design standards.</b></p>	<input checked="" type="checkbox"/>	
<p><b>9. Providing an adequate supply of affordable housing for individuals of all income levels throughout each community.</b></p>	<input checked="" type="checkbox"/>	
<p><b>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.</b></p>	<input checked="" type="checkbox"/>	
<p><b>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.</b></p>	<input checked="" type="checkbox"/>	
<p><b>12. Balancing individual property rights with community interests and goals.</b></p>	<input checked="" type="checkbox"/>	
<p><b>13. Planning and development of land uses that create or preserve varied and unique urban and rural communities.</b></p>	<input checked="" type="checkbox"/>	

<b>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.</b>	<input checked="" type="checkbox"/>	
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**Section 4: Application (s.16.965, Wis. Stats./Ch. Adm. 48, Wis. Admin. Code) and Contractual Requirements, cont.**

<b>3. Smart Growth Areas</b>	<b>Completed</b>	<b>Comments</b>
<b>Identified in the Comprehensive Plan:</b>	<input checked="" type="checkbox"/>	

<b>4. Implementation</b>	<b>Completed</b>	<b>Comments</b>
<b>Ordinances:</b>	<input checked="" type="checkbox"/>	
<b>Other implementation tools:</b>	<input checked="" type="checkbox"/>	

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

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

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

<b>8. Additional Contract Requirements</b>	<b>Completed</b>	<b>Comments</b>
<b>Customized for each contract</b>	<input checked="" 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**