



*City of New Richmond  
Comprehensive Planning Program  
Implementation Element*

# Contents



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## *s. 66.1001(2)(i) Wis. Stats*

### **s. 66.1001(2)(i) Wis. Stats**

The *Implementation Element* is a compilation of programs and specific actions to be completed in a stated sequence, including any 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, to implement 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 government'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 every 10 years.

## Introduction

Of all the steps in the planning process, implementation has typically been the most problematic for the vast majority of communities with a comprehensive plan. Adoption of a comprehensive plan marks the beginning of a critical new phase – implementation. Without implementation, a plan is of little value.

Wisconsin's smart growth legislation places great emphasis on implementation. By January 1, 2010, all actions of a local government that affect land must be consistent with its comprehensive plan, if it has one. This means that a great deal of effort is still needed following plan adoption to bring the City's rules and regulations into compliance.

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“Implementation involves any action or activity following plan adoption that helps to achieve the vision outlined in this plan.”

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# Implementation Schedule

## Implementation Schedule

This section is intended to provide a listing of all those actions and activities necessary to implement the spirit and intent of this plan. The various actions are grouped into categories for organizational purposes, some of which correspond to various elements of the plan.

Given the range and scope of activities that must be done by 2010, it should be apparent that it will take a number of years to fully implement this plan. Some actions are more pressing than others. Some actions are quite easy to accomplish while others will involve more effort and will therefore take more time. Consequently, a completion date is included to present a timetable for action. In addition, the responsible party for completing the action is included as well.

Some of the activities once completed can be removed from this listing. Other activities are on-going and should not be removed. It is recommended that the City Council conduct an annual review of this section to ensure that the steps and actions necessary to implement the plan are being done in a timely manner.

Implementation Schedule		
Completion Schedule	Responsible Party	Activity Description
<b>General Administration</b>		
Upon plan adoption	City Staff	Send a copy of the adopted plan to St. Croix County.
Upon plan adoption	City Staff	Send a copy of the adopted plan to the Wisconsin Land Council and to local units of government as required by §66.1001(4)(c), Wis. Stats.
Upon plan adoption	City Staff	Send a copy of the adopted plan to the New Richmond Public Library as required by §66.1001(4)(c), Wis. Stats.
2005-06	City Staff	Conduct a thorough review of all land development regulations to ensure they are consistent with the adopted plan and make revisions as necessary.
Annual	City Council	Include "Implementation of the Comprehensive Plan" on the City Council's agenda at least once a year to review progress made in implementing the plan and tasks yet to be completed.
Annually	City Staff	Prepare a report outlining those implementation tasks that have been completed and those tasks yet to be completed.

# Implementation Schedule

Implementation Schedule (continued)		
Completion Schedule	Responsible Party	Activity Description
<b>General Administration</b>		
Ongoing	City Council	Anticipate and budget for costs related to plan implementation and maintenance.
Biennially	Plan Commission	Conduct a comprehensive review of the comprehensive plan every 5 years.
Ongoing	Plan Commission and Staff	Monitor the City's population and compare with the population forecasts contained in this plan and update the plan as may be needed.
2005	City GIS Staff	Establish a City GIS system and Incorporate the maps and GIS coverage's generated from this planning project
Annually beginning 2005	City Council and Clerk	Apply for aid through the proposed Smart Growth Dividend Aid Program administered by the Wisconsin Department of Revenue.
2005/06	Plan Commission	Create, adopt and file an official map of the City inclusive of future roadway extensions and public facility sites within the City's extraterritorial area.
2005/06	Plan Commission	Rewrite the City Zoning Code to comply with the goals, objectives and policy recommendations of this plan.
<b>Public Involvement &amp; Information</b>		
Upon plan adoption	City Clerk	Post information about the City's comprehensive plan on the City Website
2005	Plan Commission and Staff	Prepare an executive summary of the adopted plan and make it available on the City's website and at the City Hall. Distribute to potential developers.
Ongoing	City Staff	Integrate non-for-profit and special interest groups into to all implementation aspects of the Comprehensive Plan to which they can play a role.
Annually	City planning staff	Update and inform residents on plan implementation through periodic press releases pertaining to annual reporting.
Ongoing	City planning staff	Continue to involve and engage the public in all subsequent planning projects.

# Implementation Schedule

Implementation Schedule (continued)		
Completion Schedule	Responsible Party	Activity Description
<b>Housing</b>		
Ongoing	Building Inspector	Continue to enforce building codes.
2005/07	Plan Commission	Strengthen the development review program to incorporate the three-stage approach along with written professional opinions from staff.
2005/07	Plan Commission	Establish R-1, R-2, R-3, MH-1, PUD, C-1, Fosters Crossing Overlay, C-2, A-1, I-1, I-2, AZ-1, AZ-2 and Conservancy Districts within the City's Zoning Code.
Ongoing	Plan Commission	Continue the planning program by undertaking neighborhood level planning efforts.
2005/07	Plan Commission	Establish community and extraterritorial area wide design guidelines.
Ongoing	Plan Commission	Conduct site reviews on all proposed significant developments.
Ongoing	City Council & Plan Commission	Actively seek annexation opportunities that will build upon the opportunity for housing in the City.
Ongoing	Plan Commission	Continue to work with the West Side Historic District to incorporate historic structures into the district, get them added to the State and Federal Register and assist with programs focused on their maintenance and upkeep.
2006/08	Plan Commission	Strengthen the City's building code to encourage the preservation of existing housing structures and protecting safety.
2005/06	Plan Commission	Draft and adopt a Cluster Subdivision Ordinance
Annually	City Council	Investigate the potential of obtaining funding through the Community Development Block Grant program for housing.

# Implementation Schedule

Implementation Schedule ( <i>continued</i> )		
Completion Schedule	Responsible Party	Activity Description
<b>Transportation</b>		
2005/06	City Council	Adopt an official map for the City.
2005/09	City Council & Staff	Establish gateway area entrances.
Annually	DPW	Update the City's road surface inventory annually and use the results in budgeting for needed capital improvements.
2005/08	Parks & Recreation	Establish the Hatfield Lake-walking trail.
2005/07	Plan Commission	Establish all proposed roads, the city's beltway system, proposed locations for ride share parking lots and city gateway locations on the city's official map.
2005/20	Plan Commission	Implement the projects, goals and objectives contained within the city's bike and pedestrian master plan.
2005/08	City & School System	Establish a safe routes to school program.
2005/06	Park & Recreation	Establish areas to be redeveloped into prairie & wildlife corridors to reduce annual maintenance obligations.
Ongoing	City Engineer	Street and roadway designs will be consistent with New Richmond and WisDOT design manual standards.
Ongoing	Plan Commission & City Council	Promote compatibility between among local, regional and state transportation policies and plans.
Ongoing	Plan Commission	Incorporate interconnected street patterns where appropriate.
Ongoing	City Council & DPW	Plan and budget for new roads as identified in the comprehensive plan.

# *Implementation Schedule*

<b>Implementation Schedule (continued)</b>		
<b>Completion Schedule</b>	<b>Responsible Party</b>	<b>Activity Description</b>
<b>Utilities and Community Facilities</b>		
2005/06	Plan Commission	Develop a Sewer Service Area plan and register it with WDNR.
2007/10	Parks & Plan Commission	Review subdivision regulations for open space and dedication requirements to ensure that adequate lands are protected and set aside as growth occurs.
Ongoing	Plan Commission	Encourage the redevelopment of underutilized sites throughout the City.
2005/06	City Council & Utility Commission	Create a Storm water utility & district
2005/09	Plan Commission	Create and adopt a storm water management plan and ordinance.
Ongoing	City Staff & City Council	Investigate the use of Community Development Block Grant (CDBG) funds to help finance needed infrastructure and public service facilities and submit applications when appropriate.
<b>Agriculture / Open Space</b>		
2005/07	Plan Commission	Create and adopt a cluster subdivision development ordinance.
Ongoing	City & Chamber of Commerce	Capitalize on the areas heritage by working with local producers of farm products, specialty products, wine, cheese, micro-brew beers, crafts and the like to not only bring their products to market within existing commercial outlets, but also by encouraging them to start up new commercial operations focused on this concept.
2008	City Council	Create a Parks & Open Space Commission to act as a liaison with neighboring communities and facilitate implementation of tools to permanently protect open space and agricultural land.
<b>Natural Environment</b>		
Ongoing	Plan Commission	Continue to apply the conservation zoning district to all appropriate locations.
Ongoing	City in general	Plan for, design and construct trail systems that connect long-standing attractions with natural resource amenities.
2006/08	City Planning Staff	Become involved in reviewing and commenting on existing non-metallic mine mitigation plans.
Ongoing	Plan Commission	Capitalize on the asset of the Willow River and the long standing City Beautiful Plan.
2005/06	City Staff	Establish an urban Forestry program.

# *Implementation Schedule*



# *Implementation Schedule*

<b>Implementation Schedule (continued)</b>		
<b>Completion Schedule</b>	<b>Responsible Party</b>	<b>Activity Description</b>
<b>Natural Environment (continued)</b>		
2005/06	City Council	Adopt performance standards to protect environmentally sensitive resources such as steep slopes, wetlands, riparian habitat, etc.
<b>Historic &amp; Cultural Resources</b>		
Ongoing	City Planning staff & Plan Commission	Continue to work with the local historical society.
Ongoing	City & Historical Society	Continue to submit applications to the Wisconsin Historic Markers Program administered by the Wisconsin Historical Society to recognize the importance of any significant event.
<b>Economic Development</b>		
2005	Plan Commission	Market the remaining space within the city's industrial park.
2006/07	City Council	Establish a new high tech Business Park by the new 64 diamond interchange and in the vicinity of the airport.
Ongoing	Plan Commission	Continue to provide and assist with business recruitment and retention efforts.
2006/08	City Staff	Establish an internet based marketing program including an interactive mapping function that provides details about available sites for development.
Biannual	City Staff	Survey local business owners periodically to understand issues and offer potential solutions.
Ongoing	City Staff	Work with local land, business owners and interest groups to market available properties within the city.

# Implementation Schedule

Implementation Schedule ( <i>continued</i> )		
Completion Schedule	Responsible Party	Activity Description
<b>Land Use</b>		
Ongoing	City Council Plan Commission	Use this plan when reviewing rezoning applications.
Ongoing	City Council Plan Commission	Use this plan when reviewing subdivision applications.
Ongoing	City Council Plan Commission	Use this plan when reviewing annexation applications.
2005/08	City Council	Work with St. Croix County to amend their zoning regulations to implement the spirit and intent of this plan.
2005/08	Plan Commission	Prepare and adopt a design review process for multi-family units, commercial, and industrial buildings.
Ongoing	Plan Commission	Conduct site reviews on proposed developments.
On-going	Plan Commission	Continue to exercise extraterritorial plat review authority using this plan for direction.
<b>Intergovernmental Cooperation</b>		
Ongoing	City Council	Submit comments to relevant jurisdictions on issues of agreement and disagreement relating to the adopted comprehensive plan of other jurisdictions.
Ongoing	City Council	Continue to pursue intergovernmental cooperation by meeting with neighboring communities and exploring formal cooperative arrangements.
Ongoing	City Council	Review and comment on the proposed comprehensive plans of surrounding jurisdictions as they are prepared, adopted, and amended.
Ongoing	City Council	Send a letter to the school district superintendent inviting the school district to communicate its concerns with the City Council and especially those of mutual concern.

## *Implementation Schedule*

Given the range and scope of activities proposed, it should be apparent that it will take a number of years to fully implement this plan. Some actions are quite easy to accomplish while others will involve additional resources and will therefore take more time. Consequently, some actions could benefit from the aid of outside resources. To assist with the search for outside assistance the following reference has been prepared as a starting point.

<b>Wisconsin Public Funding Assistance</b>		
<b>Agency</b>	<b>Web site</b>	<b>Project Types</b>
DOT	<a href="http://www.dot.wisconsin.gov/localgov/index.htm">http://www.dot.wisconsin.gov/localgov/index.htm</a>	Road, bridge and transportation in general
DNR	<a href="http://www.dnr.state.wi.us/org/caer/cfa/cfindex.html">http://www.dnr.state.wi.us/org/caer/cfa/cfindex.html</a>	Land, water, air and the general environment
DOC	<a href="http://commerce.wi.gov/MT/MT-COM-4200.html">http://commerce.wi.gov/MT/MT-COM-4200.html</a>	CDBG, business and community development
DOTourism	<a href="http://agency.travelwisconsin.com/Programs/programs.shtm">http://agency.travelwisconsin.com/Programs/programs.shtm</a>	Advertising, marketing and promotion
WHEDA	<a href="http://www.wheda.com/PROGRAMS/Grants/about.asp">http://www.wheda.com/PROGRAMS/Grants/about.asp</a>	Housing
Forward Wisconsin	<a href="http://www.forwardwi.com/assist/finres.html">http://www.forwardwi.com/assist/finres.html</a>	Business and labor
Emergency Management	<a href="http://emergencymanagement.wi.gov/html/what_we_do.html">http://emergencymanagement.wi.gov/html/what_we_do.html</a>	Disaster planning and recovery
DOA	<a href="http://www.doa.state.wi.us/section.asp?linkid=7">http://www.doa.state.wi.us/section.asp?linkid=7</a>	Comprehensive planning, housing, costal management and GIS

In addition to the above State Agency resources it should be noted that Wisconsin is home to some 1,160 private foundations. The Marquette University Raynor Library annually publishes *Foundations in Wisconsin: a Directory*. It is the only directory of its kind which covers every active, grantmaking foundation in the state of Wisconsin. 1,160 foundations are profiled, including contact information, total assets, grants paid and areas of interest. The directory is available in print and online formats. You can find out more about this resource by visiting the following web site <http://www.marquette.edu/fic/>