

Land and Water Resource Management Plan - Work Plan

The following is an outline for the planning process the development of the Sauk County Land and Water Resource Management Plan (LWRM). The planning process will enable Sauk County to present the LWRM plan to DATCP's Land and Water Conservation Board in October 2017 for approval.

The Sauk County Department of Conservation, Planning, and Zoning (CPZ) will work with the Conservation, Planning, and Zoning Committee (CPZ) as well as an advisory committee of interested persons as required by ATCP 50.12(3) to develop plan goals, objectives, and policies as well as identifying special areas of interest. The primary purpose of this planning process is to build consensus among participating interests, to identify land and water conservation priorities for Sauk County, and to meet the requirements of ATCP 50.12

The final output will be a revised Land & Water Resource Management Plan for Sauk County, Wisconsin.

The planning process will consist of the following meetings and two advisor events:

1. **Meeting 1:** Organizing the Planning Process (February)
2. **Meeting 2:** Developing a Foundation for the LWRM Plan (March)
3. **Advisor Event: Present the planning process to advisors and note points of input (April)**
4. **Meeting 3:** Begin to Finalize Plan Content (May)
5. **Meeting 4:** Finalize First Draft (June)
6. **Advisor Event: Present Plan and Solicit Feedback (July)**
7. **Meeting 5:** Complete Final Plan (August)
8. **Meeting 6:** Approval by CPZ Committee and Approval By County Board (September)
9. **Meeting 7:** LWCB Approval (October)

To ensure an efficient process, most of the idea generation/plan drafting will ideally be completed prior to each meeting. Clearly defining the roles of everyone involved in the planning process will also increase efficiency:

- » **CPZ Committee:** Consisting of elected representatives of Sauk County, the CPZ Committee will provide oversight to the planning process. This committee has the authority to set policy direction for plan contents and has approval authority of the final plan. The CPZ Committee will be given monthly updates and monthly opportunities to provide input.
- » **Advisors:** According to ATCP 50.12(3)(a) a local advisory committee reflecting a broad spectrum of public interest and perspectives will be assembled to provide input to the planning process and plan contents at two identified junctures.
- » **Members of the public:** Interested individuals, who are not considered advisors, will be able to articulate community interests, contribute ideas, and voice concerns that may or may not be used toward developing final products. Public involvement will occur through the dissemination of information on a website and through a comments option on the website or through provided contact information.
- » **County staff:** CPZ staff will contribute to project management by independently conducting research, coordinating CPZ Committee, Advisor, and public involvement, and presenting information in order to inform decisions.

The following is a detailed outline of the planning process, meeting topics, and timeline.

February xx, 2017

Meeting 1: Organizing the Planning Process

1. Define the roles of LC staff, CPZ Committee, advisors and points of participation. Identify primary contact.
2. Identify list of advisors and contacts; assure compliance with ATCP 50.
3. Approve the work plan and set date of presentation/approval of workplan to CPZ Committee.
 - a. Set meeting dates (CPZ Committee, advisors, LC staff)
 - b. Set date of final approval (CPZ Committee, County Board, LWCB)
4. Identify obstacles/potential problems that could be encountered and devise mitigation techniques.
5. Discuss web presence on the Land Conservation webpage

End of meeting: assign individual tasks for Meeting 2 (as necessary)

OUTPUT(S):

- Informal approval of the workplan/process by the CPZ Committee.
- Letter to advisors inviting them into the process and explaining their role/how to participate including web link.
- Establish web presence.

March 23, 2017

Meeting 2: Developing a Foundation for the LWRM Plan

Start of meeting: check status of task assignments from Meeting 1 (as necessary)

1. Discussion on plan components/inventory items/needed projections, local and regional assets relevant to LWRM activities
 - a. Identify specific issues/opportunities unique to Sauk County to be included.
 - b. Identify any projections/trends/statistics that need to be included, if any.
 - c. Identify needed maps.
 - d. Discuss our activities in a regional context and efforts to coordinate across county boundaries.
 - e. Set tolerance for extra/unnecessary but sometimes interesting information.
 - f. Discuss plan layout and presentation including chapters/how information is presented and assign drafting of plan contents to staff, including LWC goals (note: Plan drafting by staff due by meeting 3!).
2. Discussion of advisor event
 - a. Establish a list of key questions to be answered through at the advisor event.
 - b. Review proposed event structure, date/time, location, etc.
 - c. Determine how feedback collected at this event will be used in draft plan.

End of meeting: assign individual tasks for Meeting 3 (as necessary)

OUTPUT(S):

- Approved plan/process for advisor event
- Established assigned tasks for LC staff and GIS.

April 20, 2017

Advisor Event: Present the planning process to advisors and note points of input

- Overview of planning process + presentation of old plan and efforts to update.
- Gather input on specific issues/opportunities (develop a handout to be turned in).
- Introduce a venue for advisors to keep current on activities and provide input throughout the process.

OUTPUT(S):

- Broad advisor contribution to refine/guide plan content.

May 25, 2017

Meeting 3: Begin to Finalize Plan Content

Start of meeting: check status of task assignments from Meeting 2.

1. Presentation of feedback collected at the advisor event.
 - a. Discussion and approval of amended/additional plan content/ideas.
2. Identify constraints to LWC in Sauk County.
 - a. Example: Lack of funding, political support, etc.
3. Discussion of functional relationships that we want to capitalize on.
 - a. Example: What other agencies can Sauk County work with to further LWC goals.
4. Review plan content to date.
 - a. Review completed staff assignments.
 - b. Review plan maps.

End of meeting: assign individual tasks for Meeting 4 (as necessary)

OUTPUT(S):

- Additional staff assignments to refine/begin to finalize plan content.

June 22, 2017

Meeting 4: Finalize First Draft

Start of meeting: check status of task assignments from Meeting 3 (as necessary)

1. Review plan contents and begin development of the first draft. End of meeting: assign individual tasks for Meeting 5 (as necessary).
2. Maintain web presence as necessary.

OUTPUT(S):

- Near finalized plan

July 19, 2017

Advisor Event: Present Plan and Solicit Feedback

- Gather advisor input on draft LWRM plan.
- Simultaneously make plan available for review and comment on website.

OUTPUT(S):

- Advisor and public input to be used in final plan revisions
- Schedule September public hearing (class I notice)

August 17, 2017

Meeting 5: Complete Final Plan

Start of meeting: check status of task assignments from Meeting 4 (as necessary)

1. Review input from the advisor event and develop the final plan.

OUTPUTS:

- Approved plan for final review and approval by Sauk County CPZ and County Board.

September 14 and 19, 2017

Meeting 6: Approval by CPZ Committee and approval by County Board

Start of meeting: check status of task assignments from Meeting 5 (as necessary)

1. September 14th Public hearing on the final LWRM Plan by the CPZ Committee.
2. September 19th Present plan to CB and seek approval.

OUTPUT(S):

- Plan approval by Sauk County

October 3, 2017

Meeting 7: LWCB approval

Schedule and attend the LWCB meeting for plan approval.

OUTPUT(S):

- Plan approval by all required review/approval agencies.