

PLEASE NOTE: This meeting will be held in person and online. The public can come in person or watch/listen to this meeting online in one of 3 ways:

1) Go to the city's You Tube channel, "<https://www.youtube.com/NewLondonAccess>" and click on the "live" feed video link to watch the meeting. **-OR-**

2) You can watch the meeting via the zoom app. Go to the following link to download and watch via the zoom app: <https://us02web.zoom.us/j/85097759467?pwd=M0wwbVpqWk85Q3lhZHhuMjNvOUR2UT09> You will be asked to download and install the zoom app on your computer or phone and provide your name and email address. **-OR-**

3) You can listen to the meeting over the phone by calling one of the following numbers:

1-929-205-6099, 1-301-715-8592, 1-253-215-8782, 1-346-248-7799, 1-699-900-6833

You will be asked to enter in a meeting ID of: **850 9775 9467**, then push #

You may be asked for a participate ID, do not put in a number, just hit #

You will be asked to enter in a password of **468499**, then #

Unless specifically noticed otherwise, this meeting and all other meetings of this body are open to the public. Proper notice has been posted and given to the media in accordance with Wisconsin Statutes so that citizens may be aware of the time, place and purpose of the meeting.

MEETING NOTICE

Planning Commission Agenda

Thursday, December 15, 2022– 5:15 PM

Council Chambers – New London Municipal Building

1. Call to Order
2. Pledge of Allegiance
3. Adopt Agenda
4. *Approval of the October 26, 2022 meeting minutes*
5. *Comprehensive Plan Continued discussion*
 - A. *Review/discuss Draft 9-Implementation*
 - B. *Final Review/Discussion on Future Land Use Map*
 - C. *Next steps/Plan approval process*
6. Proposed recommendation of the fee schedule to council
7. Discuss upcoming agenda items
8. Review next meeting date: Tentative, January 26, 2023
9. Adjourn

Bob Besaw, Chairman: Planning Commission Chairman

*Agenda items are listed so as to accurately describe the actions or issue being considered instead of simply the document listing title or the parties to a contract. This is done as such titles or a list of parties to a contract conveys insufficient information to the public on whether a topic or project they are interested in is being considered. It is the policy of the City of New London to comply in good faith with all applicable regulations, guidelines, etc. put forth in the Americans with Disabilities Act (ADA). To that end, it is the City's intent to provide equal opportunity for everyone to participate in all programs and/or services offered, to attend every public meeting scheduled, and to utilize all public facilities available. Any person(s) in need of an alternative format (i.e. larger print, audio tapes, Braille, readers, interpreters, amplifiers, transcription) regarding information disseminated by the City of New London should notify the City 48 hours prior to a meeting, etc., or allow 48 hours after a request for a copy of brochures, notices, etc. for delivery of that alternative format. Contact ADA Coordinator Chad Hoerth by telephone through: (Relay Wisconsin) – 920/ 982-8500 or (Voice) – 920/982-8500 and in person/letter at 215 N. Shawano Street, New London, WI 54961.

City of New London
Planning Commission Minutes
Thursday, October 26, 2022

Roll Call

Meeting was called to order at 05:15 p.m. Those in attendance were Chairman Bob Besaw, Jay Bessette, Dona Gabert, Mayor Mark Herter and Jamie Walbruck

Others in attendance: Building Inspector/Zoning Administrator: David Vincent, City Administrator: Chad Hoerth, Balynda Croy (District 2), John Haas (District 2), Tim Roberts (District 4) and Eric Fowle (representing Cedar Corporation) Comp. Plan facilitator.

The meeting was called to order by Chairman Besaw at 5:15 pm.

Group participated in the Pledge of Allegiance.

A motion was made by Walbruck to “Adopt the Agenda” and seconded by Bessette, carried by all.

The September 15, 2022 meeting minutes were reviewed. A motion to accept the minutes was made by Bessette and seconded by Mayor Herter, carried by all.

The first item on the agenda item was a discussion and update of the Comprehensive Plan. Eric Fowle from Cedar Corp. led the discussion. We reviewed and discussed **draft** of Chapter 1 Issues and Opportunities along with **draft** of Chapter 2, Population and Housing.

The last item on the agenda was a draft of a newly proposed fee schedule for the Building Department. There was discussion from several of the members present to gain some clarification on why the fees are necessary for the department. The goal in updating our fee schedule is to allow the Building Department move toward self-funding and not be supplemented or with minimal support of the general budget. Commission members were asked to review the draft proposal and provide comments to the Building Official/Zoning Administrator to allow the fee schedule to be moved toward a recommendation to the Counsel for adoption. There will need to be additional steps involved for the adoption process.

The next meeting date has been moved from Thursday, December 01, 2022 **(NOTE: WHILE PREPARING MINUTES WE DECIDED TO CHANGE THE NEXT MEETING DATE TO DECEMBER 15, 2022).**

A motion was made to adjourn by Mayor Herter, seconded by Gabert, carried by all.

Meeting adjourned by Chairman Besaw at approximately 06:32 p.m.

Respectively submitted by David Vincent-Zoning Administrator

9. Implementation

9.1 Summary

In order for plans to be meaningful, they must be implemented, so the City of New London's comprehensive plan was developed with implementation in mind. Not only can useful policy guidance for local decision making be found in each planning element, but an action plan is also provided containing specific programs and recommended actions.

9.2 Priority Plan Implementation Directives

After review and consideration of all recommendations contained in this plan, the Plan Commission strongly recommends that the City Council increase and improve its commitment to the monitoring and implementation of the updated Comprehensive Plan. While the updated plan contains dozens and dozens of recommendations, the Plan Commission feels that the five most important directives, in terms of overall positive impact on the community, are as follows.

- **Task: Support and participate in downtown revitalization activities as needed.**
Responsible Party: City Administrator, Planning Commission, City Council
Timing: As Required
- **Task: Explore ways to use the riverfront to attract and seek out programs to help market the city, particularly riverfront development, public trails, and public access** (*Economic Development* element).
Responsible Party: Planning Commission, Economic Development Committee, Chamber of Commerce, City Council
Timing: 2023 / ongoing.
- **Task: Develop/Update official map** (*Transportation* element).
Responsible Party: Planning Commission Upon Recommendation From City Engineer
Timing: End of 2023
- **Task: Review and update the Zoning Ordinance and map, including all design standards** (*Land Use and Economic Development* elements).
Responsible Party: Chamber Downtown Revitalization Cmte., Planning Commission
Timing: End of 2024
- **Task: Update the subdivision ordinance** (*Housing; Transportation; Utilities and Community Facilities; Economic Development; Intergovernmental Cooperation* elements).
Responsible Party: Planning Commission
Timing: 2027



9.3 Action Plan

An action plan is intended to jump start the implementation process and to provide continued focus over the long term. During the comprehensive planning process, a detailed framework for implementation was created which will serve to guide the many steps that must be taken to put the plan in motion. This action plan outlines those steps and recommends a timeline for their completion. Further detail on each task can be found in the policies and recommendations of the related planning element as noted in the *Task* statement. Recommended actions have been identified in the following areas:

- ◆ Plan Adoption and Update Actions
- ◆ Intergovernmental Cooperation Actions
- ◆ Ordinance Development and Update Actions
- ◆ Strategic Planning Actions

The recommended actions are listed in priority order within each of the four implementation areas as noted in the *Timing* component. Highest priority actions are listed first, followed by medium and long term actions, and ongoing or periodic actions are listed last.

Plan Adoption and Update Actions

Priority (Short-Term) Actions

1. Task: Pass a resolution recommending adoption of the comprehensive plan by the City Council (*Implementation* element).
Responsible Party: Planning Commission
Timing: Early 2023
2. Task: Adopt the comprehensive plan by ordinance (*Implementation* element).
Responsible Party: City Council
Timing: Early 2023

Periodic Actions

3. Task: Review the comprehensive plan for performance in conjunction with the budgeting process (*Implementation* element).
Responsible Party: Planning Commission
Timing: Annually (June/July)
4. Task: Conduct a comprehensive plan update (*Implementation* element).
Responsible Party: Planning Commission, City Council
Timing: Every five years (2028)



Intergovernmental Cooperation Actions

Periodic Actions

1. Task: Review intergovernmental agreements for their effectiveness and efficiency (*Utilities and Community Facilities* element).
Responsible Party: Appropriate Committee and City Council
Timing: Upon Renewal
2. Task: Utilize intergovernmental efficiencies to provide needed service and facility improvements (*Utilities and Community Facilities* element).
Responsible Party: Department Heads and Appropriate Committees
Timing: Ongoing
3. Task: Continue to exercise extraterritorial land division review authority (*Utilities and Community Facilities; Intergovernmental Cooperation; Transportation* elements).
Responsible Party: Planning Commission
Timing: As Needed
4. Task: Evaluate and provide constructive feedback to Waupaca and Outagamie Counties on services provided to the community (*Utilities and Community Facilities* element).
Responsible Party: Finance Committee
Timing: Every Two Years beginning in 2024.

Ordinance Development and Update Actions

Priority (Short-Term) Actions

1. Task: Develop/Update official map (*Transportation* element).
Responsible Party: Planning Commission Upon Recommendation From City Engineer
Timing: End of 2023
2. Task: Review and update the Zoning Ordinance and map, including all design standards (*Land Use and Economic Development* elements).
Responsible Party: Chamber Downtown Revitalization Cmte., Planning Commission
Timing: End of 2024



Medium-Term Actions

3. Task: Create a local historic preservation ordinance (*Agricultural, Natural, and Cultural Resources* element).
Responsible Party: Community Focus Group
Timing: 2025
4. Task: Update the subdivision ordinance (*Housing; Transportation; Utilities and Community Facilities; Economic Development; Intergovernmental Cooperation* elements).
Responsible Party: Planning Commission
Timing: 2027

Periodic Actions

5. Task: Update the building code ordinance (*Housing; Utilities and Community Facilities* elements).
Responsible Party: Planning Commission
Timing: As State Statutes Change

Strategic Planning Actions

Priority (Short-Term) Actions

1. Task: Review applicable ordinances and fees for their impacts on opportunities to create affordable housing (*Housing* element).
Responsible Party: Finance Committee and Housing Authority
Timing: 2023
3. Task: Annually assess the availability of developable land for residential development (*Housing* element).
Responsible Party: Planning Commission, Zoning Administrator
Timing: 2023 / annually thereafter
2. Task: Explore ways to use the riverfront to attract and seek out programs to help market the city, particularly riverfront development, public trails, and public access (*Economic Development* element).
Responsible Party: Planning Commission, Economic Development Committee, Chamber of Commerce, City Council
Timing: 2023 / ongoing.



3. Task: Work cooperatively with the New London Chamber of Commerce to evaluate and seek designation as a Main Street or Connect Communities program through the Wisconsin Economic Development Corporation (WEDC). (*Agricultural, Natural, and Cultural Resources* element).
Responsible Party: Chamber Downtown Revitalization Committee, Economic Development Committee, Planning Commission, City Council
Timing: 2024
4. Task: Prepare redevelopment plans for the Mill Street and Shawano Street corridors and create a zoning overlay district in community entrance areas that identify design goals and trigger site planning and design review requirements for all development including buildings, parking areas, signs, etc. (*Agricultural, Natural, and Cultural Resources* element).
Responsible Party: Planning Commission, Economic Development Committee, Chamber of Commerce
Timing: 2024
4. Task: Develop an updated comprehensive outdoor recreation plan based on the comprehensive planning effort (*Utilities and Community Facilities* element).
Responsible Party: Parks and Recreation Committee, Parks and Recreation Director
Timing: 2025
5. Task: Create area development plans for planned growth areas (*Transportation; Agricultural, Natural, and Cultural Resources* elements).
Responsible Party: Planning Commission upon Recommendation from City Engineer
Timing: 2025

Medium-Term Actions

6. Task: Assess capacity and needs with regard to administrative facilities and services and public buildings (*Utilities and Community Facilities* element).
Responsible Party: Finance and Personnel Committee, Administrative Staff
Timing: 2026
7. Task: Conduct / Update community survey of historical and archeological resources (*Agricultural, Natural, and Cultural Resources* element).
Responsible Party: Community Focus Group for Historic Preservation, Planning Commission
Timing: 2026
8. Task: Determine the feasibility of creating an historic preservation district (*Agricultural, Natural, and Cultural Resources* element).
Responsible Party: Planning Commission
Timing: 2026



9. Task: The City should conduct a comprehensive parking study of the downtown area after the North Water Street and Pearl Street re-construction projects are completed (*Transportation* element).

Responsible Party: Planning Commission, Chamber Downtown Revitalization Committee

Timing: 2026

10. Task: Examine and consider the establishment of a rental housing inspection program (*Housing* element).

Responsible Party: Planning Commission, Building Zoning Official

Timing: 2027

Periodic Actions

11. Task: Support and participate in downtown revitalization activities as needed.

Responsible Party: City Administrator, Planning Commission, City Council

Timing: As Required

12. Task: Develop or update the Sewer, Water, Stormwater, and Electrical Service Area plans (*Utilities and Community Facilities* element).

Responsible Party: Public Works, Utilities Commission, Engineer

Timing: Continual

13. Task: Establish a relationship with local businesses and industry to determine the types of needed training programs (*Economic Development* element).

Responsible Party: City Administrator, Waupaca County EDC

Timing: Ongoing

14. Task: Explore incentives and sources of funding to improve buildings and support small business owners (*Economic Development* element).

Responsible Party: City Administrator, Waupaca County EDC, Chamber of Commerce

Timing: Ongoing

15. Task: Explore and promote opportunities for tourism (*Economic Development* element).

Responsible Party: Tourism Commission

Timing: Ongoing

16. Task: Pursue transportation facilities funding (*Transportation* element).

Responsible Party: Public Works Committee, Dept. of Public Works Director

Timing: Annually



17. Task: Monitor the need for public transportation (*Transportation* element).
Responsible Party: Finance and Personnel Committee
Timing: Annually
18. Task: Assess staffing, training, professional service, emergency service, and equipment levels (*Utilities and Community Facilities* element).
Responsible Party: Police and Fire Commission, City Council, Administrative Staff
Timing: Annually

9.4 Status and Changes to Land Use Programs and Regulations

The following provides an inventory of the land use regulations that are in affect in the City of New London and summarizes recommended changes to each of these ordinance types. For basic information on regulatory plan implementation tools, please refer to Section 9.1 of the *Inventory and Trends Report*. For further detail on the status of each type of implementation ordinance in Waupaca County, please refer to Section 9.3 of the *Inventory and Trends Report*.

Code of Ordinances

Current Status

The City of New London has adopted a code of ordinances. The Municipal Code of New London contains the following titles and ordinances:

Chapter 01 - General Government	Chapter 12 - Licenses and Permits
Chapter 02 - The Governing Body	Chapter 13 - Municipal Utilities
Chapter 03 - Finance and Taxation	Chapter 14 - Building Code
Chapter 04 - Police Department	Chapter 15 - Housing & Fair Housing Code
Chapter 05 - Fire Department	Chapter 16 - Flood Plain Zoning Code
Chapter 06 - Civil Defense	Chapter 17 - Zoning Code
Chapter 07 - Traffic Code	Chapter 18 - Subdivision and Platting
Chapter 08 - Streets and Sidewalks	Chapter 19 – Admin. Review Procedure
Chapter 09 - Public Peace & Good Order	Chapter 20 - Cable Television Franchise
Chapter 10 - Public Nuisances	Chapter 21 – Shoreland/Wetland Zoning
Chapter 11 - Health and Sanitation	Chapter 25 - General Provisions

Recommended Changes

No specific recommended changes for the overall code of ordinances have been brought forward. Refer to the following sections for recommended changes to specific ordinances within the code.



Zoning

Current Status

The City of New London Zoning Code establishes the city's basic land use, lot size, and building location, bulk, size, and height requirements. It includes performance standards for fire hazard, glare and heat, noise, odors, vibration, and electromagnetic emissions that apply to all land uses. Building requirements vary by zoning district which include the following.

Recommended Changes

The zoning ordinance will be a key tool for implementation of the city's plan for preferred land use. After adoption of the comprehensive plan, the city will need to review its zoning ordinance and map, and determine which portions need to be made consistent with the plan immediately, and which portions can be allowed to achieve consistency incrementally over time. On a fundamental level, the zoning ordinance and map should be reviewed and revised to:

- ♦ increase areas that allow for 'missing middle' styles of housing, multi-family housing, mixed-use development, or planned unit developments; and
- ♦ identify adequate, appropriately zoned lands to attract new business and job growth.

Land Division Regulations

Current Status

The Subdivision and Platting Code requires city approval of land divisions that result in the creation of one or more parcels of five acres or less in size. Streets and other public ways included in a comprehensive plan or official map must be constructed by a subdivider. Planned park areas identified in a comprehensive plan or official map must be made available by a subdivider for public purchase at undeveloped land prices. Parkland acquisition fees are established. The ordinance includes minimum standards for surveying and monumenting, land suitability, lot layout and design, street design, pedestrian ways, and utilities. Procedures for minor subdivision and plat review are set forth. Lots must include a minimum of 30 feet of frontage on a public street. Section 17.03 of the Zoning Code requires all platted lots that are larger than the applicable minimum lot size to be laid out in a manner that would allow the lot to be further subdivided for additional development in the future. New streets must be constructed by a subdivider to city specifications including blacktopping. Improvements including sewer and water lines, utilities, and street lamps must be installed by a subdivider.

Recommended Changes

The land division ordinance will be a key tool for implementation of the city's plan for preferred land use both inside the city limits and in extraterritorial areas. The land division ordinance can be updated to better protect natural and cultural resources, to help ensure street connectivity, and to preserve areas for trails and parks. Extraterritorial land division review should continue to be utilized to help preserve areas outside the current city limits for potential annexation, for efficient extension of city utilities and services, and for planned



park locations. Land divisions that will hinder the ability to efficiently extend services should be modified or denied.

In order to protect the city financially as land divisions take place, the city should continue to require the execution of a development agreement whenever public roads or other infrastructure is included in a development.

Site Plan and Design Review

Current Status

Section 17.05 of the Zoning Code establishes site plan review requirements for multi-family residential, commercial, and industrial uses. The site plan requirements include standards for building design, site design, access, parking, traffic circulation, protection of natural features, utility provision, drainage, and landscaping.

The Site Plan Review section contains many subjective standards and establishes the Zoning Officer as the review authority. This section should require that the Planning Commission review site plans, as it is the appropriate body to apply the subjective standards through a conditional use review or design review process.

Recommended Changes

The city should review its current requirements for site plan approval of all proposed commercial, industrial, institutional, and multi-family residential developments. This should include provisions for site and architectural design review. Standards should be established and modified as needed and appropriate criteria should be included for the review of building layout and architecture, parking areas, green space and landscaping, lighting, signage, grading, driveway access, and internal traffic circulation. The primary goal of these regulations will be to preserve the small town character of the community. Site plans subject to design review will include common elements of landscaping, building design, or overall site design that provide some consistency in the appearance of new development in the community. The city will need to review these required common elements such as colors, building materials, forms of construction, themes, and the like.

To protect the attractiveness of community entrance points and other key extraterritorial areas, the city should also pursue the establishment of a cooperative site plan and architectural design review process with the surrounding towns. An overlay district could be added to the zoning map that triggers this review in community entrance areas both inside and outside the current city limits. Development in these areas should be jointly reviewed with the towns.

Official Map Regulations

Current Status

The city does not currently utilize an official map.



Recommended Changes

The city should develop an official map as outlined in Wis. Stats. 62.23(6) to designate planned future rights-of-way for roads and utilities in areas of expected growth.

Sign Regulations

Current Status

Section 17.09 of the Zoning Ordinance establishes the city's sign regulations. With certain exceptions, such as small directional signs, off-premise signs are prohibited in all zoning districts. With the exception of billboards on US Highway 45, non-conforming signs must be removed. The ordinance establishes dimensional and design standards for permitted signs.

Recommended Changes

No specific recommended changes have been brought forward in the area of sign regulations. However, the design and placement of signs will be incorporated into the process of design review described above.

Erosion Control and Stormwater Management

Current Status

Section 17.03 of the Zoning Ordinance contains provisions for stormwater management and erosion control. The ordinance establishes the city's jurisdiction for erosion control on sites where less than five acres is affected by land disturbing activities and acknowledges WDNR jurisdiction on sites that disturb five acres or more.

Recommended Changes

The city should modify its local building codes and applicable land division and zoning ordinances to include improved stormwater management and construction site erosion control requirements. Guidance on requirements for on-site stormwater management and stormwater quality are provided in the utilities and community facilities and natural resources policies.

Historic Preservation

Current Status

The city does not utilize a historic preservation ordinance.

Recommended Changes

The city should develop a historic preservation ordinance to recognize and protect the historic sites in the community. This effort should be supported and preceded by strategic planning steps such as determining the feasibility of creating a historic preservation district, creating community focal points, inventorying scenic views, and surveying historic and archeological resources.



Building, Housing, and Mechanical Codes

Current Status

The Municipal Code of New London includes a Building Code, Plumbing Code, and Electrical Code. The Building Code establishes the duties of the building inspector and requires a permit and inspection for the construction or alteration of all non-agricultural buildings. This includes new construction, structural alterations, demolition, and the installation or modification of electrical, gas, heating, plumbing, or ventilation equipment. The building inspector may authorize minor repairs without a permit. State building codes are adopted including the Uniform Dwelling Code. Buildings within the city's fire district must meet requirements for fire retardant materials and smoke detectors. The Plumbing Code adopts state plumbing codes and establishes a plumbing inspector. The Electrical Code establishes a local program for the licensing of electrical contractors. Electrical work may only be performed by a licensed electrical contractor or the owner of a one- or two-family dwelling. Permits and inspections are required for electrical work.

Recommended Changes

No specific recommended changes have been brought forward in the area of building, housing, and mechanical codes.

Sanitary Codes

Current Status

The Health and Sanitation ordinance requires all lots for which public water supply and sewer infrastructure are available to connect with those municipal systems. Non-plumbing systems (privies, outhouses, etc.) are prohibited by the Plumbing Code. The Nuisance ordinance authorizes the city to abate public health nuisances.

Recommended Changes

No specific recommended changes have been brought forward in the area of sanitary codes.

Driveway and Access Controls

Current Status

Section 17.03 of the Zoning Code requires all lots to have access to a public street or a Planning Commission approved private street. Sections 17.05 and 17.08 of the Zoning Code establish requirements for the location, spacing, design, and construction of driveways and access points.

Recommended Changes

No specific recommended changes have been brought forward in the area of driveway and access controls.



9.5 Non-Regulatory Land Use Management Tools

While ordinances and other regulatory tools are often central in plan implementation, they are not the only means available to a community. Non-regulatory implementation tools include more detailed planning efforts (such as park planning, neighborhood planning, or road improvement planning), public participation tools, intergovernmental agreements, land acquisition, and various fiscal tools (such as capital improvement planning, impact fees, grant funding, and annual budgeting).

The *City of New London Comprehensive Plan* includes recommendations for the use of non-regulatory implementation tools including the following:

- ♦ Complete a parking study once the N. Water Street and Pearl Street reconstruction projects are completed (*Transportation* element).
- ♦ Utilize intergovernmental efficiencies (*Utilities and Community Facilities* element).
- ♦ Develop a comprehensive outdoor recreation plan (*Utilities and Community Facilities* element).
- ♦ Invest in sidewalks, street repair, tree and flower planting, neighborhood park development, and trail development, etc. (*Land Use* element).

9.6 Comprehensive Plan Amendments and Updates

Adoption and Amendments

The City of New London should regularly evaluate its progress toward achieving the goals, objectives, policies, and recommendations of its comprehensive plan. It may be determined that amendments are needed to maintain the effectiveness and consistency of the plan. Amendments are minor changes to the overall plan and should be addressed after careful evaluation to maintain the plan as an effective tool upon which community decisions are based.

According to Wisconsin's Comprehensive Planning law (Wis. Stats. 66.1001), the same process that was used to initially adopt the plan shall also be used when amendments are made. The city should be aware that laws regarding the amendment procedure may be clarified or changed as more comprehensive plans are adopted and should therefore be monitored over time. Under current law, adopting and amending the city's comprehensive plan must comply with the following steps:

- ♦ **Public Participation Procedures.** The established public participation procedures must be followed and must provide an opportunity for written comments to be submitted by members of the public to the City Council and for the City Council to respond to such comments.

- ♦ **Planning Commission Recommendation.** The Planning Commission recommends its proposed comprehensive plan or amendment to the City Council by adopting a resolution by a majority vote of the entire Planning Commission. The vote shall be recorded in the minutes of the Planning Commission. The resolution shall refer to maps and other descriptive materials that relate to one or more elements of the comprehensive plan.
- ♦ **Recommended Draft Distribution.** One copy of the comprehensive plan or amendment adopted by the Planning Commission for recommendation to the City Council is required to be sent to: (a) every governmental body that is located in whole or in part within the boundaries of the city, including any school district, sanitary district, public inland lake protection and rehabilitation district, or other special district; (b) the clerk of every city, village, town, county, that is adjacent to the city; (c) the Department of Administration; (d) the Regional Planning Commission in which the city is located; (e) the public library that serves the area in which the city is located. After adoption by the City Council, one copy of the adopted comprehensive plan or amendment must also be sent to (a) through (e) above.
- ♦ **Public Notification.** At least 30 days before the public hearing on a plan adopting or amending ordinance, persons that have requested to receive notice must be provided with notice of the public hearing and a copy of the adopting ordinance. This only applies if the proposed plan or amendment affects the allowable use of their property. The city is responsible for maintaining the list of persons who have requested to receive notice and may charge a fee to recover the cost of providing the notice.
- ♦ **Ordinance Adoption and Final Distribution.** Following publication of a Class I notice, a public hearing must be held to consider an ordinance to adopt or amend the comprehensive plan. Ordinance approval requires a majority vote of the City Council. The final plan report or amendment and adopting ordinance must then be filed with (a) through (f) of the distribution list above that received the recommended comprehensive plan or amendment.

Comprehensive Plan Updates

Comprehensive planning statutes require that a comprehensive plan be updated at least once every 10 years. However, it is advisable to conduct a plan update at a five year interval. An update requires revisiting the entire planning document. Unlike an amendment, an update is often a substantial re-write of the text, updating of the inventory and tables, and substantial changes to maps, if necessary. The plan update process should be planned for in a similar manner as was allowed for the initial creation of this plan including similar time and funding allotments. State statutes should also be monitored for any modified language.



9.7 Integration and Consistency of Planning Elements

Implementation Strategies for Planning Element Integration

While this comprehensive plan is divided into nine elements, in reality, community planning issues are not confined to these divisions. Planning issues will cross these element boundaries. Because this is the case, the policies and recommendations of this plan were considered by the City of New London in the light of overall implementation strategies. The following implementation strategies were available for consideration.

Housing <ol style="list-style-type: none"> 1. Create a range of housing options 2. Create opportunities for quality affordable housing 3. Change the treatment of mobile and manufactured homes 4. Create opportunities to rehabilitate the existing housing stock 	Agricultural, Natural, and Cultural Resources <ol style="list-style-type: none"> 1. Preserve natural resources and/or green space 2. Change the management of stormwater runoff 3. Preserve community character and small town atmosphere 4. Create attractive community entrances 5. Preserve historic places
Transportation <ol style="list-style-type: none"> 1. Create efficiencies in the cost of building and maintaining streets and sidewalks (control taxes) 2. Preserve the mobility of collector and/or arterial streets and highways 3. Create improved intersection safety 4. Create safe emergency vehicle access to developed properties 5. Create more detailed plans for transportation improvements 6. Create road connectivity 7. Create a range of viable transportation choices 8. Change the availability and arrangement of public parking areas 	Economic Development <ol style="list-style-type: none"> 1. Change community conditions for attracting business and job growth 2. Change community conditions for retaining existing businesses and jobs 3. Create additional tax base by requiring quality development and construction 4. Create a revitalized downtown 5. Create more specific plans for economic development
Utilities and Community Facilities <ol style="list-style-type: none"> 1. Create efficiencies in the cost of providing services and facilities (control taxes) 2. Create more detailed plans for facility and service improvements 3. Create intergovernmental efficiencies for providing services and facilities 4. Preserve drinking water quality 5. Create improved community facilities and services 6. Preserve the existing level and quality of community facilities and services 7. Preserve planned future park locations and road and utility rights-of-way 8. Preserve the village as a viable unit of government 9. Create opportunities to maximize the use of existing infrastructure 	Intergovernmental Cooperation <ol style="list-style-type: none"> 1. Create a cooperative approach for planning and regulating development along community boundaries 2. Create intergovernmental efficiencies for providing services and facilities 3. Preserve intergovernmental communication Land Use <ol style="list-style-type: none"> 1. Preserve valued features of the landscape through site planning 2. Create development guidelines using selected criteria from <i>What If</i> suitability mapping 3. Change the management of growth in extraterritorial areas 4. Preserve the influence of market forces to drive the type and location of development 5. Create a system of development review that prevents land use conflicts 6. Preserve the downtown neighborhood 7. Create a pattern of land use that is compact 8. Create mixed-use neighborhoods 9. Create pedestrian/bicycle-friendly and human scaled-neighborhoods 10. Create attractive and efficient regional commercial and industrial areas



Wisconsin's Comprehensive Planning law requires that the *Implementation* element describe how each of the nine elements of the comprehensive plan will be integrated with the other elements of the plan. In short, the implementation strategies provide planning element integration by grouping associated policies and recommendations in multiple elements with coherent, overarching themes.

Planning Element Consistency

Wisconsin's Comprehensive Planning law requires that the *Implementation* element describe how each of the nine elements of the comprehensive plan will be made consistent with the other elements of the plan. The planning process that was used to create the *City of New London Year 2040 Comprehensive Plan* required all elements of the plan to be produced in a simultaneous manner. No elements were created independently from the other elements of the plan, therefore reducing the threat of inconsistency.

There may be inconsistencies between the goals and objectives between elements or even within an individual element. This is the nature of goals and objectives. Because these are statements of community values, they may very well compete with one another in certain situations. The mechanism for resolving any such inconsistency is the policy statement. Where goals or objectives express competing values, the city should look to the related policies to provide decision making guidance. The policies established by this plan have been designed with this function in mind, and no known policy inconsistencies are present between elements or within an individual element.

Over time, the threat of inconsistency between the plan and existing conditions will increase, requiring amendments or updates to be made. Over time, additional plans regarding specific features within the community may also be developed (e.g., outdoor recreation plan, downtown development plan, etc.). The process used to develop any further detailed plans should be consistent with this *City of New London Year 2040 Comprehensive Plan*.

9.8 Measurement of Plan Progress

Wisconsin's Comprehensive Planning law requires that the *Implementation* element provide a mechanism to measure community progress toward achieving all aspects of the comprehensive plan. An acceptable method is to evaluate two primary components of the plan, policies, and recommendations, which are found in each plan element.

To measure the effectiveness of an adopted policy, the community must determine if the policy has met the intended purpose. For example, the City of New London has established a Transportation element policy that states, "Dead-end roads and cul-de-sacs should be avoided to the extent practicable and allowed only where physical site features prevent connection with existing or planned future roadways." To determine whether the policy is achieving the community's intention a "measure" must be established. In the case of this policy, the measure is simply how many dead-end roads or cul-de-sacs have been constructed since the plan's

adoption, and how many of those were necessitated by the site conditions. Each policy statement should be reviewed periodically to determine the plan’s effectiveness.

Likewise, recommendations listed within each element can be measured. For recommendations, the ability to “measure” progress toward achievement is very straight forward in that the recommendations have either been implemented or not.

To ensure the plan is achieving intended results, periodic reviews should be conducted by the Planning Commission and results reported to the governing body and the public.

9.9 Implementation Goals and Objectives

Community goals are broad, value-based statements expressing public preferences for the long term (20 years or more). They specifically address key issues, opportunities, and problems that affect the community. Objectives are more specific than goals and are more measurable statements usually attainable through direct action and implementation of plan recommendations. The accomplishment of objectives contributes to fulfillment of the goal.

Goal 1 Promote consistent integration of the comprehensive plan policies and recommendations with the ordinances and implementation tools that affect the city.

Objectives

- 1.a. Update the comprehensive plan on a regular schedule to ensure that the plan remains a useful guide for land use decision making.
- 1.b. Require that administration, enforcement, and implementation of land use regulations are consistent with the city’s comprehensive plan.
- 1.c. Develop and update as needed an “Action Plan” as a mechanism to assist the Planning Commission and City Council with the administration of the comprehensive plan.

Goal 2 Balance appropriate land use regulations and individual property rights with community interests and goals.

Objectives

- 2.a. Create opportunities for citizen participation throughout all stages of planning, ordinance development, and policy implementation.
- 2.b. Maintain a development review process whereby all interested parties are afforded an opportunity to influence the outcome.



9.10 Implementation Policies and Recommendations

Policies and recommendations build on goals and objectives by providing more focused responses to the issues that the city is concerned about. Policies and recommendations become primary tools the city can use in making land use decisions. Many of the policies and recommendations cross element boundaries and work together toward overall implementation strategies.

Policies identify the way in which activities are conducted in order to fulfill the goals and objectives. Policies that direct action using the word “shall” are advised to be mandatory and regulatory aspects of the implementation of the comprehensive plan. In contrast, those policies that direct action using the words “will” or “should” are advisory and intended to serve as a guide. “Will” statements are considered to be strong guidelines, while “should” statements are considered loose guidelines. The city’s policies are stated in the form of position statements (City Position), directives to the city (City Directive), or as criteria for the review of proposed development (Development Review Criteria).

Recommendations are specific actions or projects that the city should be prepared to complete. The completion of these actions and projects is consistent with the city’s policies, and therefore will help the city fulfill the comprehensive plan goals and objectives.

Policies: City Directive

- I1 The city shall maintain the comprehensive plan as an effective tool for the guidance of city governance and will update the plan as needed to maintain consistency with state comprehensive planning requirements.
- I2 City policies, ordinances, and decisions shall be made in conformance with the comprehensive plan to the fullest extent possible.
- I3 Areas of the plan that are likely to be disputed or litigated in the future shall be reviewed by the city attorney to ensure his or her knowledge of the plan and to offer suggestions to reduce conflict.

Recommendations

- ♦ Develop and maintain an action plan that identifies specific projects that are to be completed toward the implementation of the comprehensive plan. An action plan identifies an estimated time frame and responsible parties for each project or action.
- ♦ Review the comprehensive plan annually (in conjunction with the city budgeting process) for performance on goals, objectives, policies, and recommendations, for availability of updated data, and to provide an opportunity for public feedback. This review does not need to be as formal as the comprehensive review required at least every 10 years by Ch. 66.1001, Wisconsin Statutes.



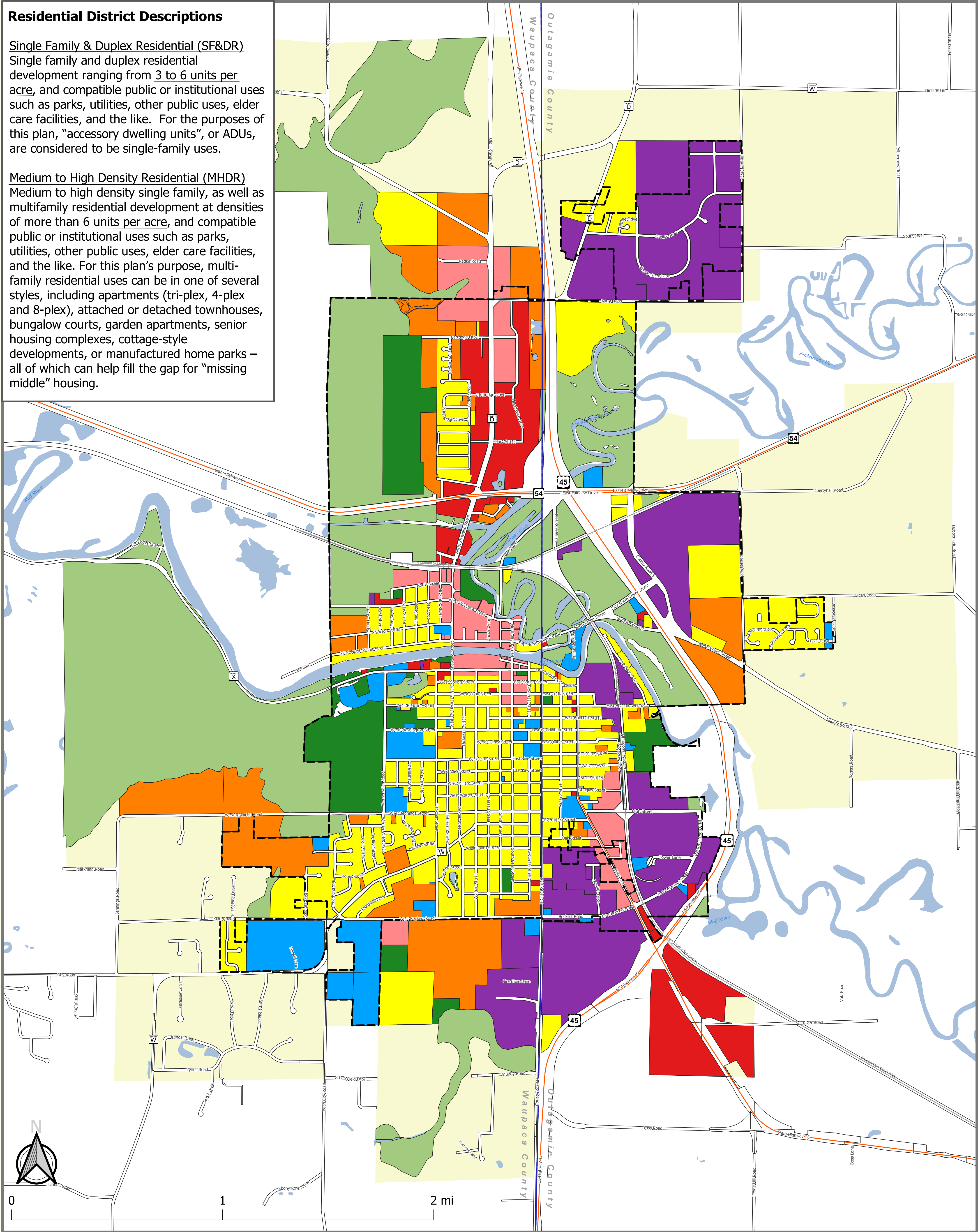
- ♦ Conduct a comprehensive plan update at least every five years (Ch. 66.1001, Wisconsin Statutes require such a review at least every 10 years). All components of the plan should be reviewed for applicability and validity.



Residential District Descriptions

Single Family & Duplex Residential (SF&DR)
Single family and duplex residential development ranging from 3 to 6 units per acre, and compatible public or institutional uses such as parks, utilities, other public uses, elder care facilities, and the like. For the purposes of this plan, “accessory dwelling units”, or ADUs, are considered to be single-family uses.

Medium to High Density Residential (MHDR)
Medium to high density single family, as well as multifamily residential development at densities of more than 6 units per acre, and compatible public or institutional uses such as parks, utilities, other public uses, elder care facilities, and the like. For this plan’s purpose, multi-family residential uses can be in one of several styles, including apartments (tri-plex, 4-plex and 8-plex), attached or detached townhouses, bungalow courts, garden apartments, senior housing complexes, cottage-style developments, or manufactured home parks – all of which can help fill the gap for “missing middle” housing.



2040 Future Land Use Classifications

- Single Family & Duplex Residential
- Med-High Density Residential
- Commercial
- Mixed Use/Downtown Commercial
- Industrial
- Public Institutional
- Conservation & Resource Protection
- Park & Recreation
- Rural Transition Areas (Beyond 2040)

Year 2040 FUTURE LAND USE
City of New London
Wisconsin

Map 8-2





Building Dept
215 N. Shawano Street
New London, WI 54961
920.250-5612
Fax: 920.982.8665

DEPARTMENT OF BUILDING/ZONING

CITY OF NEW LONDON

Fee Policy & Schedule

Building/Zoning Committee Approval Date:

City Council Approval Date:

Effective Date:

I. PURPOSE OF POLICY

- a. To establish guidelines in proposing, approving and administering fees for the Building and Zoning Department.
- b. To offset expenses related to services provided by the Building and Zoning Department and to be more in line with surrounding communities with similar services.

II. DEFINITIONS:

- a. Commercial fees: Any fees for commercial services which would encompass all actions outside single-family homes and duplexes.
- b. Residential fees: Fees associated with single-family homes and duplexes regulated by the Wisconsin Uniform Dwelling Code.
- c. Zoning fees: Fees associated with time spent on administration and interpretation of the New London Zoning Code and related actions triggered by code requirements.

III. COST RECOVERY

- a. The entire department has expenses for staffing and benefits, software, office space, vehicle and protective equipment, etc. The goal is to provide a revenue source for offsetting these expenses and move to become self-funded department that does not rely heavily on the general fund.

IV. FEES:

(see subsequent pages)

RESIDENTIAL	2022 Permit Fee
New Homes -	
Single Family Dwellings Duplexes: includes Trades	\$75.00 + \$0.20/sq.ft. - Additional finished space \$0.25/sq.ft. in a finished basement
Unfinished Space Basements, decks, porches and attached garages	\$0.10/sq.ft.
Plan Review	\$50.00 single story; \$75.00 2 or more
Plan Review	\$50.00 project except new home requiring Plan Review
UDC Seal	\$45.00
Sewer Connection Fee	\$500.00
Zoning	\$65.00 New house / addition
Occupancy	\$50.00 Single / Duplex Temporary \$50.00
Erosion Control	\$75.00
Mobile Homes -	\$300.00
Residential Additions / Alterations	\$250.00 + \$0.25/sq.ft.
Garages and Storage Buildings -	
Up to 200 Sq. Ft. –	\$50.00
201 - 400 Sq. Ft.	\$120.00
401 Sq. Ft.	\$50.00 + \$0.15/sq.ft.
Other Permits –	
Driveways	\$50.00 pave or repave existing
Driveways	\$50.00 + Zoning for move or widening
Decks & Patios	\$50.00 + \$0.11/sq.ft. minimum of \$100.00
Fences -	\$75.00
Reinspection	
Siding Replacement	\$75.00
Window and Door Replacement	\$50.00 + \$5.00/opening
Window and Door New	\$50.00 + \$10.00/opening
Reroofing	
Without Sheathing	\$75.00
With Sheathing Replacement	\$125.00
Building Demolition	Garage - \$100.00 House - \$150.00
Moving Permits	Garage - \$75.00 House - \$150.00
Street Excavations	Move to Public Works
Street Excavations with sewer or water repair	Move to Public Works
Erosion Control -	
Residential - additions	\$75.00
Sewer connection fee	\$500.00
Plumbing – plumbing, water heater	\$35.00 + \$5.00/thousand valuation
Residential Electric	
Service upgrade	\$75.00
All other work	\$50.00 + \$5.00/thousand valuation w/\$75.00 minimum

RESIDENTIAL	2022 Permit Fee
Residential HVAC	
Replacement Furnace, A/C or boiler	\$75.00
New Installation	\$50.00 + \$5.00/thousand valuation w/\$75.00 minimum
Certified Survey Map	\$150.00
Variance requested	\$50.00 + \$125.00 D.S.P.S fee /Non-refundable
Pipe bursting	\$35.00 + \$5.00/thousand minimum \$75.00
Laterals - repair/replace/relocate	\$75.00
Zoning amendment change - request	\$300.00 - Non-refundable
Comp plan change - request	\$300.00 - Non-refundable
Change of use - request	\$150.00
Solar (roof mount)	\$75.00
Solar (ground mount)	\$75.00 + zoning
Residential lateral: repair, replace, relocate	\$50.00/lateral
Temporary structures	\$30.00 + zoning
A.D.A. temporary ramp	\$25.00 + zoning
Fireplace, pellet stove, wood burner	\$55.00 + plan review
Performance bond	
Bath vent	\$55.00
Special Planning Commission meeting (can be waived)	\$100.00
Pools	\$50.00 + zoning
Zoning: Public hearing	\$65.00
Zoning: Site plan review	\$65.00
Razing	\$500.00
Zoning - Board of Appeals	\$200.00 (non-refundable)

COMMERCIAL	2022 Permit Fee
Sewer connection fee	\$500.00
Sign Permits	
Ground, pole or wall (per sign)	\$50.00 + \$0.50/sq.ft. (both sides if finished)
Temporary signs	\$25.00 + Zoning
Commercial Buildings	
New Buildings	\$500.00 + \$0.08/sq.ft
Additions	\$400.00 + \$0.08/sq.ft.
Alterations	\$300.00 + \$0.08/sq.ft
Multi-Family Dwellings	\$650.00 + \$75.00/unit
Zoning	\$75.00
Commercial:	
Early start	\$100.00
Demolition	Up to 10,000 sq.ft. - \$300.00 Over 10,000 - \$500.00
Roof	\$100.00 + \$6.00/thousand valuation w/\$150.00 minimum
Driveway	\$300.00/opening (after initial building)
Decks/Patios	\$100.00 + \$0.15/sq.ft. w/\$150.00 minimum
Fence	\$150.00
Erosion	\$100.00
Plumbing	\$35.00 + \$7.00/thousand valuation w/\$75.00 minimum
Electrical	\$35.00 + \$7.00/thousand valuation w/\$100.00 minimum
Electrical: Service upgrade / move	\$75.00
HVAC (new install)	\$50.00 + \$7.00/thousand valuation w/\$100.00 minimum
Replace furnace, A/C or boiler	\$100.00
Certified Survey Map	\$150.00
Variance requested	\$50.00 + \$125.00 D.S.P.S fee / Non-refundable
Pipe bursting	\$35.00 + \$5.00/thousand valuation
Tank removal	\$100.00
Laterals - repair/replace/relocate	\$75.00
Storage tank	\$100.00
Sprinkler	\$100.00 + \$1.00 a head
Zoning amendment change - request	\$300.00 - Non-refundable
Comp plan change - request	\$300.00 - Non-refundable
Change of use - request	\$150.00
Commercial lateral: repair, replace, relocate	\$100.00/lateral
Temporary structures	\$30.00 + zoning
A.D.A. temporary ramp	\$25.00 + zoning
Commercial exterior: façade awning	\$75.00 + \$0.10/sq.ft.
Air BNB	
Performance bond	

COMMERCIAL	2022 Permit Fee
Special Planning Commission meeting (can be waved)	\$100.00
Day Care:	\$75.00
Zoning: Public hearing	
Zoning: Site plan review	\$150.00
Razing	\$1,000.00
Zoning - Board of Appeals	\$200.00 (non-refundable)
Planned Unit Development	Preliminary - \$50.00
Planned Unit Development	Final - \$100.00
Planned Unit Development	Amendment - \$100.00
Water Heater	\$35.00 + \$5.00/thousand/valuation