

11.0 IMPLEMENTATION

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CHAPTER 11.0: IMPLEMENTATION

Introduction

The Implementation Element is the “how to” portion of the plan. It prescribes those actions necessary to realize the visions, including proposed changes to, or development of, any applicable zoning ordinances, site plan regulations, design review ordinances and subdivision ordinances.

This chapter includes all of the goals, objectives and policies highlighted in previous chapters of the plan. In this way, this chapter serves as the master “to do” list for implementing the plan.

Relationship Between Elements

Throughout the plan, coordination between the nine (9) required elements has been highlighted as a special section of each element chapter. Also, in several instances, a single objective applies to more than one element of the plan and was reprinted in several chapters. Moreover, in the tables printed at the end of this chapter, the specific elements that relate to each objective are identified.

Measuring Progress

Special attention has been given to the milestone dates (see definition in box) to ensure that individual objectives act in harmony with other stated goals and objectives. To ensure that the plan elements are understood in their totality over the life of the plan, the Town of Winchester Plan Commission will annually review the goals and objectives. Part of this effort, will also include addressing conflicts which may arise between the nine elements.

Milestone Date

A specific date, after the adoption of the Comprehensive Plan, when the Town will review the plan implementation action to see if the objective has been met and consider additional implementation strategies to achieve the stated goal.

To track planning progress and help to ensure that the plan is implemented, milestone dates are provided for each objective. The Town has reviewed the milestone dates to ensure that they are feasible.

Responsibilities

This plan was developed by the Town of Winchester Plan Commission. Implementation of the Town of Winchester Comprehensive Plan will be the primary responsibility of the Town of Winchester Plan Commission. The Plan Commission will make recommendations pertaining to development issues, in accordance with this Plan, for the Town Board and Winnebago County to consider when making final decisions.

Updating the Comprehensive Plan

As is stipulated in 1999 Wisconsin Act 9, a comprehensive plan must be updated at least once every 10 years. However, in order to ensure that the Town's plan is an effective management tool, the Town of Winchester Plan Commission will review the plan goals, objectives and milestone dates to track those activities that have been completed and add additional objectives as needed to accomplish the stated goals.

The Town of Winchester Plan Commission will initiate its first major update of this plan by July 2008. This update will involve a comprehensive review of the inventory information presented in each chapter. Furthermore, the Town will coordinate with all partners identified in the Intergovernmental Element Chapter to understand any external changes that may impact the plan. Finally, the Plan Commission will complete a comprehensive review of all visions/policies, goals, objectives and programs outlined in this plan to evaluate progress and consider additional opportunities.

UPDATE, REVISION & AMENDMENT DEFINITIONS

UPDATE

An UPDATE to the Plan would incorporate a statutory requirement or would be something routine and ordinary, such as revised statistical information or corrections that do not affect meaning or intent. This would include such things as traffic counts, population data, permits issued, or other facts on which projections might be based or from which conclusions could be drawn. Such information could be added to the Plan as an "Update" through an addendum or an appendix so that there would not be any cost in reprinting the main document. Since this type of information is concrete, there would not be need to hold a public hearing before attaching this additional information to the Plan. The Plan would be reviewed and updated on an annual basis.

REVISION

A REVISION to the Plan would include a correction that affects meaning or intent, or a change in policy, restrictions, procedures, etc. A revision could be debated and deliberated upon so as to cause the Plan Commission to make a decision on changing a specific portion of the Plan. Such information would require rewriting certain sections of the document, and could require reprinting the whole document depending upon how extensive the "revision" were to be. Since this type of change is subjective, and influenced by the makeup of the Plan Commission, it would require a public hearing and adoption by town board. Regular reviews should be scheduled every two years.

AMENDMENT

An AMENDMENT to the Plan can be proposed by any person at any time, and shall be considered by the Plan Commission and Town Board on an ongoing basis. An amendment could be as minor as a map change or as complex as restructuring guidelines to allow for a specific proposal to take place that would otherwise not conform to the Plan. This type of change is subjective and substantial to the overall purpose of the Plan, and would require a public hearing and adoption by town board.

Housing Action Items

It is the objective of the Town of Winchester to maintain at least 10% of all housing as alternative and affordable choices (i.e. duplex, apartment, senior housing, etc.).

OVERALL GOALS
Maintain the environmental assets and rural character of the community.
Conserve or improve the quality of existing housing and maintain housing values.

RELATED ELEMENT (S)	OBJECTIVES	MILESTONE DATE
Ag, Nat & Cult	Encourage future single-family residential developments where services are available, impacts on agricultural uses are minimized, and efficient, cost effective development is most likely.	Continuous
Land Use	Develop a land division ordinance, including provisions for conservation subdivisions, to encourage the conservation of natural areas, buffers, and protect farmland in the Town	2007
Ag, Nat & Cult	Encourage low impact development within the Town that can help reduce stormwater runoff and flooding.	Continuous
Utilities & Community Facilities	Support existing efforts and consider new programs that provide needed assistance for elderly and disabled residents, who wish to stay in their own homes. This effort may include coordination with Winnebago County to direct alternative and multiple family developments to areas where appropriate services are available. a. Provide information to interested residents in need of assistance as to the programs available through the county and private organizations (i.e. home maintenance programs, transportation services, visiting nurses, meals on wheels, etc.)	Continuous
Utilities & Community Facilities	Encourage efforts of private organizations (i.e. Habitat for Humanity, churches, etc.) that provide housing/assistance for those in need.	Continuous
Land Use	Encourage Town residents to maintain their properties. a. Consider establishing an annual recognition program to recognize property maintenance achievements by residents. b. Consider incentives for facade improvements and restoration of housing.	2012

Transportation Action Items

Provide through access for fire and rescue maintenance.

Work with the State and County to prioritize and schedule reconstruction of roadways through the Town.

Adequately maintain and plow Town Roads.

OVERALL GOALS	
To maintain and improve town roads in a timely and well planned manner.	
Enhance the pedestrian links and amenities available in the Town of Winchester.	

RELATED ELEMENT (S)	OBJECTIVES	MILESTONE DATE
	Continue to update road ratings in the Town of Winchester, as required.	Annually
Implementation	Develop a Capital Improvements Plan and Budget (CIP/B) to coordinate and plan for annual roadway improvements and maintenance as well as other capital improvements.	2008
Intergovernmental Coordination	Become an active partner in transportation improvements made in the Town by WisDOT and Winnebago County by: <ul style="list-style-type: none"> a. Working with WisDOT and the Winnebago County Highway Department at any opportunity presented b. Providing copies of this plan to WisDOT and Winnebago County c. Continuing to coordinate with Winnebago County during the development and implementation of the County Comprehensive Plan to ensure that Town interests are represented 	Continuous
Intergovernmental Coordination	Coordinate with Winnebago County so when improvements/reconstruction of county roads are scheduled, appropriate consideration is given to the development of on-road bike paths.	Continuous
Intergovernmental Coordination	Coordinate with Winnebago County and WisDOT to complete updated traffic counts to understand impacts of USH 10 and USH 45 corridors.	Annually
	Seek to keep Town residents informed of transportation improvements. <ul style="list-style-type: none"> a. Provide information about Town, County and State road improvements at Town meetings b. Provide information about Town transportation improvements on the Town web site 	Continuous

Agricultural, Natural & Cultural Resources	Seek to minimize the potential traffic conflicts between cars and farming vehicles on local roadways. <ul style="list-style-type: none"> a. Include information in the Town newsletter and on the Town web site for residents and visitors about traveling in a farming community (e.g. slowing for farm vehicles, respecting the right of way, etc.) 	2009
Land Use	Develop a Road Access Control Ordinance to set standards for separation of roadways and private drives, and develop a continuous collector type road system from section to section.	2006
Land Use Intergovernmental Coordination	Oversee the development of a multi-use trail along the USH 10 corridor. <ul style="list-style-type: none"> a. Consider establishing a trail sub-committee, including a member of the Town Plan Commission. b. Pursue WDNR and WDOT grant opportunities c. Pursue funding from private organizations, including foundations and individual donors d. Consider budgeting funds for the development of a trail as part of a Town Capital Improvement Plan and Budget 	2015

Agricultural, Natural & Cultural Resources Action Items

It is the objective of the Town of Winchester to encourage the conservation of farmland to maintain rural character.

It is the objective of the Town of Winchester to discourage development that will interfere with important natural resources, including local rivers, wildlife habitats, and wetlands.

It is the objective of the Town of Winchester to only recommended approval of non-metallic mining operations permits that are in compliance with NR135 at the time of application.

It is the objective of the Town of Winchester to support the priorities and objectives expressed in the Winnebago County Land and Water Management Plan.

OVERALL GOALS
Conserve agricultural operations and natural areas in the Town of Winchester to maintain the Town's rural character.
Maintain recreational opportunities in the Town of Winchester.
Protect riverbanks, shorelands, wetlands and floodplains from harmful uses.

RELATED ELEMENT (S)	OBJECTIVES	MILESTONE DATE
Land Use	<p>Identify and encourage conservation of areas of prime agricultural land in the Town through appropriate land use. Coordinate these efforts within a local land division / subdivision ordinance to further the Town's vision.</p> <ol style="list-style-type: none"> a. Encourage development in the sanitary service area, but when development occurs in agricultural areas, direct that development to areas least suited for farming. b. Seek to limit land divisions or subdivisions on prime farmland. Individual lot development on farmland should be directed to the edges of farm fields. c. Educate farmers and developers about the potential for conservation subdivisions, cluster development and mixed-use development in the Town of Winchester. d. Continue to support effective farmland preservation programs at the county and state levels. 	Continuous
Intergovernmental Coordination Land Use	Support the efforts of Winnebago County to enforce stream and lake setback requirements through local zoning requirements and policies established in the Winnebago County Land and Water Resource Management Plan.	Continuous
Land Use	Coordinate with local quarry operators to ensure that operations adhere to the requirements of NR 135.	Continuous

Land Use	Partner with local land trusts to protect wildlife habitat areas. Encourage local landowners to pursue opportunities to protect their land by working with land trusts, utilizing conservation easements and development-rights programs.	Continuous
Land Use	Seek to maintain scenic, open views by avoiding situations where town roads become lined with housing and directing housing away from the middle of open fields to the edges of wooded areas and farm field edges.	Continuous
Intergovernmental Coordination	Encourage the Winchester Area Historical Society to continue to inventory and catalogue historic properties and locations in the Town of Winchester. Share this information with the State of Wisconsin Architecture and History Inventory.	2011

Utilities & Community Facilities Action Items

It is the objective of the Town of Winchester to ensure that all Town residents are provided with necessary utilities and community facilities.

It is the objective of the Town of Winchester to ensure that all Town residents are aware of available community facilities and services.

OVERALL GOALS
Provide areas for efficient, cost-effective sanitary sewer service development.
Support the continued operation of community facilities provided by Winnebago County, surrounding Counties, Towns and municipalities, local school districts, the sanitary district, and private companies, which serve residents of the Town of Winchester.
Seek to ensure that all Town residents are served by adequate utilities.

RELATED ELEMENT (S)	OBJECTIVES	MILESTONE DATE
Intergovernmental Coordination Land Use	Work closely with the sanitary district to coordinate the orderly extension of service. As part of this effort, coordinate with the Larsen-Winchester Sanitary District to monitor new development and loadings to the WWTF in accordance with capacity expansion plans.	Continuous
Intergovernmental Coordination	Consider changing the way the Town funds the Clayton-Winchester Fire Department to ensure that the Town pays a fair and proportionate share based on its population, calls per year, and development densities.	Continuous
Land Use	If desirable, issue permits for innovative waste treatment systems (pursuant to the requirements of COMM 83) that will provide safe and effective results.	Continuous
	Seek to inform residents of the Town about available community facilities in the area through community publications and/or the Town web site, particularly to ensure that persons in need can obtain services.	Continuous

Economic Development Action Items

OVERALL GOALS
Accommodate some opportunities for new commercial development, while respecting natural resources and resident desires to retain the rural character of the community.
Encourage local entrepreneurs who seek to expand and diversify the Town's economy by opening home occupations.
Continue to support farming as a viable economic activity in the Town.
Seek to prevent future contamination to groundwater, surface water, and other natural resources.

RELATED ELEMENT (S)	OBJECTIVES	MILESTONE DATE
Land Use	<p>Through appropriate zoning and communication with local realtors, seek to concentrate new commercial development in areas identified on the <i>Future Land Use Maps</i>.</p> <ol style="list-style-type: none"> a. A copy of this plan will be available upon request and available at the nearest public library. b. Work to ensure that the county zoning code adequately permits commercial uses with appropriate signage, lighting, and landscaping. c. Work closely with the sanitary district to plan for facilities improvements to accommodate the development patterns expressed on the <i>Future Land Use Maps</i>. 	Continuous
Land Use	<p>Support the establishment of home occupations, provided such uses do not constitute a nuisance to neighboring properties (i.e. excessive noise, traffic, odors, vibration, etc.) or deter from the rural character of the area (i.e. signage, lighting, etc.).</p> <ol style="list-style-type: none"> a. Examine adoptions of a policy for providing recommendations to officials about proposed special use permits to allow for home occupations in the Town of Winchester. b. Consider developing a guide for local property owners who wish to establish a home occupation. Include criteria for site development and zoning approvals. Provide this information on the Town web site. 	2008
Utilities & Community Facilities	<p>Monitor local property tax revenue to ensure that revenues are adequate to provide needed services.</p> <ol style="list-style-type: none"> a. Utilize a CIP/B to anticipate future budget expenses. b. Coordinate improvements with state, county and other agencies to minimize duplication of services and increase efficiencies in services provided. c. Consider conducting a cost of services study to better understand the sources and allocations of tax dollars. 	2008

Intergovernmental Coordination Action Items

The Town of Winchester will seek to cooperate with all neighboring municipalities, the county, state agencies, and school districts for mutual benefit.

OVERALL GOALS
Maintain and seek opportunities to improve communication with neighboring communities, school districts, the ECWRPC, the Larsen-Winchester Sanitary District and state agencies.
Continue to seek new ways to coordinate and share community facilities and services with neighboring communities and Winnebago County whenever efficient.

RELATED ELEMENT(S)	OBJECTIVES	MILESTONE DATES
Utilities & Community Facilities Land Use Economic Development	Host a summit every 2-years to discuss concerns, plans, exchange ideas and report implementation achievements with neighboring communities and counties to facilitate Town Plan updates.	Following Town Board Election (every two years)
Utilities & Community Facilities Land Use	To improve communication with the Larsen-Winchester Sanitary District, the Plan Commission and Sanitary District Board should meet quarterly to discuss growth and development changes, as well as, updated plans.	Quarterly
Land Use	Continue to actively participate in the comprehensive planning activities of neighboring communities and the ECWRPC.	Continuous
Utilities & Community Facilities	Continue to coordinate with the Town of Clayton to arrive at a fair division of costs associated with the Larsen-Winchester Fire Department.	2006
Transportation	Coordinate with Winnebago County, WDOT, WDNR and neighboring communities to establish regional trail and bicycle routes as illustrated on the <i>Future Land Use Maps</i> and discussed in the Transportation Element of this Comprehensive Plan.	2025
Utilities and Community Facilities	Ensure that local school districts are notified about proposed residential developments and rezonings so the districts may plan accordingly for additional school children. Encourage the school districts to provide input into these decisions.	Continuous
Transportation	Coordinate with WisDOT and WDNR to ensure transportation facilities are safe and natural features are protected.	Continuous
Utilities & Community Facilities Transportation	Expand and continue to explore the potential for mutual services with neighboring Towns (including road development and maintenance, garbage collection, etc.).	Continuous

Land Use Action Items

It is the objective of the Town of Winchester to direct subdivision development to the sanitary sewer service area.

It is the objective of the Town of Winchester to direct residential development away from the Highway Commercial District identified on the Future Land Use Maps (e.g. highway interchanges) to accommodate commercial development to serve local residents and visitors, provide a stable tax base, and create local employment opportunities. The Town will allow some mixed residential and commercial uses in the Neighborhood Commercial District.

Over the 20 year planning period, as local quarries and pits are reclaimed, the Town of Winchester will support the redevelopment of these properties in accordance with their adopted reclamation plans.

The Town of Winchester will oppose applications for billboards and tall, illuminated pylon signs. All signs must be in compliance with the Town of Winchester ordinance related to outdoor signage.

The Town of Winchester will protect its groundwater supply and quality.

The Town of Winchester will support business designs that respect the residential and historical character of the community.

The Town of Winchester will support infrastructure improvements (e.g. walkways, trails, etc.) to improve the walkability of the village center.

OVERALL GOAL
Maintain the rural atmosphere in the Town of Winchester to retain its agricultural heritage and high quality of living.
Direct neighborhood commercial development to the village center to utilize available infrastructure and highway commercial uses toward the USH 45/CTH II interchange.

OTHER ELEMENT (S)	OBJECTIVES	MILESTONE DATE
Intergovernmental	Enforce local and county zoning and subdivision / land division ordinance requirements.	Continuous
Intergovernmental Coordination Transportation Housing	<p>Enhance the village center so that it may become a community focal point for quality development.</p> <ol style="list-style-type: none"> a. Coordinate with the County to pursue sidewalk or walkway development along CTH II with links to planned parks, schools, trails, and other destinations. b. Enhance the identification signage for the area (e.g. Welcome to Winchester Signs, directional signs). c. Promote development patterns in the village center that promote Traditional Neighborhood Design (TND) principles. As part of this effort, review the model ordinance developed by the UW-Extension. d. Pursue the development of a Facade Restoration Program and local sign ordinance. e. Coordinate with Winnebago County to develop and enforce urban design requirements that respect the principals outlined in this plan. 	2013

Land Use Action Items, continued

	<p>Permit the development of cluster or conservation subdivisions within the Transitional Residential District to maintain open spaces, farmland, and natural amenities.</p> <ol style="list-style-type: none"> a. Develop a Town Subdivision Ordinance to address requirements for conservation subdivision development, as well as CSM development, in the Transitional Residential District shown on the <i>Future Land Use Maps</i>. b. Develop a land division ordinance that respects the rural character of the community (may be combined with a subdivision ordinance). c. Use these ordinances as tools to promote the development pattern illustrated by the <i>Future Land Use Maps</i>. 	2007
Agricultural, Natural and Cultural	Encourage landowners to consider opportunities to restore/improve ponds in the Town developed as part of the highway expansion project.	2008
Transportation Utilities & Community Facilities	Create an Official Town Map to reflect the recommendations of this Plan, particularly with respect to roadway improvements and parkland development.	2008
Transportation	Pursue state, county, and federal grant funds as well as private donations to assist the Town in developing the trail facilities outlined on the <i>Future Land Use Maps</i> .	2025
Land Use	Coordinate with Winnebago County to develop ordinances/programs to address density in the Undeveloped/Agricultural District shown on the <i>Future Land Use Maps</i> .	2008
Land Use	Investigate development of an incentive-based density reserve program as a means to maintain farmland, open spaces, natural amenities and rural character in the Town. For example, such a program could establish an average residential density goal for new development in the Aundeveloped/Agricultural District of one housing unit per 25 acres.	2008

Implementation Action Items

It is the objective of the Town of Winchester to use the Town Comprehensive Plan as a local guide for making land use and development decisions.

OVERALL GOAL
To ensure that the <i>Town of Winchester Comprehensive Plan</i> is an effective tool for making local land use decisions.

RELATED ELEMENT (S)	OBJECTIVES	MILESTONE DATE
Implementation	Review the goals and objectives presented throughout this chapter to assess implementation success and consider additional objectives.	Annually
Land Use	Enhance the Plan Commission review of development applications to ensure a timely comprehensive review of the application by scheduling on-site inspections of new development requests as a required step before a recommendation or decision can be made with respect to rezonings, subdivisions, or CSM approvals.	Continuous
Land Use	Evaluate the need to adopt additional local ordinances to protect the rural and historical character of the community. Potential ordinances include: signage, outdoor lighting, design requirements, etc.	2008
Implementation	Revise and update the Town's Comprehensive Plan.	Every Five Years
Implementation	Provide a process by which citizen's can request an amendment to the comprehensive plan (see chart on next page).	Continuous
Implementation	If Winnebago County completes a comprehensive revision of the County Zoning Ordinance, consider the opportunity to opt out of county zoning (within one year of the revision date).	Continuous

Town of Winchester Comprehensive Plan Amendment Process

Citizen seeks advise from local Plan Commission,
which advises citizen as to whether a Town
Plan Amendment may be required.

IF NO

1. Town Plan Commission provides further advice and direction.

IF YES

1. Citizen decides to move ahead with formal application for Town Plan Amendment, files plan amendment application with Town Plan Commission. Plan Commission will address amendment application at next scheduled meeting.
2. Notification of town public hearing on plan amendment request by newspaper posting, letters to adjacent Governments, certified letters to adjacent landowners within a minimum of 300 ft. of subject site or greater distance at discretion of Town.
3. Joint public hearing before Town Board and Plan Commission on plan amendment request.
4. Recommendation by Plan Commission to Town Board regarding plan amendment request.
5. Decision by Town Board on plan amendment request, with copy of decision and required action sent to County.

IF YES

Plan amendment is made

IF NO

Town advises applicant of further options