



DANE COUNTY PLANNING & DEVELOPMENT

Town Plan Adoption Process

FEBRUARY 11, 2021

NUMBER 2

PLANNING

Dane County Comprehensive Plan

The town board or planning commission should submit a preliminary version of its plan to the Dane County Planning and Development Department for staff review. This provides the opportunity for feedback and any changes the town may wish to make before the more formalized part of the process begins. Staff will respond to the town with comments within 30 days. We encourage towns to take advantage of this part of the process as it provides an opportunity for planning staff to become familiar with the draft and provide any last minute technical assistance that may be necessary such as: clarifying policies, editing text, and double checking the mapping.

If significant issues are raised that cannot be resolved by staff, the local unit may request a meeting with the Zoning & Land Regulation (ZLR) committee to discuss the issues.

Following initial staff review, the town may choose to make any appropriate edits, then takes approval action on the plan, and submits the approval letter to the County Clerk along with A DIGITAL copy of the plan amendment. We recommend that the Town only make hard copies of the plan when requested.

Once the county receives the copy, the following actions take place:

1. In accordance with the state statute, the County Planning & Development department distributes a notice of the public hearing for the town plan and the link to the digital plan to all required communities and entities for a period of at least 30-days.
2. A Chapter 82 ordinance amendment (OA) for the Town Plan is drafted and submitted to the County Board, who in turn refers the OA to the Zoning and Land Regulation Committee (ZLR) for consideration at a Public Hearing following the above review period.
3. The ZLR will conduct the public hearing and completes its review of the plan itself and all public comment made on the plan.
4. The ZLR takes action on the OA. In the event ZLR is unable to complete its review within the time allotted, it reports the plan to the county board without recommendation. The town submitting the plan or amendment may agree to an extension of these timelines, but requests and approvals must be done in writing by local officials.

What's in this Issue?

Dane County Adoption and implementation of Local Comprehensive Plans

5. The County Board considers the matter and recommendations of the ZLR, neighboring municipalities and other commenting agencies and takes action on the OA as appropriate.
6. If approved, the County Executive may sign proposed OA.

Once adopted into Dane County Ordinance, all rezones in the submitting town will need to be consistent with the new plan or plan amendment.

State of Wisconsin and your Comprehensive Plan

If your community has adopted a comprehensive plan, amendment, or update under 66.1001(4)(b), you are required to send notice to DOA (but NOT a copy of the plan itself).

It is *NOT* necessary to mail a hard copy of the plan to the Department of Administration, nor an email attachment.

The Department of Administration is no longer archiving copies of local comprehensive plans. However, it does still maintain a record of adoption dates for communities that have adopted/amended/updated plans.

To Send DOA Notice of Comp Plan

E-mail comp.planning@wisconsin.gov with the following:

- Full name of the jurisdiction: (e.g., City, Town, Village of Xx)
- Name of county:
- Adoption date:
- Specify one: Initial adoption / Amendment / Comprehensive Update

Public hearing or public meeting notices for comprehensive plans/plan amendments under consideration do NOT need to be sent to the Department of Administration (although local governments must follow the public participation requirements laid out in 66.1001(4)).

More state information:

<https://doa.wi.gov/Pages/LocalGovtsGrants/Comprehensive-Planning.aspx>

Planning Notes

CCB Room 116 -- 210 MLK Jr. Blvd -- Madison, WI 53703

Phone 266-4266 -- Fax 267-1540

E-mail plandev@countyofdane.com

We're on the Web! <https://danecountyplanning.com/>