

**Town of Mazomanie Comprehensive Plan**  
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# Town of Mazomanie Comprehensive Plan

## 1. Introduction

### 1.1. Plan Purpose

This Plan is a guide for decision-making for the Town of Mazomanie government in managing changes in land use and in carrying out the business of the Town. It provides a framework to guide Town leaders and landowners in making land-use decisions that respect the rights of landowners, while preserving and enhancing those qualities that make the Town a special place to live and work.

This Plan is to be used to guide the development of Town ordinances and policies. In particular, Wisconsin's Comprehensive Planning Law (WI Statute 66.1001) requires that beginning on January 1, 2010, certain actions related to zoning and land-use regulation be consistent with an adopted Comprehensive Plan. The Plan and the associated ordinances and policies are to be used in conjunction with applicable Dane County ordinances, Wisconsin statutes, and federal laws.

The Town has a long history of land-use planning. The Town's first land-use Plan was adopted in the late 1970s. The primary issue then was preserving valuable agricultural land. In 1984, the Plan underwent its first revision. In 1993, the Plan was revised again to better address problems such as conflicting land uses, loss of valuable farmland, loss of natural character and green space, and mounting infrastructure costs associated with growth. A further revision to the Plan was approved in 2012. At that time the Town added a Transfer of Development Rights Policy. The current Town of Mazomanie Comprehensive Plan is intended to update and replace the Town's 2012 Plan. This Plan, as well as other pertinent information can be found at the Town's website at <http://townofmazomanie.org/>.

### 1.2 Definitions

**Contiguous** – a parcel of land is contiguous if all parts under the same ownership are adjacent along a boundary, or at a point (corner to corner). Land under common ownership that is divided by a stream, public right-of-way, zoning district boundary, or survey line is considered contiguous.

**Driveway** – “driveway” is defined to mean private driveway, road, field road or other means of travel through any part of a private parcel of land which connects or will connect with any public road.

**Density** – the amount of non-farm residential development allowed, in relation to the total area owned. The density limit of the Plan is expressed as one “potential development right” per 40 acres.

**Floodplain** – land adjacent to a body of water which has been, or may be hereafter, covered by flood water (as delineated on official floodplain maps).

**Land of Agricultural Significance** – land that is of sufficient quality to be preserved for agricultural use, as determined by the Town Planning Committee's evaluation of size, productivity, slope, crop history, shape and accessibility.

**Lot** – a parcel of land occupied or intended to be occupied by a building and its accessory buildings and uses. A lot may be a parcel designated in a plat, a certified survey map, or described in a record in the office of Register of Deeds.

**Ownership Parcel** – a contiguous and discrete tract of land, all under the same ownership and on public record. An ownership parcel is distinct from a zoning parcel, and is not affected by zoning district boundaries.

**Potential Development Right** – an allowance for possible construction of a home on a parcel of land, based on density requirements. Note that all other requirements of this Plan must also be met for residential development on the parcel to be approved.

**Riverway Compliance Area** – area within the boundaries of the Lower Wisconsin State Riverway. Development or proposed land use (such as timber harvesting) in this area may require special permits issued by the Lower Wisconsin State Riverway Board.

**Shall and Should** – “shall” means the provision is mandatory for compliance; “should” means the provision is desirable as a good practice.

**Slope** – the slant or inclination of the ground expressed as a percentage of the vertical rise divided by the horizontal length. Thus, a 40 % slope is one that rises 40 vertical feet over a distance of 100 horizontal feet.

**Transfer of Development Rights (TDR)** – a voluntary program that allows a transfer of a development right or “split” from one parcel of land to another, allowing Town residents to use their development rights. Details of the program are found in Section 10.2 of this Plan.

**Wetlands** – land areas characterized by high water table, the presence of surface water at any time during the year, predominantly organic soils, and aquatic vegetation. Determination of wetland areas will be based on maps prepared by the Wisconsin Department of Natural Resources (WDNR) or by observation of the characteristics listed above.

## **2. Issues and Opportunities**

### **2.1 Background Information**

The Town of Mazomanie lies in the northwest corner of Dane County, about 30 miles from Madison’s west side, with the Wisconsin River forming the Town’s northern boundary. The Town abuts the Towns of Roxbury and Berry to the east and the Town of Black Earth to the south. The Town is adjacent to Iowa County to the west and Sauk County to the north. Situated within southwestern Wisconsin’s driftless zone – an area that was bypassed by glaciers during the Ice Age – the Town of Mazomanie has a diverse landscape. Steeply eroded bluffs with exposed bedrock outcroppings occur in the Town’s eastern and southern portions, particularly south of the Village. In the eastern part of the Town, there are major valleys between ridge formations, most notably Dunlap Hollow. Elevations of some of these ridgetops are over 1,100 feet. The northern part of the Town lies in the lower terrace of the Wisconsin River and contains sand barrens, wetlands, and scrub forest. The approximate elevation along the Wisconsin River is 730 feet.

Agriculture is the most prominent land use in the Town. As with other adjoining towns, both the number of cropland acres and the number of farms within the Town are shrinking over time. In 2005, land for agriculture use covered approximately 42% of the Town’s land area, down from 56% in 2000. Similarly, the number of active dairy farms has decreased from 56 in 1990 to 0 in 2011. Today, farms in the Town

are primarily cropping enterprises, livestock operations, or both. Retaining as much of the remaining agricultural land within the Town as possible will continue to enhance its rural character.

Soil suitability is a key factor in determining the best and most cost-effective locations for new development. Problems on certain soils that limit development and require extra planning and due diligence include slumping, poor drainage, erosion, steep slopes, and high water tables. The soils in the Town of Mazomanie, as defined by the United States Department of Agriculture, are of two major types: The *Meridian-Grandby-Dickinson* association and The *Elkmound-Stony* and *Rockyland-Dunbarton* association.

**Population Data**

According to U.S. Census data, the Town of Mazomanie population fell from 1185 residents in 2000 to 1090 residents in 2010, representing an 8% decrease. Surrounding municipalities continued to grow during this period. Dane County as a whole grew by about 14.4% during this time. Actual future populations will depend on market conditions, attitudes toward growth, and development regulations.

The table below shows trends in the Town of Mazomanie as of 2012 and compares these trends with Dane County and the state of Wisconsin. With prolonged life expectancy and a trend toward declining birth rates, the median age will likely continue to rise over the planning period.

**Demographic Statistics**

Source: U.S. Census Bureau, American Community Survey 2008-2012

	<b>Town of Mazomanie</b>	<b>Dane County</b>	<b>Wisconsin</b>
<b>Age and Gender</b>			
Median Age	45.3	34.4	38.5
% under 18	25	25.6	26.2
% over 65	36.9	10.4	13.8
% female	50.4	50.5	50.3
<b>Household Characteristics</b>			
Total Housing Units	460	216,027	2,630,401
owner occupied housing units	414	204,008	2,279,768
% owner occupied housing units	81.6	60.1	68.5
% single-person household	16.9	31.3	28.6
% with householder age 65 and over	18.4	19.8	21.9
% families in poverty status	9.5	6.3	8.4
% Individuals in poverty status	4.4	12.3	12.5
<b>Economic and Labor Force Characteristics</b>			
Median household income	\$77,917	\$61,790	\$52,627
% high school graduate or higher	91	94.7	90.2
% bachelor's degree or higher	28.8	45.8	26.4
% in labor force	75.6	74.0	68.5
% persons unemployed	5.6	5.5	7.5

## **2.2 Assumptions about the Future**

The policies of this Plan may stay the same or be modified in the future depending on which of the following circumstances occur:

1. The population and the number of housing units in the Town continue to grow as they have over the past 25 years, by about ten residents and four to five homes per year.
2. Residents of the Town of Mazomanie continue to strongly support preserving and protecting the scenic beauty, the quality of the environment, and a diversity of agricultural opportunities.
3. Major transportation corridors continue to be Highway 14 east to Madison, Highway 19 east to Waunakee, and Highway 78 north to Sauk City.
4. Residential development in the Town of Mazomanie may increase as the population of Dane County continues to grow. Increased demand may come from expansion in the nearby villages of Mazomanie and Black Earth along with continuing residential and commercial growth to the east in the Towns of Cross Plains, Black Earth, and Berry.
5. Larger economic trends such as increasing costs for energy and transportation may temper the increased demand for residential development and may influence the demographic makeup of the Town. Changes in the agricultural economy may also affect the value of land in the Town for agricultural use as opposed to residential development.
6. Rapid technological changes may continue to support more work at home.

## **2.3 Goals**

Since the first Town of Mazomanie land-use Plan was adopted in 1979, the Town's residents have consistently endorsed a vision of allowing controlled, low-density residential development while preserving the qualities that make this Town so attractive. In support of this vision, we have formulated the following specific goals:

- 1. Preserve agricultural opportunities**
- 2. Protect the Town's natural resources**
- 3. Maintain and enhance the Town's rural character**
- 4. Preserve and protect the Town's environment**

These goals are further detailed below.

### **Goal 1: Preserve agricultural opportunities**

The rural character of our Town is strongly linked to agriculture. We want to encourage actions and policies that help farmers pursue their agricultural activities, consistent with the other objectives of this Plan. The objectives and policies of the Town of Mazomanie with respect to agriculture are detailed in Section 6 Agricultural Resources.

### **Goal 2: Protect the Town's natural resources**

Understanding the relationship between the Town of Mazomanie and its natural features suggests possible locational advantages for particular land uses. It is also essential to understand the location of environmentally sensitive areas where development is not appropriate. This will prevent severe developmental or environmental problems that may be difficult or costly to correct in the future. Maintaining natural features also enhances the Town's visual attractiveness. The objectives and policies

of the Town of Mazomanie with respect to natural resources are detailed in Section 7 Natural Resources.

**Goal 3: Maintain and enhance the Town’s rural character**

The present rural character of the Town of Mazomanie includes large areas of open space including wetlands, woodlands, croplands, meadows, pastures, and other undeveloped land. There are sweeping vistas of the surrounding countryside from the hills, valleys, and ridgetops. Traffic on the rural roads is light, and the number of driveways per mile of road is low.

Another important part of the rural character of our Town is the sense of community that exists among the residents. People know each other, many are long-time residents, and many work in the area. We encourage residents to become active participants of this community. Therefore we encourage opportunities that allow for working and living within the Town.

**The objectives of the Town of Mazomanie with respect to maintaining and enhancing the Town’s rural character are:**

1. Limit the density of new residential development.
2. Encourage design and location of structures that are compatible with their natural surroundings.
3. Encourage opportunities for residents to make a living within the Town.
4. Continue to provide only limited public services required for a rural area.

The Town’s policies in support of these objectives are described in Section 5 Utilities and Community Facilities, Section 9 Economic Development, and Section 10 Land Use.

**Goal 4: Preserve and protect the Town’s environment**

The natural environment in the Town of Mazomanie is an irreplaceable resource. Some of its important features are surface water and groundwater, steep slopes, wetlands and floodplains, woodlands, and prairies. Protection of these natural features and their natural beauty is important when considering development in the Town.

The objectives and policies of the Town of Mazomanie with respect to protection of the environment and preservation of natural beauty are described in Section 7 Natural Resources.

### **3. Housing**

In 1990, there were 407 housing units in the Town. The housing stock was predominately single-family detached homes. According to the 2010 census there were 478 housing units. Single-family dwellings remain the predominate type of house in the Town of Mazomanie. On average, the Town added 3.5 new housing units a year during the last 20 years. There are 42 mobile home units in the Town, with 40 of those located in the RioValley Manufactured Home Park on County Hwy Y.

In 2010, the Town of Mazomanie had a fairly high occupancy rate of 91.4%, with 5.4% of the houses in the Town for seasonal/occasional use. There is no current housing value information available for the Town, but in 2010 the median price for a single-family home in Dane County was \$224,000. That number fell to \$219,000 in 2011.

According to the Wisconsin Housing and Economic Development Authority (WHEDA), there are no federally subsidized low-income housing units in the Town of Mazomanie, and there are currently no special-needs or assisted-living facilities located in the Town. Special-needs housing is available in the Villages of Black Earth, Cross Plains, and Mount Horeb.

## **4. Transportation**

Two U.S. Highways (USH), USH 14 and USH 12, serve the Town of Mazomanie. Both serve as principal arterial roads and are designed to keep traffic flowing smoothly through the region. USH 12 does not pass through the Town, but it does run near its extreme northeast corner. In Dane County, USH 12 has expanded from two lanes to four lanes from Middleton to Sauk County. USH 14 is a two-lane highway running through the Town's southern portion, and serves as the main route between the Village of Mazomanie and Madison. Traffic volumes along USH 14 increased during the 1990s. A section of this road, near the intersection of Highway 78, was reconstructed during the early part of the 2000s, adding turn lanes and altering the course of Highway 78 at the intersection with USH 14.

The Town is also served by two state trunk highways (STH). STH 78 runs north/south through the eastern part of the Town, connecting residents to USH 12 and Sauk City to the north. STH 19 runs parallel to the Halfway Prairie Creek in the eastern part of the Town, and connects residents to USH 12 and Springfield Corners to the east.

County Trunk Highways (CTH) Y and KP serve as major traffic collectors from rural lands, and distribute the traffic to the larger system. CTH Y runs north/south through the middle of the Town and CTH KP runs along Black Earth Creek in the southern part of the Town.

Town roads complement this major roadway network and provide access to many of the Town's farms and residences. Prominent roads include Hudson, Racek, Beckman, Amenda, Mathewson, Carter, Wilkinson, and Dunlap Hollow. Roads are evaluated annually to determine maintenance and construction needs. In 2014, the budget for road construction was \$64,000.

There are no airports located in the Town of Mazomanie.

There are two rail lines that pass through the Town, both operated by the Wisconsin and Southern Railroad. One line runs east/west through the Town and provides a connection between the Village of Mazomanie and Madison. The other line runs north from the Village towards Sauk City. At the present time, this rail line is not in operation and the rail bridge over the Wisconsin River is closed.

The Town does not have a locally designated bicycle route system. However, bicyclists use Town roadways that are lightly traveled and very scenic. STH 78 and CTH KP both have paved shoulders to accommodate bicyclists.

Future road expenditures in the Town may be affected by the following types of traffic:

1. Increased traffic on Town roads because of more homes in the Town and more miles driven per person.
2. Wear and tear on roads from heavy construction traffic associated with development in the Town.
3. Wear and tear on roads from heavy commercial and agricultural traffic.

The natural beauty and rural character of the Town attract many visitors who enjoy using the local roads. We welcome visitors, and encourage them to use our roads in a legal and respectful manner. Likewise, we encourage residents to be respectful toward visitors.

**The objective of the Town of Mazomanie with respect to transportation is:**

Balance the need for safe and adequate transportation corridors with the desire for maintaining the natural beauty and rural character of the Town.

**In support of this objective, our policies are as follows:**

1. Widening or other alteration of roadways shall be avoided unless necessary for safe passage of traffic.
2. Development that would require new Town roads, except where advisable to address rural character or other objectives of this Plan, shall be discouraged.
3. The Town may impose special weight limits on Town roads during the spring-thaw period.
4. In the case of organized events that make use of our roads (such as road rallies and bicycle events), we expect event organizers to coordinate with Town officials and residents to minimize conflicts and to comply with applicable ordinances.
5. The Town provides financial support for the accessible bussing and other services currently provided by Northwest Dane Senior Services, and anticipates continuing this support in the future.

## **5. Utilities and Community Facilities**

The Town of Mazomanie is a rural community that provides limited public services, utilities and community facilities. We anticipate that this will remain the case for the foreseeable future.

Currently Town facilities include the Town Hall and Town Garage, which are located in the Village of Mazomanie at 711 West Hudson Street. The Town Hall building and garage are meeting current space needs.

The Town of Mazomanie does not provide municipal water or sewer service to its residents. Most households obtain water from private wells, and wastewater disposal through private septic systems.

There is one telecommunication tower located in the Town of Mazomanie. In recent years, the northwestern part of Dane County has experienced an increase in demand for tower siting – especially along the USH 12 corridor – as more and more companies seek to provide cellular phone and data service.

The Dane County Sheriff's Department serves as the primary law enforcement agency to Town residents. The patrol officer serving the Town of Mazomanie is stationed at a dispatch office in the Town of Middleton.

The volunteer Black Earth Joint Fire Department provides service to residents in the Towns of Mazomanie and Black Earth. The fire station is located in Black Earth. In addition, the Town contracts with the Sauk City Fire Department for fire protection service to residents in the northern part of the Town. Emergency medical services are provided by the District 1 EMS, located in the Village of Mazomanie.

Town residents are served by the Mazomanie Free Library located within the Village of Mazomanie, on Brodhead Street. This library is part of the South Central Library System serving Columbia, Dane, Green, and Sauk Counties.

Residents that are 60 and older are served by North West Dane Senior Services, located in Black Earth. Services provided include exercise and wellness classes, social activities, assistance with finding home helpers, nutritional meals (both at the site and delivered), inexpensive transportation to activities, scheduling of rides to appointments, and case management.

Most Town residents are served by the Wisconsin Heights School District. One of the District's elementary schools is located in the Village of Mazomanie, with the other one in Black Earth. The District's high school and middle school are located along USH 14 in the Town of Black Earth. The District's total enrollment in 1999-2000 was 965 students, which represents a 2.4% average annual increase for that decade. In 2012, there were 777 students in the District, representing an almost 20% decline since 2000. A few residents in the northern portion of the Town are served by the Sauk Prairie School District. No schools in this District are located in the Town of Mazomanie.

Wolf Run, a two-mile, multi-use recreational trail, located mostly within the Town, connects the Village of Mazomanie with Wisconsin Heights High School. It is the first link of a regional trail network to connect Mazomanie to both Middleton and Devil's Lake State Park. The trail has been developed with the cooperation of many local residents and state agencies.

There are also three county park facilities located in the Town of Mazomanie. The 312-acre Walking Iron County Park is located just west of the Village of Mazomanie and provides hiking, horseback riding, and winter snowmobile trails. The park also has a picnic area. There is a 1000-acre area, called the Walking Iron Wildlife Area, located off CTH Y and bordered by Walking Iron Park, CTH Y and DNR-owned lands. Halfway Prairie County Park is located in the southeastern portion of the Town on STH 19, and has a historic schoolhouse, play area and picnic grounds.

The Town owns and maintains a boat landing on the Wisconsin River, along CTH Y, called Alder's landing.

State-owned recreation facilities in the Town include the Mazomanie and Blackhawk Units of the Lower Wisconsin State Riverway. The 800-acre Blackhawk Unit, located in the northeastern portion of the Town along STH 78, is open for hiking, cross-country skiing, bird watching, and horseback riding.

**The objective of the Town of Mazomanie with respect to utilities and community facilities is:**

Maintain the rural character of our community by providing only limited public services, utilities, and community facilities.

**In support of this objective, our policies are as follows:**

1. Continue providing only limited services required for a rural area.
2. Avoid any substantial expenditure of public funds and incurrence of municipal debt for construction or provision of municipal improvements and services usually associated with urban development. Since a major goal of the Town is to remain rural, urban services will not be needed. Also, it is well established that development leads to higher demand for urban services, and thus, higher taxes.

3. Continue the policy of not providing public trash collection services and leaving responsibility for trash disposal with individual Town residents. Disposal of trash and recyclables may be done at the Transfer Site east of the Village of Mazomanie or by use of private collection services.
4. Consider the goals, objectives, and policies of the Plan, as well as the general welfare of all residents when evaluating any new Town services. It is difficult to anticipate future service needs; however, this policy allows some flexibility as long as the general welfare and Plan impacts are considered in the deliberation.

## **6. Agricultural Resources**

The section comprises part of the Agricultural, Natural, and Cultural Resources element required by the State of Wisconsin Comprehensive Planning statute.

The rural character of our Town is strongly linked to agriculture. While the number of full-time, larger farms in the Town has been decreasing, we still consider ourselves an agriculture-based community. The state provides tax support to landowners in towns such as Mazomanie, where policies are in place to protect agricultural land, through the A-1 Ag Exclusive zoning designation. We recognize that many Town residents are farming part-time and that farming is not just an economic pursuit, but a lifestyle.

The continued viability of some of our farms depends on an adequate availability of cropland to rent. Therefore, we support policies concerning residential development that maximize the agricultural land that is available for farmers to rent.

We also recognize the significant potential of a broad spectrum of agricultural activities. For example, the Town is ideally located for production and direct marketing of agricultural products to urban and suburban Madison residents.

### **The objectives of the Town of Mazomanie with respect to agriculture are:**

1. Preserve productive farmlands for continued agricultural use.
2. Protect existing farm operations from restrictions arising from incompatible land uses and activities, such as locating a new house near a barnyard.
3. Support agriculture as a major economic activity within the Town.
4. Support the preservation of the family farm as a viable economic unit as well as a desirable way of life.

### **In support of these objectives, our policies are as follows:**

#### **6.1 Preservation**

The preservation of land of agricultural significance for continued use as farmland, and regulation of use for non-farm development is of primary importance. While land in the Town may not be as productive for commodity farming as other areas of Dane County, it is important to local agricultural operations and should be preserved. In some cases, the Town may allow new residential construction on land where the loss of agricultural opportunities is kept to a minimum.

## **6.2 Cooperation**

The Town cooperates with other units of government in any program that encourages the continued use of land for agricultural opportunities. (The Town cooperates in making farmers eligible for tax credits under the State Farmland Preservation Program through this Plan and Exclusive Agriculture Zoning.)

## **6.3 Protection**

The Town protects existing farm operations from restrictions on noise, odor, and the keeping of animals associated with farm operations. The Town Board requires review of any heavy concentration of livestock, such as a large feedlot, to prevent environmental damage. Only those ordinances and restrictions that are required for health and safety shall be applicable in farmland preservation areas. This policy recognizes that often new non-farm residents who are unfamiliar with farm operations may desire unrealistic controls or conditions of farm activities.

## **6.4 Additional Residence**

The Town considers an additional, separate residence for parents or children of the farm operator if the conditional use standards of the A-1 Ag Exclusive Zoning District are met.

# **7. Natural Resources**

This section comprises part of the Agricultural, Natural, and Cultural Resources element required by the State Comprehensive Planning statute.

The citizens of the Town of Mazomanie place great importance on conservation of natural resources. Two of the four primary goals of the Plan are concerned with this subject: Protect the Town's natural resources and Preserve and protect the Town's environment. The extensive wildlife and natural areas along the Wisconsin River, adjacent woodlands, hillsides, and isolated valleys, in combination with relatively little development in much of the Town, provide valuable resources unique in Dane County.

We recognize that the diversity of plant and animal species is an important environmental value and we appreciate the importance and scarcity of native plant communities. We understand the value of large tracts of undeveloped land to wildlife. We encourage development proposals that enhance, sustain, and protect ecologically significant native plant communities and wildlife habitat.

The natural beauty of the Town is dependent on many of the same qualities that contribute to its rural character. The visual richness of the terrain stems from a diverse natural environment with wetlands, woodlands, prairies, and meadows. This natural beauty also depends on large areas of open space, with beautiful views of the surrounding countryside, uninterrupted as much as possible by buildings or other structures. We consider preservation of this natural beauty when evaluating development proposals.

### **The objectives of the Town of Mazomanie with respect to resource protection are:**

1. Recognize and respect the natural environment as an irreplaceable resource.
2. Protect and improve the quality of surface and groundwater within the Town, including protection of floodplains and wetlands.
3. Encourage the use of soil conservation practices in farming operations, woodland management, and in any development of the Town.

4. Encourage residents to be good stewards of the land, and encourage them to manage and preserve woodlands, wetlands, and prairies as an economic land use, an environmental protection area, and a means of preserving the natural beauty of the Town.
5. Encourage sensitivity to native plant communities.
6. Recognize the dangers of invasive plants and to consider policies that help reduce their spread.

**The objectives of the Town of Mazomanie with respect to preserving and protecting the Town's environment are:**

1. Carefully review every development proposal to ensure that the resources which make the Town attractive are not destroyed in the process.
2. Ensure that any public land acquisition and use conform to the goals, objectives and policies of this Plan.
3. Establish procedures with public agencies seeking to acquire land within the Town which assure prior input from both Town officials and citizens. Maintain contact with public agencies owning land in the Town, keeping each other informed of current and proposed plans for acquisition, as well as ultimate use of such land.

**In support of these objectives, the Town has adopted the following policies:**

**7.1 Floodplains and Wetlands**

Current zoning and sanitary requirements largely preclude development in floodplains and wetlands. These areas are retained as essential components of the hydrologic system, for their value as wildlife habitat, for focal points of natural beauty, and to avoid expensive future drainage and flooding problems.

**7.2 Erosion Control**

The Town of Mazomanie relies on and follows the Dane County requirements for erosion control. Check with the Dane County Water Resource Engineering Division at 608-224-3730 or view their website at [http://lwr.danecountyofdane.com/wred/Permitting/erosion\\_control.aspx](http://lwr.danecountyofdane.com/wred/Permitting/erosion_control.aspx) for the latest regulations.

As of August 2014 **Erosion Control Permits** are required for any of the following:

- Disturbing or grading more than 4,000 square feet of land
- Excavating and/or filling more than 400 cubic yards of material
- Disturbing more than 100 lineal feet of road ditch or existing channel
- Creating a new public or private road or access drive longer than 125 feet
- Recording a subdivision plat
- Any other land-disturbing activity (even if less than 4,000 square feet) that the local approval authority determines to have a high risk of soil erosion or water pollution, or that may significantly impact a lake, stream, or wetland area
- Any land-disturbing activity in the shoreland zone.

The Shoreland Zone includes all lands which are within:

- 1000 feet from the ordinary high-water mark (OHWM) of navigable lakes, ponds, or flowages

- 300 feet of the ordinary high-water mark (OHWM) or landward side of the floodplain of the navigable reaches of rivers and streams
- 75 feet of the shoreland or inland wetland district

If you believe that your project falls within the Shoreland Zone, contact the Zoning Division (608-266-4266) to determine if a Shoreland Zoning Permit or a Shoreland Mitigation Permit is required. This process needs to be completed prior to applying for a Shoreland Erosion Control Permit.

**A Stormwater Management Permit**

([http://lwr.d.countyofdane.com/wred/Permitting/stormwater\\_management.aspx](http://lwr.d.countyofdane.com/wred/Permitting/stormwater_management.aspx)) is required to permanently manage runoff from the site after construction is complete for any of the following:

- Any development after August 22, 2001 that results in the cumulative addition of 20,000 square feet of impervious surface to the site
- Recording a subdivision plat
- Recording a certified survey map intended for commercial or industrial use
- Redeveloping more than 4,000 square feet of an existing commercial, industrial, institutional, or multi-family use site
- Other activities that the local approval authority determines may significantly increase runoff, flooding, soil erosion, water pollution or property damage, or significantly impact a lake, stream, or wetland area.

Under some conditions, the Town Board may require an engineer’s erosion control plan. If the Town Board or the Building Inspector determines that the erosion control plan is not being followed, a stop work order will be issued by the Town of Mazomanie.

**7.3 Woodland and Grassland Habitat**

Every effort will be made to protect quality woodlands and prairies from unnecessary destruction when deciding land-use changes. The Town encourages:

- Management practices that promote diverse and sustainable plant and wildlife resources
- The use of woodlands and prairie habitats as erosion control measures on hillsides or in waterways
- Protection of native trees and grasslands in any development proposal
- Responsible use of pesticides, including proper application and disposal procedures

**7.4 Steep Slopes, Hilltops, and Ridgetops**

Slopes between 12% and 20% grade generally present challenges for site development. Slopes that exceed a 20% grade are not recommended as development sites. However, the Town Plan Commission and the Town Board will still consider the practicality of such sites, but may impose additional requirements not set forth in this Plan.

Large structures on hilltop and ridgetop areas tend to be visually prominent, especially if not blended with the area’s rural character in terms of color, material, or style. Mitigating the visual impacts of ridgetop development in Mazomanie is a key component of this Plan. Hilltop and ridgetop areas are not recommended as development sites. However, the Town Plan Commission and the Town Board will still consider the practicality of such sites, but may impose additional requirements not set forth in this Plan.

## **7.5 Lower Wisconsin State Riverway Land**

Much of the northern half of the Town of Mazomanie lies within the Lower Wisconsin State Riverway, which was established in 1989 to protect and preserve the scenic beauty and natural character of the lower Wisconsin River valley. Property owners within State Riverway areas must follow certain aesthetic protection guidelines. These guidelines, along with a required permitting process, regulate:

1. Residential development and accessory structures (e.g., walkways, boat shelters) within view of the Wisconsin River. Included are performance standards designed to minimize the visual impact of the development when viewed from the river. These standards include vegetation screening, earth-tone colors for buildings, limited amount of glass or reflective material, height restrictions, and erosion control practices.
2. The removal of vegetation or timber harvesting along the River and in the Bluff Zone, a 200-foot wide strip of land on the top of visible bluffs. In these areas, only selective harvesting is allowed. There are also restrictions on road building and harvest times in these areas.

There are certain prohibited activities in the State Riverway area, including the storage or disposal of junk or solid waste, mining or quarrying on lands visible from the river, construction of private roads, and placement of signs. Landowners within the designated Riverway area must contact the Lower Wisconsin State Riverway Executive Director (1-800-221-3792, <http://lwr.state.wi.us/>) to determine if a permit is necessary before initiating any development or other activities regulated by the Riverway statutes. Agricultural activities are not subject to State Riverway regulations.

## **7.6 Dumping**

The Town opposes open dumping and littering which detract from the appearance of the Town and constitute violations of state and county laws. The Town encourages proper disposal and recycling at the Transfer Site east of Mazomanie or through a private hauler.

## **7.7 Lighting**

The Town wishes to ensure that residents achieve reasonable lighting objectives without unduly detracting from the Town's rural character and natural beauty. Residents are encouraged to use shielded exterior lighting or dark-sky compliant lighting whenever possible.

## **7.8 Signs**

The Town of Mazomanie relies on Dane County Ordinances for signage in the Town. See Chapter 10: Zoning, SubChapter II Sign Regulations at <http://danedocs.countyofdane.com/webdocs/pdf/ordinances/ord010.pdf>

# **8. Cultural Resources**

This section comprises part of the Agricultural, Natural, and Cultural Resources element required by the State Comprehensive Planning statute.

Preservation of the Town of Mazomanie's historic and cultural resources fosters a sense of pride, improves quality of life, provides an important feeling of social and cultural continuity, and contributes to the community's rural character. These features should be preserved to the greatest extent possible.

This Plan advises that the Town make a specific request to the State Historical Society for more detailed information when a specific development proposal is offered on land in an area where there is a known archaeological site. The State of Wisconsin operates a tax exemption program for owners of archaeological sites listed in the National or State Register of Historic Places [see Wis. Stats. 70.11 (13m)]. A landowner who agrees to place a permanent protective covenant on the site area in the property deed may obtain a property tax exemption. The intent of the program is not to prevent all use of the property containing a site, but to encourage land-use planning that protects our archaeological heritage.

**The objectives of the Town of Mazomanie with respect to cultural resources are:**

1. Promote the preservation of the Town’s agricultural, cultural, historic, and archaeological resources that celebrate the community’s pre-settlement and early settlement periods.
2. Preserve large blocks of woodlands, hunting lands, wetlands, viewsheds, and open space that contribute to the Town’s rural landscape.
3. Protect the Town’s narrow and winding roads that contribute to its scenic quality.

**In support of these objectives, the Town has adopted the following policies:**

1. Encourage private landowners to protect and, if necessary, rehabilitate identified cultural, historical and archaeological resources when specific sites are proposed for development.
2. Support local festivals, fairs, farm tours or breakfasts, and markets that celebrate the Town’s heritage and rural way of life.
3. Work with Dane County and the Lower Wisconsin State Riverway Board to establish standards for siting and constructing telecommunication towers in the Town.
4. Consider the designation of one or more “Rustic Roads” in the Town.

## **9. Economic Development**

Most Town of Mazomanie residents either farm or work in a nearby community. The Town supports farm or farm-related businesses as well as home-based businesses. These small businesses contribute to local employment opportunities, bring money into the local economy, and help reduce regional traffic congestion that results from commuting to urban centers. The diversity of self-employed residents is also a significant component of the Town’s rural character.

Commercial development is a very limited use in the Town. Future commercial uses are planned to include only small-scale, incidental uses that are compatible with the existing rural character of the Town. Commercial uses of any significance should be located in the Village of Mazomanie’s Urban Service Area and be served by public sewer and water. In the long term, the Town should work cooperatively with the Village of Mazomanie on a joint economic development effort. Some unincorporated lands presently in the Town, but adjacent to the Village and suitable for commercial or industrial development, could become a source of shared tax revenue if a cooperative plan between the two jurisdictions is achieved.

### **Non-metallic Mineral Extraction Facilities**

The Town will likely receive requests for new or expanded extraction sites during the time of this Plan. There are limited areas in the Town of Mazomanie used for non-metallic mineral extraction (e.g., gravel

pits, sand quarries). Such uses may be appropriate provided that they are properly sited, and reclaimed after use following state and county rules. Extraction activities are not generally compatible with residential uses and should be directed away from clusters of home sites or planned residential areas. Non-metallic mineral extraction activities are prohibited in the Lower Wisconsin State Riverway if they are visible during leaf-on conditions. Non-metallic mineral extraction is regulated by a Town of Mazomanie Ordinance, and a permit request must be submitted to the Town along with all project descriptions, site/operation plans, and reclamation plans required by Dane County Planning and Development Department. When reviewing these types of applications, the Town will require the same restrictions as required by Dane County. In addition to county regulations, the Town may require other restrictions if deemed appropriate for the site or situation.

**The objectives of the Town of Mazomanie with respect to economic development are:**

1. Focus economic development efforts on farming, farm-related businesses, and home occupations in the Town.
2. Limit non-agricultural economic development efforts in the Town.
3. Promote low-impact recreational development along the Town's riverfront area (as long as it complies with the Lower Wisconsin State Riverway regulations).

**In support of these objectives, the Town has adopted the following policies:**

1. Support the establishment of home occupations as defined by the Dane County Zoning Ordinance {10.01(25)}, which do not require local review or rezoning, but do require a certificate of compliance from the County Zoning Administrator.
2. Direct significant commercial uses to the Village of Mazomanie where appropriate locations and services are available.
3. Limit non-agricultural commercial uses to small contractors, home-based businesses, vehicle storage, and limited outside storage of materials in the Town. Rezoning for such uses in the Town will be considered if the following criteria are met:
  - a. Compatible with the rural character and natural beauty of the Town.
  - b. Minimal conflict with neighbors.
  - c. Uses minimal or no productive agricultural land and the minimum land area to accommodate the use.

## **10. Land Use**

The Town's land-use policies are intended to achieve our four primary goals:

1. Preserve agricultural opportunities
2. Protect the Town's natural resources
3. Maintain and enhance the Town's rural character
4. Preserve and protect the Town's environment

Policies related to other elements such as Transportation, Agricultural Resources, Natural Resources, Cultural Resources, and Economic Development also have a bearing on land use. The Town applies all applicable Town Plan objectives and policies in making any land-use decisions. There may be some situations where unique circumstances are not specifically addressed by these policies. In such cases,

the Plan Commission and the Town Board use their best judgment to arrive at a resolution that is consistent with the goals of the Plan. We work with the individuals involved to meet the goals of the property owner as well as those of the Town.

### **10.1 Density**

The Town of Mazomanie has adopted a 1:40 acre density policy, which allows one potential development right per 40 acres owned as of March 29, 1979. The number of potential development rights associated with a property runs with the land; potential development rights are neither created nor destroyed when land is divided or transferred.

The development of homesites (splits) by a single owner is limited to no more than four in a five-year period. The number of potential development rights is calculated as follows:

1. Determine the total number of contiguous acres zoned A-1 Ag Exclusive and under the control of one owner as of March 29, 1979. Divide this total number of contiguous acres by 40. If the result is a whole number, the owner is allowed a number of potential development rights equal to that whole number. If the result is a whole number plus a fraction, the owner is allowed a number of potential development rights equal to the whole number plus an additional potential development right if the remaining fraction equals or exceeds  $\frac{1}{2}$ . If the result is a whole number plus a fraction less than  $\frac{1}{2}$ , the owner is allowed potential development rights equal to the whole number only.
2. Acreage calculations are based on the 1979 assessor's tax roll on file with the Town Clerk, unless other precise evidence acceptable to the Plan Commission and the Town Board modifies the tax roll figures. For the purposes of this calculation, the total number of contiguous acres includes lands located within a public road right-of-way. Note that Dane County Planning and Development Department currently does not include road right-of-way in their density studies. In some cases this discrepancy may lead to errors in the County calculation of potential development rights.
3. This density policy applies regardless of the zoning district of the property.
4. This policy does not require a minimum 40-acre lot size for each residence.
5. One house per ownership parcel, legally habitable, with a fire number assigned and zoned A-1 Ag Exclusive as of March 29, 1979, is "grandfathered" and is not considered when calculating the number of potential development rights.
6. Ownership parcels of less than 4 acres zoned A-1 Ag Exclusive as of March 29, 1979, with no residence, are considered "grandfathered" and are allowed one potential development right.
7. Parcels that were not zoned A-1 Ag Exclusive as of March 29, 1979, even if they are contiguous and under the same ownership, are not considered when calculating the number of potential development rights. The number of potential development rights for such parcels is determined by the density policy, as if they were separate ownership parcels.
8. In situations where there has been no formal recording of the allocation of potential development rights when land has been divided, it is up to the past and current owners of the land to reach agreement in writing before bringing a proposal before the Town Board. In the absence of a written agreement, the Town Board and Plan Commission allocate potential development rights in proportion to the number of acres in each parcel. In no case shall the

total number of potential development rights exceed that determined based on the March 29, 1979 acreage as described above.

9. No development will be allowed in the Town without first having a “density study” done by Dane County Zoning. A density study will review the historical rights to housing development on a parcel and make a determination as to whether or not such a right exists. If a property owner disputes the finding of Dane County, s/he may petition the Town Board to investigate the matter further and to make a case for an alternative solution. A “development right” also known as a “split” does not automatically confer the right to build on a given parcel. All other stipulations of this plan must also be adhered to in order for a building permit to be issued.
10. No multi-family, multi-unit dwellings are allowed. Duplexes are the only exception and are allowed if all other site criteria are met. A duplex requires two potential development rights. Dependency living arrangements (mother-in-law quarters) are allowed as provided for by Dane County ordinances.
11. In situations where a parcel may not be suitable for development, that parcel acreage is still used in calculating potential development rights, as long as all other conditions in this section are met.
12. Examples of calculation of potential development rights:
  - A 140-acre parcel, existing and zoned A-1 Ag Exclusive on March 29, 1979, is allowed four potential development rights (140 acres divided by 40 = 3.5. The remaining fraction is equal to  $\frac{1}{2}$  so the number of potential development rights is four.)
  - A 105-acre parcel, existing and zoned A-1 Ag Exclusive on March 29, 1979, is allowed three potential development rights (105 acres divided by 40 is 2 and a fraction great than  $\frac{1}{2}$  so the number of potential development rights is three.)
  - A 90-acre parcel, existing and zoned A-1 Ag Exclusive on March 29, 1979, is allowed two potential development rights (90 acres divided by 40 is 2 and a fraction less than  $\frac{1}{2}$  so the number of potential development rights is two).
  - A 4-acre parcel, existing and zoned A-1 Ag Exclusive with one existing residence as of March 29, 1979, is allowed one potential development right, in addition to the existing residence.
  - A 40-acre parcel, existing and zoned A-1 Ag Exclusive on March 29, 1979, that is all wetland, and therefore unsuitable for development still has one development right, which is eligible for transfer through the Town’s Transfer of Development Right (TDR) policy (see section 10.2).

Other restrictions may be imposed by pertinent state and county zoning regulations.

## **10.2 Transfer of Development Rights**

The Town of Mazomanie has developed a trial policy for Transfer of Development rights. The Policy will sunset two years after its passage and requires re-approval at that time. The goal of this policy is to give everyone who has one or more development rights the opportunity to use them. Transfers may be allowed between parcels that are under single ownership or between parcels owned by different parties.

Transfers of development rights (TDRs) within the Town of Mazomanie may be allowed if ALL of the following conditions are met:

1. The parcel(s) from which the development right(s) are proposed to be transferred must clearly have a sufficient number of development rights remaining to transfer under the Town's density policy.
2. The overall development density of the parcel to which the development right is to be transferred shall not, following the transfer, exceed one per five contiguous acres (the minimum building site is still two acres, excluding road right-of-way).
3. There is no limit to the number of development rights that can be transferred by one owner in a given time period. However, the Land Plan Commission and Town Board may place other restrictions on the transaction, including but not limited to, a cap on the number of development rights transferred to one location.
4. The proposed building site should meet all siting guidelines in Section 10 of this Plan.
5. Prior to the rezoning becoming effective, a deed restriction must be added to the deeds of all affected parcels (including appropriate March, 1979 parcels not directly included in the transfer), restricting further development to the extent that fair application of the density policy suggests.

The Town shall notify all owners of property adjacent to or across a public road from the parcel to which the rights are to be transferred, of any public Plan Commission, Town Board, or Dane County meetings where the proposal will be discussed and action taken.

### **10.3 Siting**

Non-farm residential development will be limited to areas that are not deemed essential to agricultural pursuits or the rural environment of the Town.

1. The site and the buildings should be located so they are compatible with the rural character and natural beauty of the Town. For example, buildings with simple lines and in sheltered locations are compatible with the traditional farmsteads typical of the Town. Buildings that are hidden from view, screened by trees and topography, and use roofing and siding materials that blend with the surrounding area tend to be compatible with the natural beauty.
2. The site must be evaluated for agricultural significance if development is proposed in open fields or meadows.
3. Buildings proposed in agriculturally significant fields will only be allowed if located on the edge or corner of a field.
4. Suitability for septic tank systems must be shown by test results from a state-certified soil tester.
5. Minimum lot size for rezoning is two acres, not including road right-of-way.
6. Building location should minimize loss of trees and require minimal grading.
7. The natural appearance of ridges, ridgetops, and ridge shoulders should be preserved to the maximum extent possible.
8. Dane County Ordinance 75.19 (6)(b) requires that each residential ownership parcel of less than 40 acres must front on a public road for at least 66 feet.

When property is being divided to create multiple home sites, it is often advantageous to place the houses relatively close to each other. With appropriate screening, such an arrangement can provide for shorter driveways and smaller total developed area, while preserving wider expanses of open, undeveloped land.

#### **10.4 Driveways**

The Town's interests in regulating driveways include ensuring safety for current and future owners, preventing excessive erosion, and minimizing visual impact. We encourage driveways that are short, with gentle slopes and minimal excavation.

1. Any person seeking to establish, construct, improve, modify, or rework a driveway which changes the existing topography of the land must get site plan approval from the Town Board.
2. Driveways must allow safe passage for emergency vehicles and stay within the maximum driveway grade of 12%. Driveway planning should take into account natural topography and erosion concerns, and minimize long, steep grades. Long-time residents understand that long, steep driveways can pose significant safety and maintenance problems. The Town Board will determine site specific requirements for turnout lanes, access easements, maintenance agreements, and other driveway design elements.
3. A shared driveway is usually preferable to multiple individual driveways for environmental or safety reasons.
4. Roads or driveways may be permitted to cross agricultural land to reach proposed non-farm development if minimal farmland is removed from production.
5. All driveways shall be constructed and maintained to meet the erosion protection requirements of Section 7.2. A driveway plan showing the location of the driveway, existing and final slopes, cuts, fills, and potential erosion problems must be submitted before a driveway permit will be issued. Under some conditions, the Town Board may require an engineer's erosion control plan.

#### **10.5 Future Land Use**

The intention of this Plan with regard to future land use is to maintain the rural character of the Town, with no concentrated commercial development or residential subdivisions.

### **11. Intergovernmental Cooperation**

As a primarily rural town, the Town of Mazomanie relies on cooperation with neighboring communities and governmental entities to provide essential services to residents. The Town cooperates with the Towns of Black Earth and Vermont and the Village of Mazomanie for road maintenance. There may be opportunities to expand this cooperation in the future, and possibly to work more closely with the Dane County Highway Department.

The Town relies on a number of Dane County ordinances to regulate land use in the Town, including those for zoning (including floodplain and shoreland/wetland zoning), land division, subdivisions, erosion control, and stormwater management.

The Village of Mazomanie is completely surrounded geographically by the Town of Mazomanie. Future expansion of the Village and plans of Town landowners (particularly within the area of extra-territorial jurisdiction) may require joint cooperation and planning between these municipalities.

The Town cooperates with many other local municipalities in relation to the school districts that serve our area.

The Town may collaborate in the future with regional governmental units and associations in land-use planning, including but not limited to:

1. Cooperating with Dane County agencies, the Wisconsin Department of Natural Resources, and the Lower Wisconsin State Riverway to protect natural areas and open space corridors.
2. Maintaining membership in the Wisconsin Town's Association to keep abreast of recent legislation and trends in other towns.
3. Participating in the Dane County Town's Association to promote the Town's interests and to maintain good relationships with the other towns in Dane County.
4. Working towards establishing boundary agreements with the Village of Mazomanie to have an organized method for handling annexations and development.

## **12. Implementation**

This comprehensive Plan has been developed as an integrated package, with each element of the Plan intended to contribute to meeting the goals of the Town.

The Plan Commission has the primary responsibility for implementing the Plan. However, the Town Board has the final say in all planning decisions. This Plan is the principal guide for both bodies in carrying out their duties.

### **12.1 Procedure for Rezoning**

A primary duty of the Plan Commission is to review proposals to divide and rezone land to allow changes in land use. A brief summary of the process for evaluating developmental proposals is provided below:

1. After reviewing the land-use recommendations of this Comprehensive Plan, the landowner contacts the Town Clerk to discuss the proposal.
2. The Town Clerk places the landowner's request on the agenda of the Plan Commission (1<sup>st</sup> Monday of the month) and the Town Board (2<sup>nd</sup> Monday of the month).
3. The Plan Commission conducts a hearing on the rezone at the next regularly scheduled Plan Commission meeting. The Plan Commission may act on a rezone in several ways. They may:
  - Recommend approval of the rezone with no changes.
  - Require that conditions be attached to the rezone (such as deed restricting the property from further development).
  - Decide that a visit to the proposed site is warranted in order to better determine how the proposed rezone might affect the site and the neighboring properties. If a site visit is required,

- the applicant will be required to pay a \$200 site plan visit fee.
- Request more information from the applicant, delaying any decision.
  - Deny the rezone based on specific policies and consistency with the Town of Mazomanie Comprehensive Land Plan.
4. After reviewing the rezone, the Plan Commission makes a recommendation to the Town Board.
  5. The Town Board acts on the rezone at the next regular meeting following a Plan Commission recommendation, unless circumstances and issues indicate more time is needed.
  6. Once the Town has approved the rezone, the applicant may file a formal application with Dane County.
  7. Dane County notifies the Town Clerk that a petition for a zoning change has been filed.
  8. The Town Clerk, (with-in seven (7)) days following notification, submits an on-line Town Board Action Report, notifying the Dane County Zoning and Land Regulation Committee of the Town's decision and any conditions regarding the rezone.
  9. Dane County Zoning and the Dane County Zoning and Land Regulation Committee hold a public hearing and act upon the petitioner's request, taking the Town's recommendation into consideration. For conditional use permit requests, the decision of the Zoning and Land Regulations Committee is final (except if appealed). For rezones, the Zoning and Land Regulation Committee is advisory to the County Board.
  10. The County Board acts on the County Zoning and Land Regulation Committee's recommendation. The County Executive has final approval or veto authority over rezones.
  11. If there is an amendment to the rezone petition, the County Board sends the amended petition back to the Town for its review. The Town then follows Steps 5-10 above on the amended petition.
  12. If the request is approved, the Dane County Planning and Development Department issues a zoning change or conditional use permit. At this point, a Dane County zoning permit (site plan approval) and building permit may be obtained (see Section 12.2).

## **12.2 Procedure for Site Plan (Zoning) Approval**

Site plan approval is required for any addition to an existing structure that alters the building footprint and for all new construction. No site plan (or zoning) approval is required for structures without foundations under 120 square feet.

Prior to the issuance of a zoning permit by Dane County Planning and Development Department, a culvert permit and site plan approval from the Town is required. The approved site Plan must be signed by the Plan Commission Chairperson and the Town Board Chairperson before going to Dane County. Culvert permits are obtained from the Town Chairman. The culvert permit allows installation of a culvert and the right of access onto a public road. Driveways are approved as part of the site plan approval.

The process is as follows:

1. The landowner contacts the Town Clerk at least one week before the 1<sup>st</sup> Monday of the month. The site plan approval will be placed on the agenda for that month's Plan Commission Meeting (1<sup>st</sup> Monday of the month) and Board Meeting (2<sup>nd</sup> Monday of the month).
2. Six copies of the site plan, drawn to scale, must be submitted to the Plan Commission. The site plan must show the lot lines and lot dimensions, the location and size of all existing and

proposed buildings or additions thereto, and the distance of each from the lot lines. The location and size of the on-site sewage disposal system and the location of the well shall also be shown on the plan. Contour elevations, surface water, floodplain, and wetlands should also be shown (available at <https://accessdane.countyofdane.com/>). A sample site plan is shown on page two of the Dane County Zoning permit at [http://danedocs.countyofdane.com/webdocs/PDF/plandev/zoning/Zoning\\_Permit\\_Application\\_Bundle.pdf](http://danedocs.countyofdane.com/webdocs/PDF/plandev/zoning/Zoning_Permit_Application_Bundle.pdf)

3. Either the owner or a designee of their choice (including any member of the Plan Commission or Town Board) should come prepared to answer questions regarding the project.
4. The Plan Commission may act on a site plan in several ways. They may:
  - Recommend approval of the site plan with no changes.
  - Offer advice on how to change the plan (for example: adding or modifying information to ensure that the site plan conforms to zoning specifications).
  - Determine that the site plan, as presented, is somehow unworkable and require the applicant to return with a revised plan at their next regularly scheduled meeting.
  - Decide that a visit to the proposed site is warranted in order to better determine how the proposed project will fit into the landscape. If a site visit is required, the applicant will be required to pay a \$200 site visit fee.
5. The Plan Commission's approval **IS ONLY A RECOMMENDATION TO THE TOWN BOARD**. The Clerk forwards the recommendations of the Commission to the Town Board.
6. The site plan is presented to the Town Board at its next regular meeting. Either the owner or a designee of their choice (including any member of the plan Commission or the Board) should come prepared to answer questions regarding the project.
7. The Town Board may (in the same manner as the Plan Commission, outlined in #4 above) either approve or deny the site plan.
8. After approval from the Town Board, the applicant can apply for a zoning permit from Dane County Zoning.
9. Upon issuance of a zoning permit, the applicant can obtain a building permit from the Town's building inspector. The Town of Mazomanie requires a building permit for any new construction and remodeling. The permit and inspection process requires that construction is done according to the Department of Industry, Labor and Human Relations (DILHR) standards. A copy of the Town's approval of the site plan must be received by the building inspector before a building permit can be issued.

### 12.3 Plan Amendments and Updates

This Comprehensive Plan is a fluid document that must be capable of changing to meet changing conditions. Changes can be accomplished in two ways, either through an amendment or an update. An amendment to the Plan may be made at any time, and consists of only minor changes that don't require a complete update. Amendments may be appropriate in the years following initial Plan adoption, particularly in instances where the Plan is becoming irrelevant or contradictory to emerging policy or trends. Frequent amendments to accommodate specific development proposals should be avoided.

A Plan update is often a substantial rewriting of the document and maps. The State Comprehensive Planning law requires that this Plan be updated at least once every ten years. The Town of Mazomanie should update this Plan before the year 2024 (i.e., ten years after 2014), at the latest, starting the process well ahead of the due date.

The State Comprehensive Planning law requires the Town to use the same basic process to amend or update a Comprehensive Plan as it used to initially adopt it. This does not mean that new vision forums need to be held, or old committees need to be reformed. Rather, the procedures defined under Section 66.1001(4), Wisconsin Statutes, need to be followed. The Town should work with the County in monitoring the new state law for any changes that may clarify the amendment or update process.

The Town has established the following procedures to amend or update this Plan, following all state and county rules:

1. The Town Board adopts a resolution outlining the procedures that will be undertaken to ensure public participation during every stage of the amendment or update process.
2. The Plan Commission shall make a recommendation to the Town Board when a change to the Plan is needed. The Commission may recommend the specific changes needed, or in the case of an update, a committee may be formed to rewrite the Plan.
3. Recommended changes are submitted to the Town Board by the Plan Commission.
4. The Town Board holds a public hearing on the recommendations of the Plan Commission. This public hearing will follow the notification requirements listed under Section 66.1001(4), Wisconsin Statutes.
5. Public comments are considered by the Plan Commission and final recommendations are given to the Town Board. At a regular meeting, the Town Board acts on the Plan Commission's recommendation and approves, denies, or amends the proposed changes to this Plan.
6. The amended or updated Plan is sent to Dane County for approval. Following approval, the Plan is posted on the Town website and shared with all adjacent and surrounding jurisdictions.