



DANE COUNTY PLANNING & DEVELOPMENT

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MEMORANDUM

TO: Town Clerks, Supervisors and Planning Commissioners

FROM: Brian Standing, Senior Planner

SUBJECT: Adoption of Town Plans Into the Dane County Comprehensive Plan

DATE: December 10, 2007

CC: Planning Division
Todd Violante, Director of Planning & Development
Jerry Derr, Dane County Towns Association
Zoning & Land Regulations Committee
Environment, Agriculture & Natural Resources Committee
Planning Consultants
Karin Peterson Thurlow, County Board Staff
Topf Wells, Chief of Staff
Bob Ohlsen, County Clerk

On January 1, 2008, the *Dane County Comprehensive Plan* goes into effect. Although the plan maintains the basic planning and zoning relationship between Dane County and town governments, it does make some procedural changes to the county board's process for adopting town plans. These changes and policies were developed in close consultation with the Dane County Towns Association and hopefully, will provide a clear and predictable process that is as close as possible to the process with which you are all familiar.

I have attached a copy of the Intergovernmental Cooperation Chapter (Chapter 7) of the *Dane County Comprehensive Plan*, as approved by the Dane County Board of Supervisors, for your reference. Specific policies relating to the county's relationship with town government are on Pages 78-79. The entire text of the adopted *Dane County Comprehensive Plan* is available online at: <http://www.daneplan.org/plan.shtml>.

Perhaps the most significant change is that, after January 1, entire town land use or comprehensive plans will no longer be adopted into the *Dane County Farmland Preservation Plan*. Instead, they will be adopted as amendments directly to the *Dane County Comprehensive Plan*. Since we will be dealing with a different set of statutes, some of the timeframes and submittal requirements will change. Some of the more significant changes include:

1. Towns should submit 104 copies of their plan (84 of which can be on CD-ROM or DVD-ROM) to the Department of Planning and Development, along with a town board

resolution requesting county board adoption of their plan as part of the *Dane County Comprehensive Plan*.

2. In towns that have adopted exclusive agricultural zoning, Department of Planning & Development staff will determine if amendments to the *Dane County Farmland Preservation Plan* are necessary to maintain eligibility for farmland preservation tax credits under Chapter 91, Wisconsin Statutes. If necessary, Planning Division staff will take responsibility for drafting and introducing appropriate *Farmland Preservation Plan* amendments, based on town/county comprehensive plan policies. We will also make sure that proposed *Farmland Preservation Plan* and *Comprehensive Plan* amendments are considered simultaneously by the ZLR and EANR committees, the county board and the county executive.
3. Please note that although the plan language states that we will schedule a public hearing “within 90 days” of town submittal of a plan for county adoption, we will do our best to schedule a ZLR public hearing approximately 60 days ahead, as we have done in the past. The extra time frame simply gives us some extra flexibility in case of scheduling difficulties.

Please review the attached intergovernmental policies and feel free to contact me directly by e-mail at standing@co.dane.wi.us, by phone at (608)267-4115 if you have any questions or concerns. If I’m not available, you may also contact Majid Allan (allan@co.dane.wi.us; 608-267-2536) or Curt Kodl (kodl@co.dane.wi.us; 608-266-4183).

We will also be developing some more specific guidance for town plans in the near future. Meanwhile, please continue to refer to the *Planning Notes* guidance available online at: <http://www.countyofdane.com/PLANDEV/planning/notes.aspx> - brochures

Thank you for your patience as we go through this transition. I hope this information is helpful.