

What is a Plan Amendment?

A Comprehensive Plan Amendment is a request to change or revise the text or maps of the adopted Columbia County Comprehensive Plan.

Comprehensive Plan Amendments are considered by the Planning and Zoning Committee twice annually at the regularly scheduled May and November Committee meetings. Special meeting dates can be scheduled for an increased fee.

Columbia County Planning & Zoning

112 E. Edgewater Street
Portage, WI 53901
(608) 742-9660
Office Hours:
Monday—Friday 8:00 a.m. to 4:30 p.m.
planning.zoning@co.columbia.wi.us
www.co.columbia.wi.us/columbiacounty/planningzoning

This handout summarizes requirements for Plan Amendments but it is not all inclusive. Please contact Department Staff with specific questions regarding your project.



Columbia County, Wisconsin

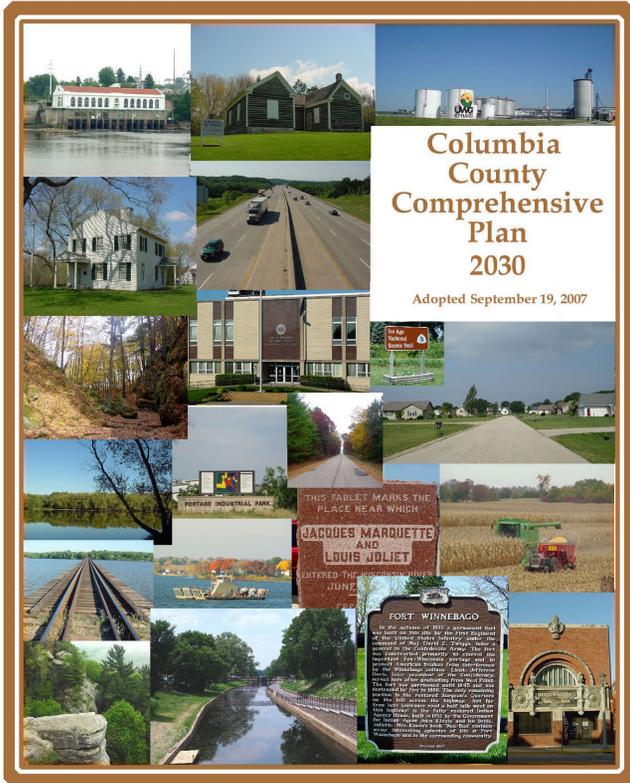
112 E. Edgewater Street * Portage, WI

Steps Involved

Pre-Application & Meeting

An initial pre-application meeting with staff from the Planning & Zoning office is the first step to discussing your proposed Comprehensive Plan Amendment. Call or visit the office to set up a meeting with staff.

At this meeting, the applicant will discuss the development proposal to determine the feasibility of a plan amendment. If the applicant wishes to pursue the plan amendment process, the application shall be submitted at least 60 days prior to the Planning & Zoning Committee meeting. The fee must be submitted with the application.



Plan Amendment Notification & Public Hearing

After a complete application is submitted, staff will prepare the Plan Amendment Notification, including a letter and map(s), and a Notice of Public Hearing. These documents are advertised and get sent to the petitioner, owner, town, adjacent property owners within 300 feet of the property and public libraries that serve the area. These notifications will also be made available on the Columbia County website.

Planning & Zoning Committee Hearing

Prior to the Planning & Zoning Committee meeting, staff will also prepare a Plan Amendment Staff Report with recommendation on the proposed plan amendment. The staff report will include an analysis of:

- * The applicant's justification statement
- * Consistency with Comprehensive Plan goals & objectives
- * Compatibility with surrounding uses
- * Adverse impacts; and
- * Whether the site is of adequate size and shape to support the proposed future land use designation.

Staff will send the Staff Report to the petitioner, town and Planning & Zoning Committee the week before the public hearing.

At the Public Hearing, the applicant will be able to make a presentation and give reasons for the request, if they wish. Staff will present the Staff Report and their recommendation. Interested persons will be encouraged to speak and ask questions regarding the proposal. The Planning & Zoning Committee will vote on the plan amendment. If approved, it will be forwarded to the County Board. If disapproved, no further action is required. The applicant is not required to attend the County Board Meeting.

County Board

After adoption by the County Board, Staff will prepare the Plan Amendment Notification Decision with the approved and adopted amendment. This will be mailed to a number of entities, and will be added to the index of adopted Plan Amendments. Finally, staff will make all necessary changes to the maps and text of the Comprehensive Plan 2030 Master Copy and publish this on the website.

Fees

Scheduled Meeting	\$260.00
Special Meeting	\$510.00

Planning & Zoning Committee Dates Bold dates are Plan Amendment Regular Hearings

<u>MEETING</u>	<u>DEADLINE</u>
January 7, 2020	November 8, 2019
February 4, 2020 *	December 6, 2019
March 3, 2020	January 3, 2020
April 7, 2020	February 7, 2020
May 5, 2020	March 6, 2020
June 2, 2020	April 3, 2020
July 7, 2020	May 8, 2020
August 4, 2020 *	June 5, 2020
September 1, 2020	July 3, 2020
October 6, 2020	August 7, 2020
November 3, 2020	September 4, 2020
December 1, 2020	October 2, 2020

* Meetings held at committee's discretion

All filing deadlines are **noon** on date above and are strictly enforced