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## **D. Plan Administration**

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This *Plan* will largely be implemented through an on-going series of individual decisions about annexation, zoning, land division, official mapping, public investments, and intergovernmental relations. The Village of Cottage Grove will use this *Plan* to inform such decisions under the following guidelines:

### **Annexations**

Proposed annexations should be guided by the recommendations of this *Plan*. Specifically, the Future Land Use Map, the Future Transportation Facilities Map, and the Community Facilities Map of this *Plan* will be among the factors considered when evaluating a request for annexation. Annexation proposals on lands that are designated for urban development, as locations for future transportation facilities, and/or as locations for future community facilities should be more strongly considered for annexation approval. However, in their consideration of annexation proposals, the Plan Commission and Village Board should also evaluate the specific timing of the annexation request, its relationship to the overall regularity of the corporate boundary, the ability to provide utilities and public services to the site, the costs associated with the proposed annexation, the effect on intergovernmental relations, as well as other pertinent Statutory and non-Statutory factors.

### **Zoning**

Proposed zoning map amendments (rezonings) should be consistent with the recommendations of this *Plan*. The Future Land Use Map should be used to guide the application of the general pattern of permanent zoning. The precise location of zoning district boundaries may vary, as judged appropriate by the Plan Commission and Village Board. Departures from the exact land use boundaries depicted on the Future Land Use Map may be particularly appropriate for Planned Unit Development projects, projects involving a mix of land uses and/or residential development types, properties split by zoning districts and/or properties located at the edges of future land use areas. However, in their consideration of Zoning Map issues, the Plan Commission and Village Board will also evaluate the specific timing of the Zoning Map amendment request, its relationship to the nature of both existing and planned land uses, and the details of the proposed development. This *Plan* allows for the timing of zoning actions and the refinement of the precise recommended land use boundaries through the zoning, conditional use, planned development and land division processes. The Zoning Ordinance will be the single most cost effective way of implementing this *Plan*.

### **Land Division**

Proposed land divisions should be generally consistent with the recommendations of this *Plan*. The Future Land Use Map, the Future Transportation Facilities Map, and the Community Facilities Map (and the policies behind these maps) should be used to guide the general pattern of development, the general location and design of public streets, parks, and utilities. In the consideration of land divisions, the Plan Commission and Village Board should also evaluate the specific timing of the land division request, its relationship to the nature of both existing and future land uses, and the details of the proposed development. Departures from the exact locations depicted on these maps shall be resolved through the land division process for certified survey maps, preliminary plats and final plats within the Village limits and the extraterritorial jurisdiction. This *Plan* allows for the timing and the refinement of the precise recommended development pattern and public facilities through the land division process, as deemed appropriate by the Plan Commission and Village Board.

### **Official Mapping**

The Village should update its Official Map to be in accordance with the recommendations of this *Plan*. Wisconsin Statutes allow every community with a zoning ordinance to adopt an Official Map. An Official Map reserves the rights-of-way of future streets, pedestrian/bicycle paths, schools, parks, drainageways and other public facilities.

The Official Map is a very important planning implementation tool because it allows the municipality to achieve plan implementation in an efficient, cost-effective manner. For example, the official map allows municipalities to prohibit new development from occurring within the mapped future rights-of-way of streets. Further, as lands along the officially mapped streets (existing or planned) are divided into plats or certified survey maps, adequate right-of-way can be required to be dedicated from the developer to the Village at no cost to the local taxpayers. Without an Official Map, substantial street right-of-way acquisition costs may need to be passed on to the local taxpayers in order to widen an existing street or acquire right-of-way for the construction of a new street. The Official Map can also be used to protect critical drainageways and other natural features that are part of the community's stormwater management system.

The Future Transportation Facilities Map and the Community Facilities Map will be used to guide the general location and design of both existing and new public streets, public parks, and utilities, as depicted on a revised Official Map prepared and adopted in accordance with State Statutes. However, in their consideration of official mapping issues, the Plan Commission and Village Board will also evaluate the specific timing of the development request, its relationship to the nature of both existing and future land uses, and the details of the proposed development. Departures from the exact locations depicted on these maps will be resolved through the official mapping and platting processes both within the Village limits and the extraterritorial jurisdiction.

### **Public Investments**

Financial factors continue to increase in their importance to planning. The recommendations of this *Plan* significantly assist in establishing the full validity of most public expenditures in the street and utility network, in the park system, and in relation to the locational decisions of Village government and the Monona-Grove School District. More importantly, the effort taken in mapping logical land use patterns, transportation system components, and recreation facilities will logically assist in more accurately predicting the costs and benefits of alternative public investment options. Under new State Law regarding the development of impact fees, the importance of the *Comprehensive Plan* in establishing a legally valid base level of analysis (the future land use and transportation pattern) cannot be overstated.

### **Capital Improvements Program (CIP)**

The first component of a comprehensive municipal financing system is the Capital Improvements Program (CIP). The CIP is essentially a budget that allocates municipal funding to various projects over a three to ten year period. The recommendations of this *Plan* will assist the Village in identifying a list of possible capital projects. An intermediate level analysis which translates the land use and transportation system recommendations of this *Plan* into levels of facility demand, and thence projected costs, will be necessary before accurate capital costs can be projected.

### **Impact Fees**

As the infrastructure system needs associated with the land use and transportation recommendations of this *Plan* are predicted, it will be possible to evaluate a number of different fee alternatives designed to ensure that the costs associated with providing service to a new development are in fact passed on to that development. Although recent Wisconsin legislation limits the use of impact fees (for example, school costs cannot be recouped), it also validates the use of development exaction techniques for a wide variety of facilities with which municipalities are concerned.

### **Development Review Cost-Recovery**

Development review services in the Village are currently provided by a combination of in-house Village staff and consultants—including staff and consultants engaged in planning, building inspection, civil engineering, legal analysis, architecture, and landscape architecture. The Village has the ability to adopt regulations that ensure that the costs incurred by the Village to hire such experts are reimbursed or pre-paid by the applicant whose project is initiating the cost.

**Intergovernmental Relations**

Proposed intergovernmental relations decisions, including intergovernmental agreements, should be guided by the recommendations of this *Plan* as deemed appropriate by the Plan Commission and Village Board. However, in their consideration of intergovernmental decisions and agreements, the Plan Commission and Village Board will also evaluate a wide variety of other factors, including specific provisions of the recommended agreements. Departures from the recommendations of this *Plan* should be resolved by the Village Board through the intergovernmental process.

**Interpretation**

The interpretation of this *Plan* shall be the responsibility of the Village Board, as guided by recommendations of the Plan Commission.

**E. Plan Amendments**

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Amendments to a comprehensive plan must go through the same process. As a dynamic community facing a myriad of growth issues, the Village is likely to receive several requests for plan amendments every year, as has occurred between 2000 and 2009. To provide a more manageable, predictable and cost-effective process, the Village has determined to hold a single plan amendment consideration cycle every year between January and June.

This approach will require that all proposed plan amendment requests be officially submitted to Village staff prior to February 1 of each year. A full draft of the amendments will be presented to the Plan Commission in March and April, with courtesy notices sent to the reviewing jurisdictions and agencies. The public hearing, and earliest potential action on the proposed amendments, would be scheduled for a joint meeting of the Plan Commission and Village Board in June.

This annual process also provides a coordinated timeline for Urban Service Area amendments and annexation into the Madison Metropolitan Sewer District (MMSD), which would occur in the second half of each year.

The following chart outlines the overall process.