

### **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**

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 **for publicly initiated amendment requests** every year between January and June.

This approach will require that all **publicly initiated** 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.

**Plan amendment proposals initiated by Village staff or elected officials may occur at any time. These amendments are required to follow all of the adoption requirements, per Wis. Statute 66.1001.**

The following chart outlines the overall process.

**Figure 11.1: Comprehensive Plan Amendment (CPA) Process for Publicly Initiated Amendment Requests**

	Property Owner and/or Developer	Public	Towns, Cities, & County	Water Quality Agency	MMSD	Village	Comments
January	Prepare proposal for the CPA per Village guidelines	N/A	N/A	N/A	N/A	Assist Applicants & collects submittals	Meet with V. Staff prior to submittal. Application deadline of February 1 <sup>st</sup>
February	Submit proposal for CPA to Village by 1 <sup>st</sup> of Month	N/A	N/A	N/A	N/A	Village Staff review of submittals	Village Staff review of submittals
March	Submit revisions and attend & participate in Plan Commission meeting	Review submittals & preliminary comment	Courtesy notice sent by Village	Courtesy notice sent by Village	Courtesy notice sent by Village	Plan Commission preliminary review	Produce text & maps of requested amendments
April	Submit revisions and attend & participate in Plan Commission meeting	Review submittals & preliminary concept	Review submittals & preliminary concept	Review submittals & preliminary concept	Review submittals & preliminary concept	Plan Commission review & draft recs.	Schedule Public Hearing in 2 months
May	Work with Village on Public Hearing Draft (PHD) of CPA in 1 <sup>st</sup> 10 days	Review PHD of CPA	Review PHD of CPA	Review PHD of CPA	Review PHD of CPA	Prepare, Distribute, & Review PHD of CPA	Min. 30 day review for PHD
June	Attend & participate in Public Hearing on Draft Plan	Comment on Draft Plan at Public Hearing	Comment on Draft Plan at Public Hearing	Comment on Draft Plan at Public Hearing	Comment on Draft Plan at Public Hearing	Village Board holds Public Hearing & approve, adjust, or deny CPA	PC & VB action could take more than 1 month
July	Prepare conceptual plat	N/A	N/A	N/A	N/A	Collect submittals	Village staff review of submittals
August	Submit revisions and attend & participate in Plan Commission meeting	Review submittals & comment	Courtesy notice sent by Village	Courtesy notice sent by Village	Courtesy notice sent by Village	Plan Commission review & rec.	PC and VB review.
September	Prepare draft preliminary impact analysis	Review submittals & comment	Review submittals & comment	Review submittals & comment	Review submittals & comment	PC & VB review & recommend	May require impact analysis.
October	Work with Village on revised preliminary plat in 1 <sup>st</sup> 10 days	N/A	N/A	Receive USA amendment request	N/A	Submit USA amendment request	
November	Attend & participate in hearing on USA amendment	Could attend USA hearing	Could attend USA hearing	Holds USA hearing with potential action	N/A	Attend & participate in USA hearing	Could take 1 month, typically 2
December	Finalize preliminary plat and initiate final plat. Participate in MMSD area amendment process	Review submittals & comment	Review submittals & comment	Review submittals & comment	ACTS on MMSD area amendment	Submit MMSD area amendment	Could take 1 month, typically 2

Property Owner and/or Developer	Public	Towns, Cities, & County	Water Quality Agency	MMSD	Village	Comments
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Key decision points are outlined like this; Optional elements are shaded like this

### F. Plan Update

The state comprehensive planning law requires that this *Comprehensive Plan* be updated at least once every ten years. As opposed to an amendment, an update is often a substantial re-write of the plan document and maps. The Village’s *Comprehensive Plan* was first adopted in 2000. This 2009 version of the *Plan* is the first major update. Based on this deadline, the Village will again update this *Comprehensive Plan* before the year 2019 (i.e., ten years after 2009), at the latest. The Village should continue to monitor any changes to the language or interpretations of the State law over the next few years.

### G. Consistency Among Plan Elements

The state comprehensive planning statute requires that the implementation element “describe how each of the elements of the comprehensive plan shall be integrated and made consistent with the other elements of the comprehensive plan.” Because the various elements of this *Plan* were prepared simultaneously, there are no known internal inconsistencies between the different elements or chapters of this *Plan*.

### H. Implementation Programs and Recommendations

It is hoped that the recommendations and presentation of this *Plan* are of sound assistance during each step in this process.

**Figure 11.2: Major Recommended Plan Implementation Strategies and Timeline**

Category	Strategy	Proposed Timeline
Detailed Planning	<del>Work to implement the Downtown Plan and Design Guidelines</del>	2010 – 2030
	Update the Park and Open Space Plan every 5 years.	2014, 2019, 2024, 2029
	Prepare a Comprehensive Bicycle and Pedestrian Plan	<del>2010</del> 2011
	Prepare or require detailed Neighborhood Development Plans	Ongoing
	Update Wellhead Protection Plan	As needed
	Continue to incorporate recommendations of master plan for Fireman’s Park	<del>2010</del> 2011 - 2012
	Prepare detailed Utility Plans	As Needed
Ordinances	Continue to monitor and update the zoning ordinance and map	As Needed
	Continue to monitor and update subdivision regulations, especially with regard to ETJ land divisions	As Needed
	Continue to monitor and update Official Map to reflect recommended roads and parks	As Needed
	Implement the recommendations of the <i>Comprehensive Plan</i> through the Village's Zoning Ordinance, Subdivision Ordinance, Official Map and Capital Improvements Program.	Ongoing
Financing	Incorporate recommendations of <i>Plan</i> into Capital Improvement Program	Ongoing
	Continue to utilize impact fees for park development and stormwater management	Ongoing