

Process for Amending the Door County Comprehensive Plan 2030

Initiation of Amendments

- Comprehensive plan map or text amendments may be initiated by the Door County Board of Supervisors or its individual members, the Resource Planning Committee (RPC), municipalities, agencies, or private individuals.
- Municipalities, agencies, and private individuals may request a plan map or text amendment by completing the Door County Planning Department (DCPD) application form and paying the established fee. The fee for amendments initiated by municipalities that have a clear public purpose, as determined by the Planning Director/RPC, will be waived.
- Correction of errors. DCPD shall keep an on-going list of map and text corrections to rectify in conjunction with other amendments.
- Amendment procedures may be consolidated or carried out only at designated times annually at the discretion of the Planning Director/RPC, so as to conserve department and committee resources.

Public Participation

- RPC/County Board Sponsored Amendments
 - RPC/County Board proposes issues to consider for amendment.
 - DCPD/RPC decide what, if any, public information/work group meeting is to be held.
 - Staff prepares a report for RPC which describes the proposed amendment and provides other information needed for proper consideration (such as input from public meetings), an analysis of the impacts of the amendment, and provides a recommendation as to language or map to amend.
 - RPC decides on final map/language to sponsor and schedules a public hearing.
 - 30-day Class I public hearing notice
 - 28-day review period for all affected municipalities, to be held concurrent with 30-day public hearing notice.
- Non-County Sponsored Amendments
 - Application is submitted and fee is paid.
 - Staff provides RPC with a brief report, describing the nature of the proposed amendment and providing analysis as to whether it is major or minor.
 - RPC decides what, if any, public information/work group meeting is to be held and schedules a public hearing.
 - If a change to the future land use map is being proposed (other than a true correction), a public information meeting shall always be held.
 - Any public information/work group meeting(s) shall be conducted during the 30-day public hearing notice period.
 - 28-day review period for all affected municipalities, to be held concurrent with 30-day public hearing notice.
 - If a public information/work group meeting is held, DCPD staff prepares a follow-up report for the RPC for the public hearing which analyzes the proposed amendment given the input from the public meeting(s).

Public Hearings

Resource Planning Committee Hearing/Meeting

- Set date/time for hearing before RPC
- Post on department web site proposed amended version of plan volume(s)/map(s) being considered by RPC
- 30-day Class I legal notice (run once, at least 30 days in advance)
 - Submit short-form notice to Advocate
 - Post short-form notice per normal procedures
 - Mail long-form notice to non-metallic mining operators 30 days in advance
 - Post/distribute long-form notice per normal procedures
 - Notify standing comprehensive plan list
 - Notify public information meeting/work group participants
 - If a proposed amendment to the comprehensive plan would likely result in a petition to rezone a property coming forward, the Planning Department shall mail notice of the proposed amendment(s) to affected property owners and those within 300' of the affected parcels.
- Copying and printing for RPC packets
 - Staff report(s)
 - Agenda
 - Long-form notice
 - Any correspondence
 - Copies of pages from plan with proposed amendment(s) and corrections
 - Resolution

County Board Hearing/Meeting

- Set date/time for hearing before county board
- Make all changes to comprehensive plan text and maps as requested by RPC and corrections noted by staff.
- Post on department web site proposed amended version of plan volume(s)/map(s) being sponsored by RPC for hearing at county board
- 30-day Class I legal notice (run once, 30 days in advance)
 - Submit short-form notice to Advocate
 - Post short-form notice per normal procedures
 - Mail long-form notice to non-metallic mining operators 30 days in advance
 - Post/distribute long-form notice per normal procedures
 - Notify standing comprehensive plan list
 - Notify public information meeting/work group participants
- Distribute draft amendment(s) as finalized by RPC, final resolution from RPC, and county board long-form notice regarding public hearing to agencies/persons required by Smart Growth legislation to receive plan amendment(s) proposed by resolution
 - Kewaunee and Brown counties (clerks)
 - WI Department of Administration
 - All municipalities within county (19 clerks)
 - Bay-Lake Regional Planning Commission
 - Local public libraries
- Copying and printing for county board (also County Administrator, Board Chair, Clerk, and Corporation Counsel)
 - Staff report explaining the amendment(s)
 - RPC minutes

- RPC resolution recommending amendment(s) of plan
- Any correspondence received after RPC hearing regarding the amendment(s)
- County board hearing long-form notice
- County board ordinance effectuating amendment(s) of plan
- Copies of pages from plan with proposed amendment(s)
- Distribution of packets to county board members and others

After County Board Hearing/Meeting:

- Make any changes to maps and text as directed by county board
- Distribution of final plan amendment(s) and ordinance officially adopting plan to agencies/persons required by Smart Growth legislation to receive plan (see above)
 - Hard copies
 - Planning Department (4)
 - Libraries (8)
 - RPC members (5)
 - Municipalities (19)
 - Corporation Counsel
 - County Board Chair
 - County Administrator
 - CD or e-mail copies
 - All from above list of required statutory distributions, except for libraries
- Post final plan amendments maps on department web site
- E-mail interested agencies and individuals

Appeals

Process as outlined in statutes, case law and legal opinions, and administrative rules (which are currently non-existent).

Approved by the Resource Planning Committee January 21, 2010.