

MEMORANDUM

TO: Town Chairmen and Town Clerks

FROM: Neal Frauenfelder, Senior Planner, Walworth County Land Use and Resource Management Department

DATE: January 11, 2010

SUBJECT: Costs for Comprehensive Plan Map Amendments

We are asking your assistance in providing financial assistance to help pay for some of the costs accrued at the County level for Comprehensive Plan Amendments. As you are aware it was decided by the Smart Growth Technical Advisory Committee to only require one application for a plan amendment petition to be filed by the applicant at the Town level and that if the Town approved the amendment the amendment would be forwarded by the Town to the County. This decision left the county with no way to collect fees to pay for Land Use Plan Map updates, public hearing notification costs, and to distribute the amended plan to all units of government as required by state statutes.

There was some discussion that the towns could potentially collect additional fees at the time of the initial plan amendment application and forward funds to the County to cover the costs for updating the plan maps both in computer and hard copy form and to cover costs for meeting legal notice requirements. I do not recall nor can I find any evidence in the record that staff costs at the county level should be given consideration by the Towns. Therefore those staff costs although significant are not included in this request.

I have estimated the fee needed to cover the cost of the basic services listed above to be \$196.00 per individual plan amendment application forwarded from the Town to the County. The break down of those costs is as follows:

Contract with the Southeastern Wisconsin Regional Planning Commission to perform the following services:

- Make updates to the Town Land Use Plan Map and County Land Use Plan Map on computer mapping file. (Note: for the Towns of Linn, Lyons and Bloomfield this service will only cover the update of the County Plan Map you will need to work with your private consultant to update your individual Town Plan Map).
- Produce and deliver one paper copy of the updated individual Town and County Land Use Plan Maps in both a large scale format and small scale format. (Note: for the Towns of Linn, Lyons and Bloomfield this service will only include a copy of the updated County Plan Map at both a large scale and a small scale format. You will need to work with your private consultant to update your individual Town Plan Map).

Cost for above listed SEWRPC services = \$ 125.00 per amendment.

- Produce and mail a compact disc of the amended plan map to the 80 units of government required by state statutes.
- Produce and send a paper copy of the plan map amendment to area libraries.

Cost for above listed SEWRPC services = \$ 11.00 per amendment.

Walworth County Zoning Agency Public Hearing Notice Costs:

- The state statutes require Class 1 Notice requirements for any amendments to the Comprehensive Plan. That means 4 publications in the official county newspaper at an average cost of \$ 15.00 per publication per amendment requested.

Cost for above listed notice requirement = \$ 60.00 per amendment

Total cost for all above listed services = \$ 196.00 per Town forwarded amendment application

Please make check payable to Walworth County

Should you have any questions, feel free to contact me at (262) 741-7917 or nfrauenf@co.walworth.wi.us. Thank you for your cooperation.

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