



Department of Planning and Development

Eau Claire County Courthouse
 721 Oxford Avenue, Room 3344
 Eau Claire, Wisconsin 54703
 (715) 839-4741

Office Use Only

Application Accepted:	
Accepted By:	
Receipt Number:	
Town Hearing Date:	
Scheduled Hearing Date:	

COMPREHENSIVE PLAN AMENDMENT PETITION

Pursuant to the procedure described in Wisconsin Statutes Section 66.1001(4), I hereby petition the Eau Claire County Board of Supervisors to amend the Eau Claire County Comprehensive Plan as follows:

- An amendment to the Future Land Use Map A text amendment to the Eau Claire County Comprehensive Plan Document

Property Owner Name:	Phone#
Mailing Address:	
Email Address:	

Agent Name:	Phone#
Mailing Address:	
Email Address:	

DESCRIPTION OF PROPOSED AMENDMENT

FOR AN AMENDMENT TO THE FUTURE LAND USE MAP OF THE EAU CLAIRE COUNTY COMPREHENSIVE PLAN PROVIDE THE FOLLOWING:

Site Address:	Zoning District:
Property Description: _____ ¼ _____ ¼ Sec. _____, T _____ N, R _____ W, Town of _____	
Legal Description:	
Computer #(s):	
or	
PIN #(s):	
Additional Required Materials: <input type="checkbox"/> Map showing proposed amendment location(s)	

FOR AN AMENDMENT TO THE TEXT OF THE EAU CLAIRE COUNTY COMPREHENSIVE PLAN PROVIDE THE FOLLOWING:

Provide a copy of the proposed amendment exactly as it to read.

List the proposed section(s), page(s) and paragraph(s) in the Plan that are to be amended:

Section:	Page:	Paragraph(s):
Section:	Page:	Paragraph(s):

Provide a description of the proposed amendment (attach additional sheet if necessary):

Example – “Amend the text of the Rural Commercial Land Use Classification to establish policies concerning retail business establishments.”

CONSISTENCY VERIFICATION

STATEMENT EXPLAINING HOW THE PROPOSED AMENDMENT UPHOLDS THE VISION, GOALS, OBJECTIVES AND POLICIES OF THE EAU CLAIRE COUNTY COMPREHENSIVE PLAN:

- Attach a statement explain how the proposed amendment is consistent with the goals, objectives and policies of the Eau Claire County Comprehensive Plan.

GENERAL APPLICATION REQUIREMENTS

A petition to amend the Eau Claire County Comprehensive Plan will not be accepted until the applicant has met with department staff to review the application and determine if all necessary information has been provided.

- Complete attached information sheet
Provide \$630.00 application fee (non-refundable), (\$550.00 application processing fee and \$80.00 mapping surcharge fee). Send application to landuse@eauclairecounty.gov or to the address above.

An application may be submitted at any time and will be scheduled for public hearing as soon as possible with the Eau Claire County Committee on Planning and Development. The Committee on Planning and Development meets on the second and fourth Tuesday of each month, except for the months of January, February, March, October, November, and December when only one meeting is scheduled. (Some meeting dates are canceled when there are no hearings scheduled.) Public hearings for comprehensive plan amendments require a hearing notice at least 30 days prior to the public hearing, and the notice must be sent at least 30 days prior to the public hearing to all municipalities within Eau Claire County, to all adjoining counties and municipalities within those counties if applicable, to the West Central Wisconsin Regional Planning Commission (WCWRPC), the Wisconsin Department of Administration, and local public libraries.

I certify by my signature that all information presented herein is true and correct to the best of my knowledge. I give permission for the staff of the Eau Claire County Department of Planning and Development to enter my property for the purpose of collecting information to be used as part of the public hearing process. I further agree to withdraw this application if substantive false or incorrect information has been included.

Owner/Agent Signature _____

Date _____

At the public hearing, the applicant may appear in person or through an agent or an attorney of his/her choice. The applicant/agent/attorney may present testimony, evidence, and arguments in support of the application. All site plans, pictures, etc. become the property of the Department, and will remain in the file.

GUIDE FOR AMENDING THE EAU CLAIRE COUNTY COMPREHENSIVE PLAN

Amendments can be made to the Eau Claire County Comprehensive Plan including amendments to the Future Land Use Map and amendments to the text of the Plan. This guide explains the procedures that must be followed to amend the Plan. Generally, the procedures require the following:

- **A petition may be submitted** by a property owner; an owner's agent; town or county staff person acting on behalf of a county standing committee; the Eau Claire County Committee on Planning and Development; or an individual member of the Eau Claire County Board of Supervisors describing the proposed amendment.
- **A public hearing must be held before the Eau Claire County Committee on Planning and Development** to evaluate whether the proposed amendment upholds the purpose, goals, objectives, and policies of the plan.
- If the Committee on Planning and Development supports the proposed amendment to the plan, **a resolution recommending approval of the amendment must be submitted by the Committee to the Eau Claire County Board of Supervisors, and the County Board must then take action to adopt or reject the plan amendment.**

STEP 1: FILING A PETITION TO AMEND THE COMPREHENSIVE PLAN

1. Eligible Petitioners – A petition to amend the Eau Claire County Comprehensive Plan can be filed by any of the following:
 - A property owner or owner's agent;
 - A town;
 - A county staff person acting on behalf of a county standing committee;
 - The Eau Claire County Committee on Planning and Development; or
 - A member of the Eau Claire County Board of Supervisors.
2. Obtain the necessary application form from the Department of Planning and Development – The application form is available at the Eau Claire County Department of Planning and Development.
3. Fill out the application form, clearly specifying whether the petition is for an amendment to the Future Land Use Map or an amendment to the Plan text – Check the appropriate box at the top of the application form indicating whether it is for an amendment to the Future Land Use Map or an amendment to the Plan text. The petitioner must fill in the Petitioner Information section. For an amendment to the Future Land Use Map, fill in the portion of the form applicable to an amendment to the Future Land Use map. For an amendment to the text of the plan, fill in the portion of the form applicable to an amendment to the text of the plan.
4. Explain how the proposed amendment will uphold the vision, goals, objectives and policies of the Comprehensive Plan – A section near the end of the application asks the petitioner to explain how the proposed amendment will uphold the vision, goals, objectives and policies of the Comprehensive Plan. Attached to the application form is a sheet that includes the vision statement of the Comprehensive Plan and a summary of the goals, objectives and policies of the Plan. Attach the statement to the application.
5. Submit the application in person to the Eau Claire County Department of Planning and Development – The application must be submitted in person to the Department of Planning and Development, where Department staff will determine if the application is complete. An application will only be accepted by the Department when it has been filled out completely and all required information has been attached. A petitioner may schedule a meeting with Department staff if assistance is required to complete/fill out the application form.
6. The petition will be transferred into an ordinance format by the Eau Claire County Department of Planning and Development – Adoption of an amendment to the Eau Claire County Comprehensive Plan must be in approved ordinance format. Staff in the Eau Claire County Department of Planning and Development will transfer the proposed amendment as presented by the petitioner into an ordinance format. This does not change the petition and is a technicality.

STEP 2: PROCESSING AN APPLICATION TO AMEND THE COMPREHENSIVE PLAN

1. A petition to amend the Eau Claire County Comprehensive Plan must be scheduled for a public hearing before the Eau Claire County Committee on Planning and Development at one of their regularly scheduled meetings.
2. Deadlines and Scheduling
 - a. The County must prepare, distribute, and publish a public hearing notice at least 30 days prior to the public hearing during a regular meeting of the Committee on Planning and Development, necessitating a minimum of 45 days before a public hearing can be held.
 - b. Towns that have adopted a comprehensive plan may require an amendment to their plan; the Town's position on a plan amendment must be considered at the County public hearing, and therefore the public hearing may have to be postponed, but not more than 75 days after acceptance of a petition. – The Eau Claire County Department of Planning and Development will immediately send a copy of the application to amend the County Comprehensive Plan to towns within the county, and in the case of an amendment to the Future Land Use Map, towns that have adopted a comprehensive plan may also require an amendment to the Future Land Use Map of their plan. Eau Claire County will require a town that has adopted a comprehensive plan to notify the Department of Planning and Development within 15 days of acceptance of an amendment application whether the town will also require an amendment to their plan and the tentative date when they will hold their public hearing.

A town that requires an applicant to file an application to amend their comprehensive plan must also prepare, distribute, and publish a public hearing notice at least 30 days prior to their public hearing following the same guidelines in 2.a., above. It is likely that a minimum of 45 days will also be necessary for the town to prepare and submit the required public hearing notice at least 30 days prior to their hearing.

The Eau Claire County Committee on Planning and Development will consider a town's position on an amendment to the County Comprehensive Plan. With this in mind, it is possible that the time frame for the public hearing can be more than 60 days, but should not exceed 75 days, due to the meeting schedules of the town boards and the Committee on Planning and Development.

3. The Eau Claire County Committee on Planning and Development will conduct a public hearing on the proposed amendment to the County Comprehensive Plan and file a resolution recommending action on the amendment to the Eau Claire County Board of Supervisors. – At least 30 days after the hearing notice has been distributed and published as required under 2.a. the Eau Claire County Committee on Planning and Development will hold a public hearing on the proposed amendment.
4. The Eau Claire County Board of Supervisors has the final decision making authority to approve, deny, or request further review of the proposed amendment to the Comprehensive Plan. – The Eau Claire County Board of Supervisors will vote on the resolution submitted to them by the Committee on Planning and Development.
 - a. If the Committee's resolution calls for approval of the proposed amendment and the County Board votes in favor of the resolution, the amendment will be approved.
 - b. If the Committee's resolution calls for denial of the proposed amendment, and the County Board votes in favor of the resolution, the amendment will be rejected.
 - c. If the Committee's resolution calls for approval of the proposed amendment, and the County Board vote is in opposition to the resolution, the amendment will be rejected.
 - d. If the Committee's resolution calls for denial of the proposed amendment and the County board votes in opposition to the resolution, the proposed amendment will be referred back to the Committee on Planning and Development for reconsideration or for possible changes.

SUMMARY OF THE VISION, GOALS, OBJECTIVES AND POLICIES OF THE EAU CLAIRE COUNTY COMPREHENSIVE PLAN

The petitioner/applicant must write a statement explaining how their proposed amendment to the Eau Claire County Comprehensive Plan is consistent with the vision for the future of Eau Claire County and how the amendment will uphold the goals, objectives, and policies of the plan. This sheet presents the vision statement in the comprehensive plan and a summary of the goals, objectives, and policies in the plan.

EAU CLAIRE COUNTY COMPREHENSIVE PLAN VISION STATEMENT

The Vision Statement for the Eau Claire County Comprehensive Plan is found in CHAPTER TWO: VISION, GOALS, OBJECTIVES AND POLICIES. This statement describes how Eau Claire County envisions itself in the foreseeable future. The statement reads as follows:

Eau Claire County is...

A unified region with active urban centers surrounded by working rural landscapes and pristine natural resources. Residents of all ages enjoy a high quality of life, with ample opportunities for housing, employment, recreation, education, health, and community services. The County continues to balance the preservation of farmland and natural resources with sustainable economic development. Vibrant and well-planned development is located primarily in cities and villages, and carefully managed in rural areas to minimize conflict with agricultural land uses and maintain rural character.

Eau Claire County is a desirable place to live because of its natural beauty, employment and educational opportunities, and well-maintained multi-modal transportation network. While the City of Eau Claire remains the heart of nonagricultural economic activity, residents recognize and appreciate urban and rural interdependencies. Citizens share responsibility for the improvement of urban services and the preservation of rural areas and sensitive natural resources supporting their communities. County leaders continue to work with municipalities, state agencies, and the private sector to support sustainable development and the efficient delivery of services for the betterment of the region as a whole.

A petitioner/applicant must explain how their proposed amendment to the comprehensive plan will be consistent with the vision for the future of Eau Claire County.

EAU CLAIRE COUNTY COMPREHENSIVE PLAN GOALS, OBJECTIVES, AND POLICIES

General Goals

The overall aim of the Eau Claire County Comprehensive plan, as reflected in the Vision statement and throughout the entire plan, is to create a sustainable future for Eau Claire County. A sustainable community is one where economic prosperity, ecological integrity and social and cultural vibrancy live in balance. For Eau Claire County, a sustainable future will create conditions that:

- Protect and improve the health, safety, and welfare of residents in Eau Claire County.
- Preserve and enhance the quality of life for the residents of Eau Claire County.
- Protect and reinforce the unique assets (environmental, social, and economic) within Eau Claire County.

HOUSING GOALS, OBJECTIVES AND POLICIES

- Plan for safe, code-compliant, energy efficient housing that is attractive and affordable to meet existing needs and forecasted housing demands. Provide housing for senior and special needs citizens.
- Support programs that maintain or rehabilitate the housing stock. Support the reuse and/or redevelopment of blighted areas for affordable housing. Encourage infill of vacant lots in existing subdivisions.
- Plan for housing types and densities that reinforce the predominantly rural character of Eau Claire County. Manage residential development to prevent land use conflicts between incompatible land uses and to minimize the environmental impact of residential growth.

Transportation Goals, Objectives and Policies

- Provide for a safe, efficient, multi-modal, and well-maintained transportation network for all residents, farmers, commercial and emergency vehicles.
- Manage access and design of the road network in order to maintain the safe and functional integrity of the road system and prevent traffic hazards and congestion.
- Provide adequate pedestrian and bicycling routes. Provide public transportation services throughout the county, including rural areas. Be prepared to address other transportation modes required by Wisconsin's Comprehensive Planning Law.

Energy, Utilities, and Community Facilities Goals, Objectives, and Policies

- Protect public health and high quality land and water resources through proper disposal of solid waste, proper treatment of sewage, and stormwater management.
- Monitor satisfaction with county emergency services and other utility or community services and seek adjustments as necessary to maintain adequate service levels.
- Provide adequate access to quality educational and recreational facilities for all County residents.

Agricultural, Natural and Cultural Resources Goals, Objectives, and Policies

- Preserve farmland and the rural landscape as a viable foundation for a strong agricultural economy.
- Minimize land use conflicts between farm and non-farm uses, as well as between farms.
- Protect sensitive environmental areas, wildlife habitat, rural vistas, and local cultural resources for current and future residents of Eau Claire County.

Economic Development Goals, Objectives, and Policies

- Attract and retain businesses that strengthen and diversify the local economy.
- Encourage continued agricultural use in rural areas thereby acknowledging the importance of agriculture to the economic base of the County. Enhance tourism as an important aspect of the area economy.
- Minimize land use conflicts between business and non-business uses.

Intergovernmental Cooperation Goals, Objectives, and Policies

- Maintain mutually beneficial relationships with local government entities, neighboring counties, State and Federal agencies, and school districts serving County residents. Establish additional relationships to encourage more cooperation, including development of cooperative boundary agreements.
- Improve communications and consensus among area municipalities regarding future development. Seek input from local municipalities on rezonings, conditional use permits, land divisions, or site plan approval for projects proposed where the County enforces those regulations.
- Support coordinated implementation of County and municipal comprehensive plans.

Land Use Goals, Objectives, and Policies

- Balance the provision of adequate land and infrastructure to support new development with the protection of agriculturally productive areas, natural resources, and open space throughout Eau Claire County.
- Support continued farming in areas having highly productive soils for agricultural use and maintain regulations to support farming in those areas. Limited non-farm residential development in these areas will be considered provided land-use conflicts do not emerge. Encourage development of residential neighborhoods in areas suitable for residential development based upon neighboring or nearby development, soils suitable for residential development and on-site wastewater management, and environmentally sensitive features such as wetlands and wildlife habitat.
- Balance land use regulations and individual property rights with community interests.