

WISCONSIN

I. Program: Center for Land Use Education (CLUE): www.uwsp.edu/cnr/landcenter.html.
Joint venture of the College of Natural Resources at the University of Wisconsin - Steven's Point and the University of Wisconsin - Cooperative Extension System.

A. Education

1. *Publications*: Handbooks, Bulletins, Fact Sheets, and Others

a. *Handbooks*: available for download in pdf format free of charge, or in print for \$4.00; ~ 90 pages in length Includes:

i. *Plan Commission Handbook*: assists plan commission members in understanding various roles and related practices and law, and helps local government officials and citizens understand the role of the commission and their relationship to it.

ii. *Zoning Board Handbook*: assists zoning board member, local government officials and citizens in understanding role of zoning board and the procedures and legal standards with which their decisions must comply.

iii. *Zoning Nonconformities*: assists local officials, land use planning professionals, and citizens in finding an appropriate balance between private rights in continued use of existing development and the public purposes of new land use regulations.

b. *Bulletins*: include worksheets, sample forms, and examples; ~20 pages in length

i. *Enhancing Involvement in Community Planning Using Incentives*

ii. *Crafting an Effective Plan for Public Participation*

iii. *Finding the Right Match: Criteria for Selecting Communities to Provide Outreach Services in Natural Resource Planning and Management.*

iv. *Village Plan Commission Ordinances*

v. *Recruiting and Retaining Qualified Plan Commissioners*

c. *Fact Sheets*: ~ 2 pages in length

i. *Rain and Snow - where do they go and what do they take with them?*

ii. *Impervious Surface - an environmental indicator*

- iii. Siting Rural Development - protecting lakes and streams and decreasing road costs
- iv. Cluster/Open Space Development
- v. Conservation Easement
- vi. Conservation Density Regulations/Bonus
- vii. Purchase of Development Rights
- viii. Transfer of Development Rights

d. *Other Publications:*

- i. Building Our Future: A Guide to Community Visioning
- ii. Comprehensive Planning Binder: preparation, required elements, fundamentals
- iii. Community Planning Survey Results
- iv. How to Hire a Planning Consultant
- v. Key Points about Wisconsin's New Comprehensive Planning and Smart Growth Law.
- vi. Shoreland Stewardship Practices

2. *Training Seminars*

a. *Plan Commission Workshops:* designed for newly appointed commissioners, veteran commissioners tackling complex issues, and professional educators and planners whose job it is to support local commissions.

i. Basic Plan Commission Workshop addresses:

- a. establishing a plan commission;
- b. recruiting and retaining quality commissioners;
- c. role and responsibilities of the plan commission;
- d. encouraging public participation;
- e. open meetings and public records laws; and
- f. ethical conduct and decision making.

ii. Advanced Plan Commission Workshop addresses:

- a. property rights;
- b. zoning, conditional uses, non-conformities, and subdivision regulation;
- c. mapping strategies for farmland, natural resources, and future land uses;
- d. acquiring data for comprehensive planning;
- e. intergovernmental cooperation;
- f. plan implementation, monitoring, and enforcement; and
- g. storm water and non-point pollution.

- b. *Zoning Workshops*: designed for new and continuing county board of adjustment and city, village and town board of appeals members. Topics include:
 - i. role of the board or adjustment/appeals;
 - ii. procedures and legal standards applicable to board decisions;
 - iii. open meeting law; and
 - iv. zoning variance standards.

B. *Communication*

- 1. *Newsletters*: Land Use Tracker
 - a. electronically published on quarterly basis.
 - b. includes 4-5 articles relating to planning and links to relevant resources
 - c. ~ 10-16 pages in length
- 2. *Website*: Extensive links to publications and other valuable resources for more information on data sources, land use law and administration, legislation, planning elements, zoning, taxation, etc.
- 3. *Clearinghouse Function*: none

C. *Model Ordinances and Codes*: website provides link to models

D. *Hotline Resource*: none - available through email

II. Personnel and Funding

A. *Personnel*

- 1 director and tenure track faculty member: 30% teaching, 70% extension funded
- 1 tenure track faculty member: 30% teaching, 70% extension funded
- 1 extension specialist: 100% extension funded
- 1 extension specialist: 50% extension and 50% Dept. of Natural Resources funded
- 2 project planners: 100% grant funded
- 1 program assistant: 100% extension funded

B. *Funding*

Program began in 2000 with \$80,000 grant from the government to the Cooperative Extension to provide state-wide education about planning and the law. This funded two part-time positions. Cooperative Extension created CLUE with the College of Natural Resources and it is now funded as set forth above.

III. Other Wisconsin Resources

A. *Wisconsin Law*: A comprehensive planning law passed in 1999 charged the state with the development of a technical assistance program for land use planning involving representatives from multiple state departments. The result was the establishment of the State Agency Resource Working Group which created an on-line Directory of Resources for Comprehensive Planning in Wisconsin.

B. *Directory of Resources for Comprehensive Planning in Wisconsin*

1. Provides links for various comprehensive plan elements, including:
 - a. general comprehensive planning;
 - b. public participation;
 - c. housing;
 - d. transportation;
 - e. utilities and community facilities;
 - g. agricultural resources;
 - h. natural resources; and
 - i. land use.

2. Sections are broken down into the following subheadings:
 - a. Guides: provide information on how to approach particular aspects of the comprehensive planning process.
 - b. Related Plans: documents generated by county or regional authorities, or state and federal agencies that could affect a community's plan.
 - c. Data Sets: spatial and tabular data.
 - d. Programs: resources to assist with the implementation of comprehensive plans. Information on funding, grants, and other assistance is found here.

3. The Directory provides numerous links to CLUE for educational technical assistance.

COLORADO

I. Program: Colorado Department of Local Affairs - Office of Smart Growth (hereinafter **DOLA**) www.dola.state.co.us/SmartGrowth/resources.htm

**DOLA directly provides technical assistance through workshops, publications, model codes, and a web-site. It also provides funding to the Rural Technical Assistance Program at Colorado State University Cooperative Extension and the Rural Community Assistance Program at University of Colorado, Denver.

A. *Education:*

1. *Publications:*

a. *General; ~2-7 pages in length*

- i. Land Use Planning in Colorado: general land use planning enabling authority for municipalities and counties.
- ii. What is Planning and Why Should a Community Plan?
- iii. Master Plan Primer: discusses components of comprehensive plan
- iv. Updating the Master Plan and/or Land Use Regulations
- v. Contracting for Consultants - How to develop an RFQ/RFP
- vi. Variance Application, Finding, and Record of Decision Forms
- vii. Capital Improvement Planning
- viii. Tips on Citizen Involvement

b. *“Best Practices Series;” ~ 60 pages in length; periodically updated*

- i. Natural Hazards Planning and Mitigation
- ii. Intergovernmental Agreements
- iii. Land Use and Growth Management
- iv. Preservation of Open Space, Farms, and Ranches

2. *Training Seminars*

- a. Planning 101 Workshop: free workshop for elected officials and planning commissions regarding land use planning concepts and tools;

3. *Web Page*

a. Planning Commissioner’s Corner

- i. tips on how to conduct effective public hearings;
- ii. legal considerations such as quasi-judicial decisions, ex-parte contacts, conflicts of interest, due process, etc.
- iii. role of planning commissioner;

- iv. updating master plan and land use regulation
- v. more planning resource links

B. *Communication*

- 1. *Newsletters*: none
- 2. *Website*: Extensive links to numerous groups, agencies and organizations that provide planning tools and resources pertaining to community development, affordable housing, growth, open space and agricultural land preservation.
- 3. *Clearinghouse Function*
 - a. Right to Farm Ordinances from two counties
 - b. Development Impact Analyses from various counties
 - c. Impact Fee Reports from a few counties

C. *Model Codes and Documents*

- 1. The Colorado Brownfields Handbook
- 2. Water Efficient Landscape Design Model Ordinance
- 3. Model Land Use Code for Colorado's Small Communities

D. *Hotline Resource*: none

II. Personnel and Funding

Government Funded; one source of funding comes from revenue obtained from the energy extraction industry to offset the impact of that industry.

Other Colorado Programs Partnered with DOLA: CSU & CU

I. Colorado State University Cooperative Extension - Rural Technical Assistance

Program: www.coopext.colostate.edu/cd/

Joint venture with DOLA. Provides technical assistance to 34 counties in Eastern, Southeastern, and South Central Colorado. Helps local governments set goals, make decisions, and create conceptual designs to meet needs of small local communities.

A. *Services Provided*

- 1. Landscape Architecture
- 2. Architecture and Design
- 3. Historical Preservation
- 4. Research and Planning
- 5. Economic Development
- 6. Community needs assessments
- 7. Parks, trails and open space planning

B. *Criteria for Projects*

1. benefits a district, neighborhood, or community rather than an individual person;
2. benefits a community group that cannot obtain appropriate assistance through a private consultant due to lack of funding or inexperience with the consulting process;
3. community group requesting aid should be able to cover a portion of project costs; the remainder is covered by CSA through a DOLA grant;
4. project must have public policy implications, be innovative or have replication or educational value to a broader audience.

C. *Sample Projects*

1. community visitor center layout;
2. business plan for regional training center;
3. fire station layout;
4. anthropology survey for a potential 700 acre reserve;
5. trail master plans;
6. market study for small towns;
7. main street development; and
8. park design

D. *How Program Works:*

1. CSU program is split into 2 regions; each with one community development specialist.
2. Student interns from various departments are hired to work under the community development specialist's supervision.
3. Students and specialist visit community requesting assistance and determine cost, size and scope of proposed project. Public meetings are held to focus the community's vision.
4. Memorandum of Understanding is drafted between specialist and community that breaks down project costs, goals, and what each party is responsible for. Usually the community and program will split costs evenly.
5. Community applies for grant funding for about half of total project cost.
6. Specialist accesses resources for completing project which include:
 - a. DOLA grant money,
 - b. Faculty assistance from CSU and student interns who are paid reasonable wage.

E. *Typical Costs and Funding*

1. Community projects range from \$2000 to \$3500.
2. Annual funding from DOLA:
 - a. \$200,000 covers 2 community development specialists, some support staff, office expenses, travel, and student wages; (planners and support staff are DOLA employed), and

- b. \$15,000 - 20,000 per region (2) to match funds with local communities.
- 3. CSU funding:
 - a. \$20,000 - \$30,000 to pay for salary increases, fringe, etc.

II. University of Colorado, Denver - Rural Community Assistance Program:

www.cudenver.edu/Academics/Colleges/ArchitecturePlanning/Centers

The program is joint venture with DOLA and part of a larger community service center called the Colorado Center for Community Development that is currently developing two other interrelated programs, Urban Community Assistance and Tourism Development. The Rural Community Assistance Program provides services to small communities with populations of less than 8000.

A. Services Provided

1. Landscape, Parks and Trails, and Playground Design
2. Land Use and Recreation Master Plans
3. Architectural Design and Planning
4. Economic Development Studies and Plans
5. Community Needs Surveys and Workshops
6. Historic Property Inventories and Preservation Strategies
7. Housing and Commercial Revitalization
8. Project Cost Estimates and Phasing Assistance
9. Resource Identification and Grants
10. Sustainable Development Policies, Program, and Materials
11. Zoning Code Update
12. Suitability Studies with use of GIS Data

B. Criteria for Projects

1. benefits a district, neighborhood, or community rather than an individual person;
2. benefits a community group that cannot obtain appropriate assistance through a private consultant;
3. has public policy implications, is innovative or has replication or educational value to a broader audience.
4. the requesting community group is able to cover a portion of project costs

C. Sample Projects

1. assembly of city's comprehensive plan;
2. landscape design of town's major intersection;
3. open space, trails, and park concept plan for town
4. corridor enhancement master plan;
5. wetlands trail master plans;
6. police cost/benefit study for county sheriff's department
7. pool and recreation center development
8. city mapping for presentation and use by city.

D. *How Program Works:*

1. CU program is split into 2 regions; each with one community development specialist.
2. Student interns from various departments are hired to work under the community development specialist's supervision.
3. Students and specialist visit community requesting assistance and determine cost, size and scope of proposed project. Public meetings are held to focus the community's vision.
4. Memorandum of Understanding is drafted between specialist and community that breaks down project costs, goals, and what each party is responsible for. Usually the community and program will split costs evenly.
5. Community applies for grant funding for about half of total project cost.
6. Specialist accesses resources for completing project which include:
 - a. DOLA grant money,
 - b. Faculty assistance from CU and student interns who are paid reasonable wage.

E. *Typical Costs and Funding*

1. Community projects range from \$2000 to \$3500.
2. Annual funding from DOLA:
 - a. \$200,000 covers 2 community development specialists, some support staff, office expenses, travel, and student wages; (planners and support staff are DOLA employed), and
 - b. \$15,000 - 20,000 per region (2) to match funds with local communities.
3. CU funding: email to program director Jon Schler.

INDIANA

I. Program: Purdue Extension Land Use Planning Team (LUPT):

www.ces.purdue.edu/anr/landuse

A. *Background Information:* Indiana law requires one county-based extension educator to serve on the county plan commission. There are 75 county plan commissions in Indiana. LUPT plays two roles: it addresses educational and training needs of those extension educators serving on the county plan commissions *and* provides education and training to a broader audience such as land decision-makers, local officials, plan commissioners, and others involved in local planning.

B. Education

1. *Publications:* available on web site and hard copies provided to all county educators on plan commissions. Revised when necessary. Each ~ 2-8 pages in length. 21 publications, including:

- a. The Rural/Urban Conflict
- b. Public Hearings: A Citizen's Guide
- c. Agricultural Land Protection in Indiana
- d. Land Use and Water Quality
- e. Conservation Easements in Indiana
- f. Public Hearings: A Plan Commissioner's Guide
- g. Private Property: Rights, Responsibilities, & Limitations
- h. Nonpoint Source Pollution - A Threat to our Waters
- i. Impacts of Development on Waterways
- j. The Law Behind Planning and Zoning in Indiana
- k. Tax Treatment of Conservation Easements.

2. *Training Seminars:* delivered around state by LUPT

a. "Nitty Gritty" Plan Commission Training Session: 4-6 per year with one "Advanced Nitty Gritty" per year.

b. *Land Use Videoconferences:* 4 per year. Topics have included:

- i. farm land preservation;
- ii. site considerations for large livestock confined operations;
- iii. stormwater and runoff issues in land use planning; and
- iv. rural wastewater issues.

c. *Planning with POWER* (Protecting Our Water and Environmental Resources): state-wide educational program that links land use planning with watershed and natural resource planning at local level.

d. *The Rural/Urban Conflict*: outlines causes of conflict between farmers and non-farm rural residents, uses role-play exercise to explore conflict scenarios, and provides guidelines for cultivating better community relations.

e. *Agricultural Land Protection*: identifies some factors involved in balancing economic growth with agriculture and natural resources, discusses tools for protecting ag land, and provides specific steps for local action.

f. *Land Use Lessons for Youth*: provides interactive experiences for young people to help them consider how current choices about land affect the future of their communities.

g. *The Planning and Zoning Series*: six lessons that focus on role of planning and zoning in land use decisions, including the critical work of plan commissions and local elected officials. Lessons include:

i. *Citizen Participation in Land Use Planning*: helps citizens understand how to participate and helps officials learn how to involve citizens in land use planning.

ii. *The ABCs of P&Z and How Does it Work?*: defines the special lingo and language used in planning and zoning.

iii. *What is the Plan Commission and How Does it Work?*: describes the creation and roles of plan commissions and how they perform their functions.

iv. *The Comprehensive Plan*: explanation

v. *How Good is Your Comprehensive Plan?*: encourages citizens to analyze and evaluate existing plans.

vi. *Zoning - What Does it Mean to your Community?*: explores the pros and cons of zoning by pointing out what zoning can and cannot do for a community.

h. *Grant Writing*

3. *Proposed Training Workshops*:

a. *Smart Growth Planning*: identifies ten Smart Growth principles and how they can be implemented in community planning.

b. *Open Space Planning*: identifies the different steps involved in the process of planning, such as identification of corridors and greenways, financial plan development, data collection, and conducting meetings with public and landowners.

C. *Communication*

1. *Newsletters*: none

2. *Website*: very limited in scope; publications in pdf form; schedule of events; event registration.

3. *Clearinghouse Function*: none

D. *Model Ordinances and Regulations*: none

E. *Hotline Resource*: none

F. *Other Services*: a limited number of counties (~10) can employ the assistance of LUPT to apply university based science and technologies for development/revision of comprehensive land use plans and ordinances.

II. Personnel and Funding

A. *FTE's*: For general education and support role (not the statutorily required training for extension educators), funding includes 2-3 FTE (\$75,000 per FTE annually) spread among 15-20 faculty, staff, and extension educators who make up core leadership of LUPT. Funded through hard dollars provided by University.

B. *Operational Expenses* (travel, materials, office support): \$50,000 annually funded through hard dollars provided by University.

C. In-kind Contributions from Indiana Planning Association and Ball State University.

D. No current support from state government.

III. Other Indiana Programs:

The Indiana Land Resources Council was a statutorily created technical assistance program specifically for land use planning but was recently discontinued by the Governor. Now, most of the technical assistance is provided by LUPT.

OHIO

I. Program: Ohio State University Extension Land Use Team: www.landuse.ose.edu

Composed of 35 Extension educators from county, district, and state Extension departments. A number of subcommittees exist to address priority educational projects as land use issues emerge in local communities and around the state. The entire team meets quarterly to help determine areas of emphasis, guide efforts, review progress, and determine impacts. Primary mission is educational assistance. Team offers various tiers of planning projects, ranging from developing a community's comprehensive plan to providing more limited services.

A. *Education*

1. *Publications*

a. “*Fact Sheets*” addressing various land use topics. ~ 2-3 pages in length.

- i. Costs of Community Services
- ii. Conservation Easements
- iii. Land Trusts
- iv. Purchase of Development Rights
- v. Transfer of Development Rights
- vi. Zoning
- vii. Agricultural Zoning
- viii. Current Agricultural Use Value Assessment in Ohio
- ix. Agricultural Districts
- x. Comprehensive Planning
- xi. Cluster Developments
- xii. Rural Zoning Purpose and Definition
- xiii. Rural Zoning Can's and Cannot's
- xiv. Zoning Types
- xv. Zoning: The Relationship of Planning to Zoning
- xvi. Responsibilities of Persons Involved in Initiating Rural Zoning Actions.
- xvii. How to Enact Rural Zoning
- xviii. Development Impact Fees

b. *Brochures*: not available on-line

2. *Training Seminars*:

a. “*Land Use Tools Series*:” Programs on a variety of issues presented by members of the Team to serve the needs of newly elected and appointed officials and seasoned land use decision makers. Each program can be tailored according to local needs. Topics include:

- Community Planning Organizations

- i. similarities and differences between regional and county planning commissions;
 - ii. financing activities of organizations;
 - iii. format to follow to encourage public participation and maintenance of an organization;
- County Comprehensive Planning
 - i. elements to include in plan;
 - ii. how to develop plan;
 - iii. how to find stakeholders;
 - iv. how to form advisory committees
- Zoning
 - i. structure of zoning;
 - ii. roles of zoning commission, board of zoning appeals, etc.;
 - iii. defensible zoning;
 - iv. alternative zoning (agricultural and performance zoning, PUD's, etc)
- Subdivision Regulations
 - i. practical applications;
 - ii. enforcement;
 - iii. review and approval process.
- b. *Sustainable Growth and Development for Ohio*: On-line PowerPoint Presentations on various topics, including:
 - i. Education for Public Policy Decision
 - ii. Strategies for Sustaining Development (federal and state approaches);
 - iii. Planning and Growth Management Tools
 - iv. Ten Principles of Smart Growth
 - v. Watersheds
 - vi. The State of Sprawl in Ohio

B. *Communication*

1. *Newsletter*: "Land Use Letter:" an on-line newsletter that is published quarterly. Includes articles, resources, upcoming events and other land use information.
2. *Website*:
 - a. extensive links to books, papers, and other websites dedicated to land use.
 - b. Recent data on population, land density, and population density.

c. Details regarding Ohio's new Agricultural Easement Purchase Program

3. *Clearinghouse Function*: none

C. *Model Ordinances and Regulations*: none

D. *Hotline Resource*: none

II. Personnel and Funding

A. *Personnel*: 35 Extension Educators who volunteer their time and resources.

B. *Funding*: No outside funding. Budget is very small, consisting of revenue generated through workshops and seminars. Generally, only the cost of the Team's expenses is charged for each workshop and seminar.

MICHIGAN

I. Program: Michigan Land Use Institute: www.mlui.org

The Institute is an independent, non-profit research, educational, and service organization established to help Michigan address various land use issues at the state and local level. MLUI is primarily a Smart Growth advocacy program which helps citizens and elected officials address various issues through its top rate journalism, coalition-building, and grassroots organizing. The Institute has five county offices throughout the state.

A. Education

1. Publications

- a. “Great Lakes Bulletin:” Quarterly magazine featuring in-depth reporting and analysis about Michigan’s land use issues and Smart Growth principles. Each magazine is approximately twelve pages long featuring various articles on transportation, clean energy, planning tools, housing, politics, economics, legal developments, agriculture, etc.
- b. “Special Reports”: Reports are approximately 24 pages in length and consist of a variety of articles dedicated to one specific subject (i.e. land and water, political issues, transportation, growth management, farmland.)
- c. “Annual Reports”: Describes the year’s accomplishments and future goals of the Institute. Includes information on revenue and expenses for the year.

2. *Training Seminars:* Although not technically “training seminars,” MLUI’s Grassroots Support Center works with public interest organizations and local communities around Michigan to launch their projects. The training MLUI provides is specific to each project and consists of workshops and facilitating public meetings.

3. *Public Forums:* regularly scheduled meetings featuring prominent experts who explore workable solutions to sprawl, traffic congestion, etc.

B. Communication

1. *Newsletter:* See “Great Lakes Bulletin” above.

2. Website

- a. Articles regarding water and land use issues across the state
- b. On-line discussion forum on variety of topics
- c. Events Calendar for all state-wide events pertaining to planning,

conservation, etc.

d. Tools for Action: links to Michigan government websites, senators, representatives, legislative proposals, voter registration.

e. Activist Toolkit: includes sample documents, letters and organizing tips to assist grassroots activists “hone” their message.

3. *Clearinghouse Function*: Public library consisting of books, periodicals, reports, maps, photographs, and videos.

C. *Model Ordinance and Regulations*: none

D. *Hotline Resource*: Outreach and Member Services: this program is designed to immediately respond to requests for information, publications, technical advice, and communications support.

II. Personnel and Funding

A. *Personnel*: 17 board members and 17 staff members spread among one home office and four regional offices. Staff is comprised of technical experts in land use planning, waste management, sustainable agriculture, energy efficiency, information resources, and the law.

B. *Funding*: MLUI operates as a non-profit corporation which generates its revenues from grants, membership dues, consulting fees, and the sale of its own publications, reports, and other products.

C. *2004 General Snapshot*

Revenue

Grants:	\$840,375
Member fees and donations:	\$528,990
Consulting and Services:	\$45,601

Expenses

Payroll Expense:	\$843,207
Publications:	\$57,290
Professional Fees:	\$39,247
Travel:	\$62,776
Postage/Phone	\$50,000