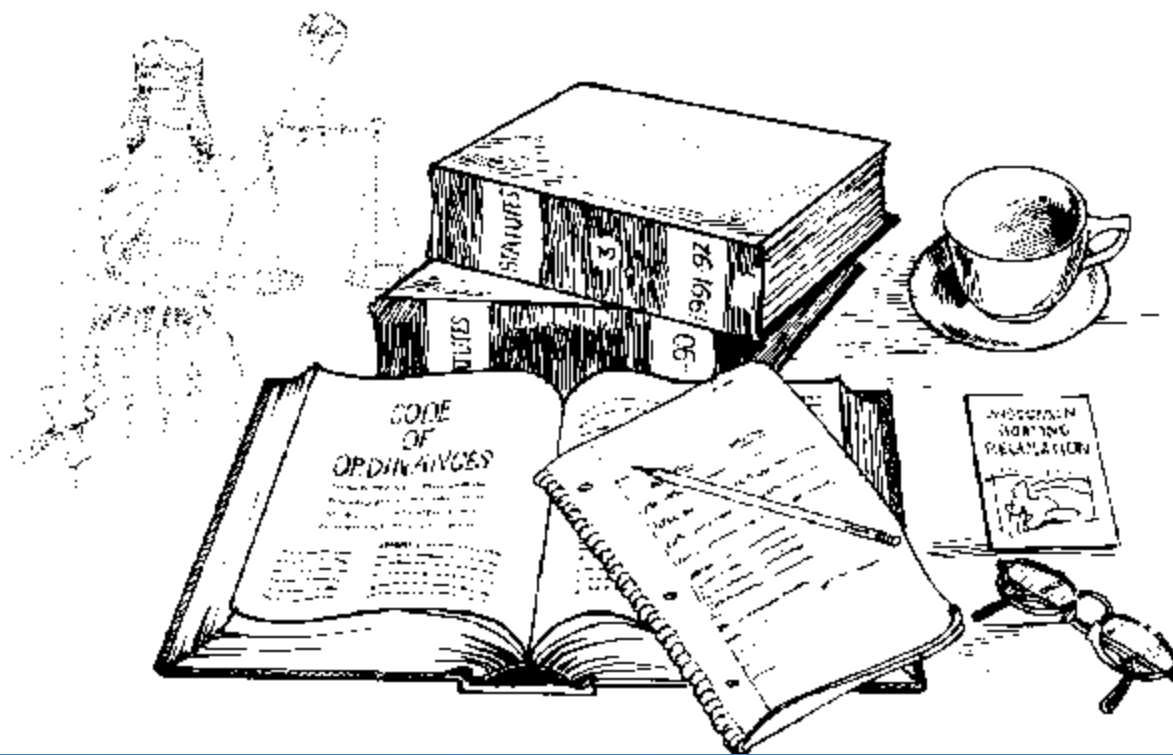


Updating Your Comprehensive Plan



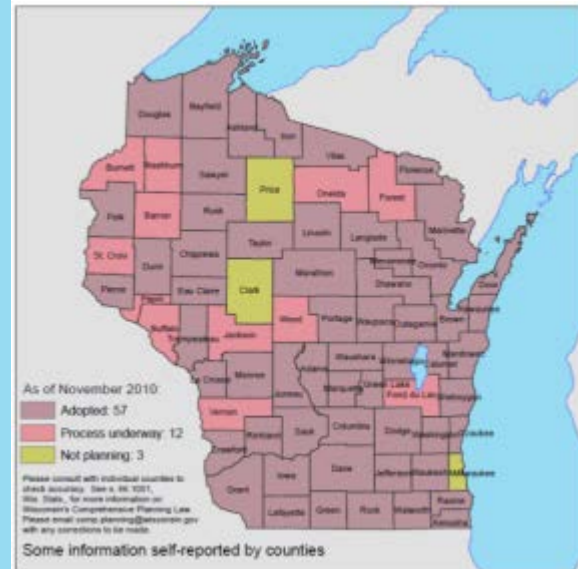
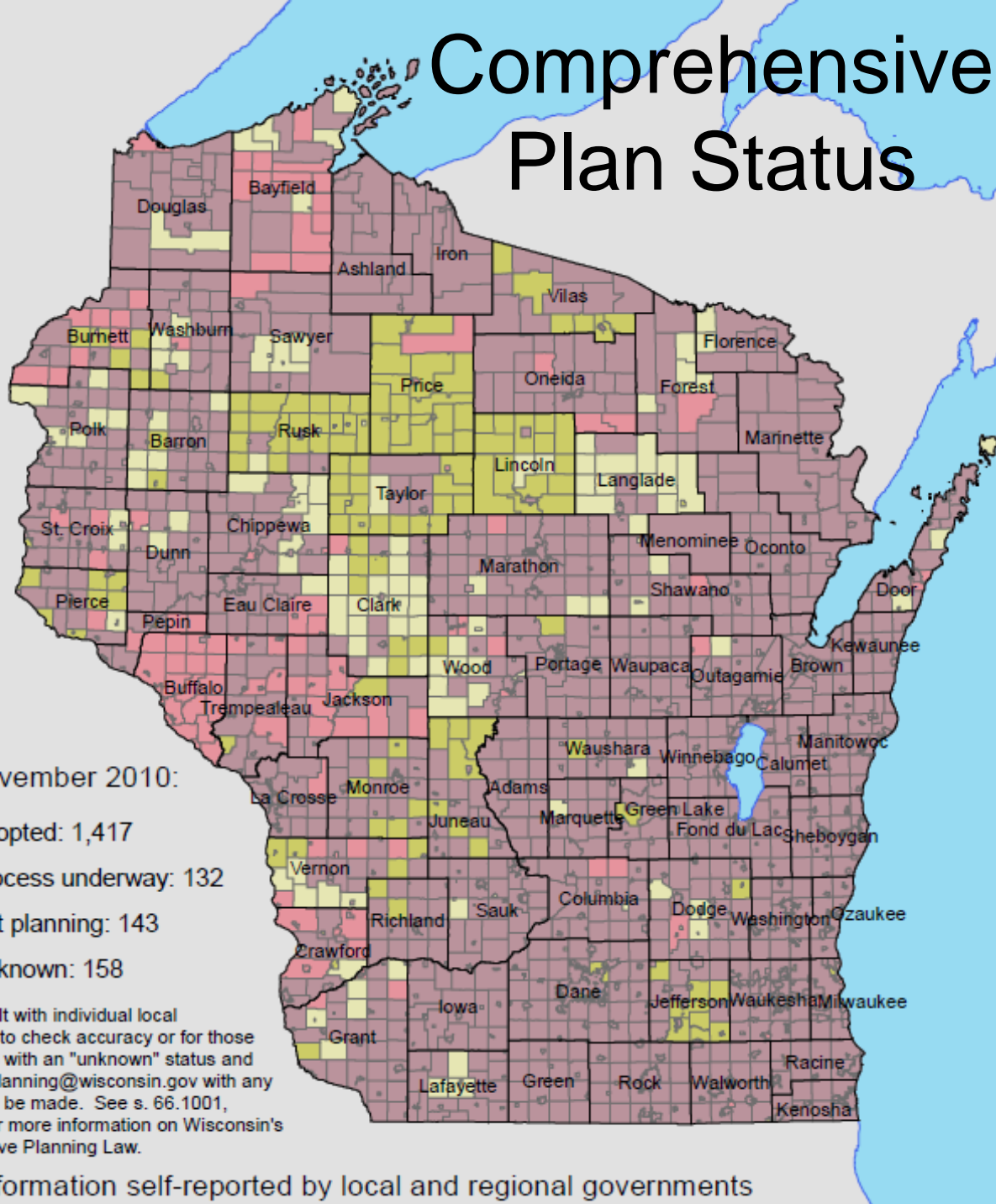
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Comprehensive Plan Status

- 1,500 adopted comprehensive plans
- 100 communities w/ zoning, subdivision, or official mapping but no plan
- Some communities have been making incremental changes
- Early plans ready for 10-year update



Why Update Your Plan?

- Unforeseen or changing conditions
- Changing community desires
- Changes in political leadership
- Plan not performing as expected
- Errors in the original plan

“The real issue is not the age of the plan, but its effectiveness.”

Plan Updates and Amendments

- Set timeline and process for reviewing plan amendments:
 - Amendments considered upon request of landowner, developer, governing body, staff
 - Minor changes considered annually
 - Major review and rewrite at least once every 10 years as required by state statutes
- Strike balance between rigidity and flexibility in plan amendment process



Plan Updates and Amendments

- Identify criteria for reviewing plan amendments

1. The change is consistent with the overall goals and objectives of *Confluence*.
2. The change does not create an adverse impact on public facilities and services that cannot be mitigated.
3. Development resulting from the change does not create an undue impact on surrounding properties. Such development should be consistent with the physical character of the surrounding neighborhood or would upgrade and improve its viability.
4. The change allows a more viable transition to the planned uses on adjacent properties than the current land use.
5. The change does not have a significant adverse impact on the natural environment including trees, slopes and groundwater, or the impact could be mitigated by improvements on the site or in the same vicinity.

Continued...

(City of LaCrosse Comprehensive Plan)

Audit Plan for Performance

1. Review the vision and focus of your plan.
 - Identify issues that matter to your community.
 - Organize your plan around those topics.
 - Set a compelling yet achievable vision.

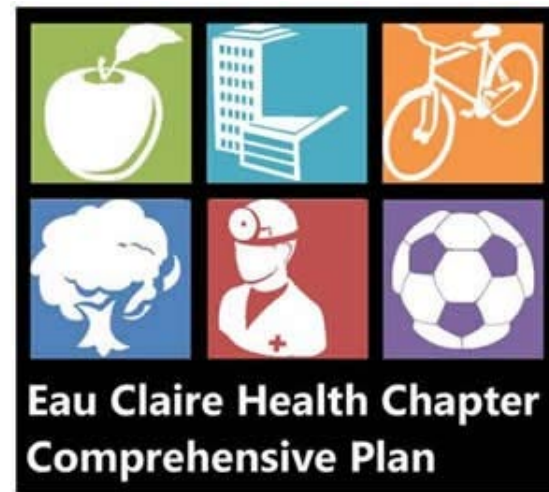
9 Required Elements

- Issues & Opportunities
- Housing
- Transportation
- Utilities & Community Facilities
- Agricultural, Natural & Cultural Resources
- Economic Development
- Intergovernmental Cooperation
- Land Use
- Implementation

Planning Elements

- Consider timing and relationship of elements
- Focus on topics that are most important to your community
- Consider reorganizing, simplifying or adding topics/chapters:

- ✓ Energy
- ✓ Food systems
- ✓ Public health
- ✓ Sustainability






Planning Elements

Example: City of Brookfield Comprehensive Plan Chapters

1. Vision
2. Land Use
3. Housing and Neighborhoods
4. Jobs and Shopping
5. Natural Resources & Recreation
6. Education
7. Sustainability
8. Special Places
9. Transportation
10. Community Value
11. Regionalism
12. Implementation

Audit Plan for Performance

1. Review the vision and focus of your plan.
2. Review data, maps and projections.
 - Update to reflect changing conditions.
 - Consider impacts of different scenarios.
 - Use maps and text to guide desired timing and pattern of future development.



Trends to Consider

- What impacts will these trends have on your community?
 - Declining household size
 - Increase in Asian and Hispanic populations
 - Baby Boomer retirements
 - Preference for smaller homes close to services
 - Fewer young people driving
 - Strong commodity prices / agricultural land values

Consistency Matrix

Example: East Bay Township

Future Land Use Categories	Supporting and Compatible Zoning Districts	Potentially Compatible Zoning Districts*	Evaluation Factors and Features*
Residential - Low to Medium Density	Low Density Residential (LDR)	Agricultural (AG)	If characterized by high quality farmlands and not served with public water or wastewater
		Rural Residential (RR)	If not served with public water or wastewater
		Natural Area (NA)	If immediately adjacent to areas planned and zoned as natural area and not served with public water or wastewater
		Moderate Density Residential (MDR)	If immediately adjacent to areas planned and zoned for medium density residential and served with public water and wastewater
		High Density Residential (HDR)	If immediately adjacent to areas zoned for high density residential, planned as a natural extension of an existing high density residential development and served with public water and wastewater



Audit Plan for Performance

1. Review the vision and focus of your plan.
2. Review data, maps and projections.
3. Review goals, objectives and policies.
 - Remove timid, non-committal or ambiguous language.
 - Prioritize and assign resources.
 - Develop performance measures.
 - Annually review and document progress towards plan implementation.

Triage Approach



- Example: Dane County

Implementation Summary Table <i>Chapter 8: Land Use</i>	2013 5-yr Update				
	Status 2013	Keep?	Modify?	Done?	Notes
Overall Land Use		X	X		
1. Maintain and enhance the existing regional planning framework in Dane County.	Ongoing	X			
2. Continue to consider a permanent, countywide Transfer of Development Rights (TDR) program.	Complete		X		Modify to "continue to expand and implement TDR in interested communities."
3. Continue to develop a permanent, countywide Purchase of Development Rights (PDR) program.	Partially complete	X			
Code Implementation, Administration And Enforcement		X	X		
1. Examine zoning process, existing and proposed local codes, administration and procedural requirements to minimize negative impacts on agriculture.	Ongoing	X			
2. Conduct countywide meetings to discuss existing and proposed ordinances, regulations and legislation affecting land use.	Ongoing	X			
3. Work with the county zoning agency to develop an expedited permitting process for new developments that are sited on existing transportation arterials and that satisfy the objectives identified in community/county plans	Not addressed		X		Consider rewriting to "encourage zoning in advance of development projects."
Community and Neighborhood Design		X			
1. Develop an integrated set of community and neighborhood design principles to help new development and redevelopment meet the goals and objectives of the <i>Dane County Comprehensive Plan</i> .	Not addressed	X			
Fees		X		X	
1. Property owners rezoning land from A-1(ex) should pay fees sufficient to cover the full costs of the rezone process and administration.	Ongoing	X			
2. Explore creation of service impact fees for new development.	Ongoing	X			
3. Establish a sanitary code fee structure sufficient to add dedicated staff to conduct, monitoring, inspection and enforcement related to septage landspreading operations.	Complete			X	
Ordinance Amendments		X	X	X	
1. Amend the Dane County Zoning Ordinance (Chapter 10, Dane County Code).	Partially complete	X			

Prioritize and Assign Resources

- Identify for each tool:
 - Timeline for implementation
 - Resources required
 - Party responsible for implementation
 - Indicators or measures of success



Monitoring Progress

Example: City of Austin, Bicycle Master Plan

Performance Measure	Baseline Data	Target Benchmarks	Data Collection Frequency
Percentage of bicycle network completed	34% of network currently exists as recommended	60% by 2015 70% by 2020 100% by 2030	Parks Department will provide annual report
Number of bicycle maps and safety brochures distributed each year	4,004 distributed in 2008	Distribute 5,000 each year	Parks Department will provide annual report
Percentage of all commute trips made by bicycle	Central City: 3.23% Citywide: 0.96%	Central City: 8% by 2015, 10% by 2020 Citywide: 2% by 2015, 5% by 2020	Transportation survey conducted every two years

Monitoring Progress

Example: City of Brookfield

Vision Statement Guiding Principle	Progress Measure(s)	Source(s)	Actual Result, Year
<p>Sustainability: <i>Brookfield is a sustainable community in all aspects-from the environment to the economy-and leads in responsible community growth and redevelopment.</i></p>	<ul style="list-style-type: none"> ▪ Reduction in per capita potable water usage. ▪ Increasing amount of waste diverted (i.e., recycled, composted) from landfill. ▪ Creation of zoning and site development standards that encourage sustainable building and site development. ▪ Inventory of LEED certified buildings and/or sites. ▪ Number of officials and staff who complete sustainability training. ▪ Establishment and implementation of a sustainability impacts decision guide or matrix, with annual report of City activities. 	<p>Public Works Department Annual City Development Report Community Development Department All City departments with potential sustainable practices</p>	
<p>Special Places: <i>Brookfield celebrates its vibrant civic district; memorable gathering places such as the Wilson Center; and its unique heritage and places such as the Ruby Farms homestead.</i></p>	<ul style="list-style-type: none"> ▪ Expansion of Farmers' Market and other local food venues. ▪ Number of significant residentially-zoned historic properties preserved. ▪ Increasing number of "gathering places." 	<p>Community Development Department</p>	



Monitoring Progress

Annual Self-Audit

- Hold joint meeting with governing body, plan commission, zoning board and staff
- Monitor progress towards plan implementation
- Summarize number and types of plan amendments, rezones, conditional uses, variances, appeals, etc.
- Make recommendations to clarify plan or ordinance language that is unclear, inadequate, overly restrictive or otherwise problematic

See PC Handbook (chapter 6, pg. 11) or BOA Handbook (chapter 19)



Audit Plan for Performance

1. Review the vision and focus of your plan.
2. Review data, maps and projections.
3. Review goals, objectives and policies.
4. Decide on scope of plan update.
 - Determine if you must revise or rewrite plan.
 - Consider plan format and organization.
 - Tell a story using images.
 - Involve the right people.

Update Options

Option 1: Selectively Revise Portions of Plan

- Time and cost-effective.
- Works best if current plan is well-written/organized.
- May make it difficult to take a fresh look at issues or problems.

Trends in Supply, Demand, and Price of Land

RESIDENTIAL DEVELOPMENT

Residential development covers ~~less than 5%~~^{approximately 4%} of the land in the Town. From a tax base standpoint, residential development accounts for almost all of the tax revenue generated in the Town of Hortonia. These two important figures clearly illustrate that residential development is very important to the Town. By far, most of the more than 1,100 people who live in the Town are very happy with the quality residential choices available and want to see farming and rural-country living continue as the primary land uses in the Town.

As of the 2010 US Census there were 391 households in Hortonia. Official WDOA household projections through 20~~32~~²⁵ estimate an increase of ~~86107~~ new households (to a total of ~~477494~~ households accommodating ~~1,1901,357~~ residents). That translates into roughly ~~45~~ new single-family homes being constructed each year. The Town of Hortonia has experienced growth that exceeds this rate. Given this information, it is likely that the actual number of new homes built in the Town over the next 20 years will be greater than the official projections.



Update Options

Option 2: Update Inventory or Policy Section

- Distinct inventory and policy sections can be updated independently.
- Provides an opportunity to focus on policies.
- Some time and cost savings over complete rewrite.

Option 3: Create Plan Supplement

- Existing plan is retained in its current form. Supplement document highlights new information and policies.
- May be difficult to ascertain which policies are current.
- Easiest, least costly approach.



Update Options

Option 4: Create Entirely New Plan

- Major undertaking – new plan written from scratch.
- Avoids time-consuming and potentially tedious task of working with existing plan language or format.
- Works best if existing plan requires major overhaul.

Example: City of Monona

Defining the Scope

- It is up to local community

1. Simple	2. Assessment + Modernization	3. Overhaul
<ul style="list-style-type: none">• Census 2010• Check-off accomplishments• Basic Public Input	<ul style="list-style-type: none">• Data, check-off accomplishments• Assess opportunities for new goals/objectives• Consider innovative elements• Additional public participation opportunities• Plan Commission work sessions• Modernization and re-formatting	<ul style="list-style-type: none">• All of the above• New visioning statements• Detailed surveys, multiple stakeholder meetings, public meetings• Additional committee review• Commitment to innovative elements

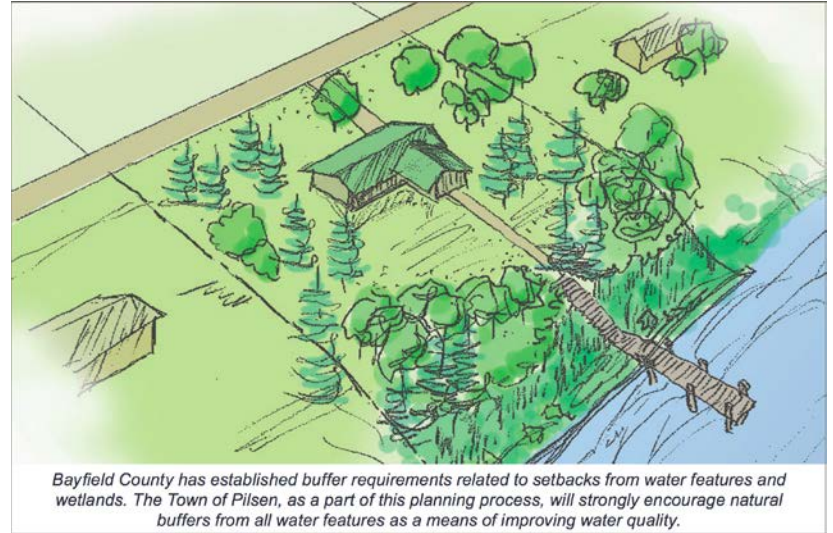
Document Design

- Organization and structure (table of contents, numbering, index, appendix)
- Writing style (avoid legalese where possible)
- Cross-referencing (say it once)
- Tables (summarize a lot of data)
- Graphics (show what you mean)
- White space and contrast



Graphics

- Illustrate your plan, ordinances and related materials with pictures, diagrams and non-technical language



- Prepare a glossy, informational brochure or poster plan summarizing the plan's main points



Political Process

Involve elected officials on a regular basis long before you have something for them to adopt

- ✓ Why are we doing this?
- ✓ What are the current regulations?
- ✓ What are the proposed changes?
- ✓ How will the proposed changes impact constituents?



Political Process

Involve constituents:

- ✓ Developers,
- ✓ Neighborhood groups,
- ✓ Environmental groups,
- ✓ Design professionals,
- ✓ Business owners,
- ✓ Other community groups

Identify “project champions” – officials/citizens who will move project forward and keep it on the agenda

Drafting Team

- Staff
- Consultant
- Governing body
- Plan commission
- Advisory committee
- Special interests/knowledge
- Legal counsel

A plan for planning

- What is the purpose of the planning effort?
- What geographic area will you cover? Will this be a multi-jurisdictional effort?
- Who is going to use the plan, and how?
- What is the form, content, and appearance of the plan?
- Who is going to prepare the plan?
- How will you fund the process?
- What process will you follow when preparing the plan?
- What education and relationships do you need to build before getting started?

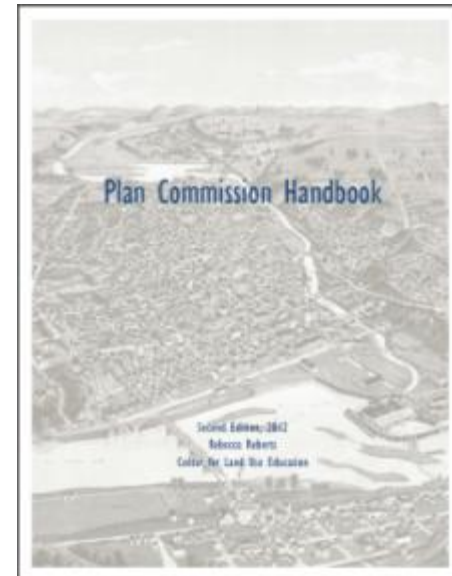
Recommended Resource

Plan Commission Handbook (CLUE, 2012)

www.uwsp.edu/cnr-ap/clue/Pages/publications-resources/PlanCommissions.aspx

- I. Introduction to the Plan Commission
- II. Procedural Responsibilities
- III. Community Planning
- IV. Public Participation
- V. Plan Implementation
- V. Ordinance Administration
- VI. Zoning Regulations
- VII. Subdivision Regulations

Plus forms, worksheets, glossaries and recommended resources

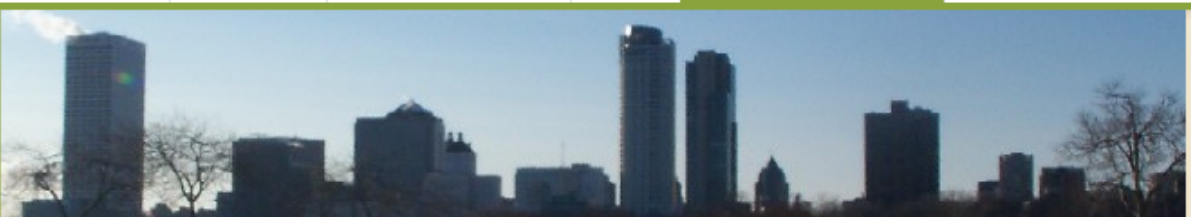
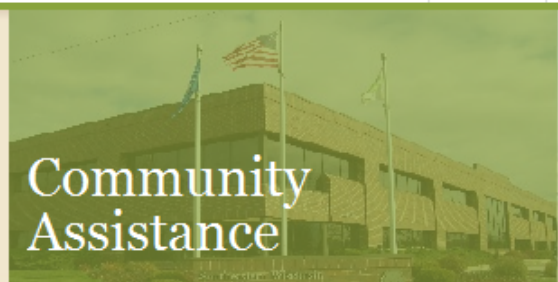


Recommended Resource

Sample Documents for Comprehensive Plan Amendments (SEWRPC, 2010)

www.sewrpc.org/SEWRPC/communityassistance/ProjectPlanningServices.htm

- Application form
- Public hearing notice
- Plan commission resolution recommending plan amendment
- Local government ordinance adopting plan amendment
- Sample public participation procedures
- Local government resolution adopting procedures

- Educational Services**
- Advisory Services
- Review Services
- Project Planning Services
- Project Management Services
- County Surveyor Services

Comprehensive Planning (“Smart Growth”)

The following materials have been developed by SEWRPC to assist county and local governments in Southeastern Wisconsin in preparing and amending their comprehensive plans:

- [Sample Amendment Forms for Towns that have Adopted an Independent Comprehensive Plan](#)
- [Sample Amendment Forms for Towns that have Adopted a Multi-Jurisdictional Comprehensive Plan](#)
- [Sample Documents for City and Village Comprehensive Plan Amendments](#)

Signs of a Good Plan

- Legally sound
- Reflects community desires
- Result of public involvement
- Users understand it
- Local officials can apply it

Thank You!

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Comprehensive Planning Law

- Beginning January 1, 2010, changes to zoning, land division and official mapping ordinances must be consistent with an adopted comp plan
 - Plans must address 9 elements
 - Written procedures for public participation
 - Distribution of plans for review
 - Adopt plan by ordinance
 - Update at least once every 10 years



Legal Process

1. Written public participation procedures adopted by governing body
 - Methods for fostering public participation
 - Methods for distributing proposed, alternative or amended elements of comprehensive plan
 - Opportunity for written comments and response by local government



Legal Process

2. Publish class 1 notice at least 30 days prior to public hearing on proposed plan/amendment
 1. Date, time and place of hearing
 2. Summary, which may include map, of proposed plan or amendment
 3. Local government contact
 4. Info to inspect or obtain plan prior to hearing(Send notice to nonmetallic mineral mining interests and those who have submitted a written request)



Legal Process

3. Local government approval

- Plan Commission adopts resolution recommending adoption of plan (majority vote required)
- Governing Body adopts comprehensive plan by ordinance (majority vote required)



Legal Process

4. One copy of an adopted comprehensive plan or amendment must be sent to:
 - Wisconsin Department of Administration
 - Regional Planning Commission
 - County and adjacent units of government
 - Public library