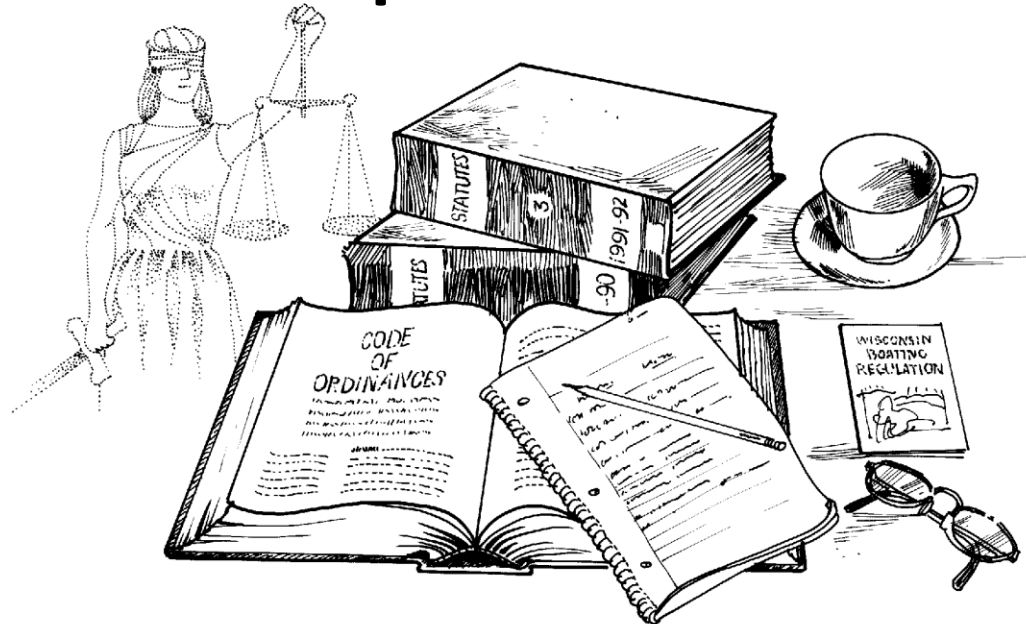


# Updating and Revising Your Comprehensive Plan



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# Today's Presentation

## Plan updates and amendments

- ✓ Why update?
- ✓ Timeline and process
- ✓ Criteria for considering plan amendments
- ✓ Strengthening the future land use map and text

## Procedural requirements

- ✓ Opportunities for public participation
- ✓ Notice and distribution requirements
- ✓ Local government approval

## Questions and Answers

# Plan Updates and Amendments

- 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

- Possible Triggers:
  - Review by plan commission or staff
  - Request from governing body
  - Request from landowner, developer, etc.  
(usually related to change to zoning, land division or official map that is not consistent with comprehensive plan)

# Plan Updates and Amendments

- Set timeline and process for reviewing plan amendments:
  - On Demand
    - Amendments considered upon request of landowner, developer, local government, staff, etc.
  - Time Specific
    - Minor amendments considered annually or semi-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
  - For example:

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)

# 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. Public hearing held on proposed plan or amendment
  - Publication of Class 1 notice at least 30 days prior
    1. Date, time and place of the hearing
    2. Summary, which may include map, of proposed plan or amendment
    3. Name of individual employed by local government who can provide additional information regarding proposed amendment
    4. Information relating to where and when proposed plan or amendment may be inspected before the hearing, and how a copy of the amendment may be obtained
  - Notice distributed to nonmetallic mineral mining interests and persons who have submitted a written request for notification

(Wis Stat. 66.1001(4))

# 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
  - Adjacent units of government
  - Special-purpose units of government
  - Public library

# Plan Updates and Amendments

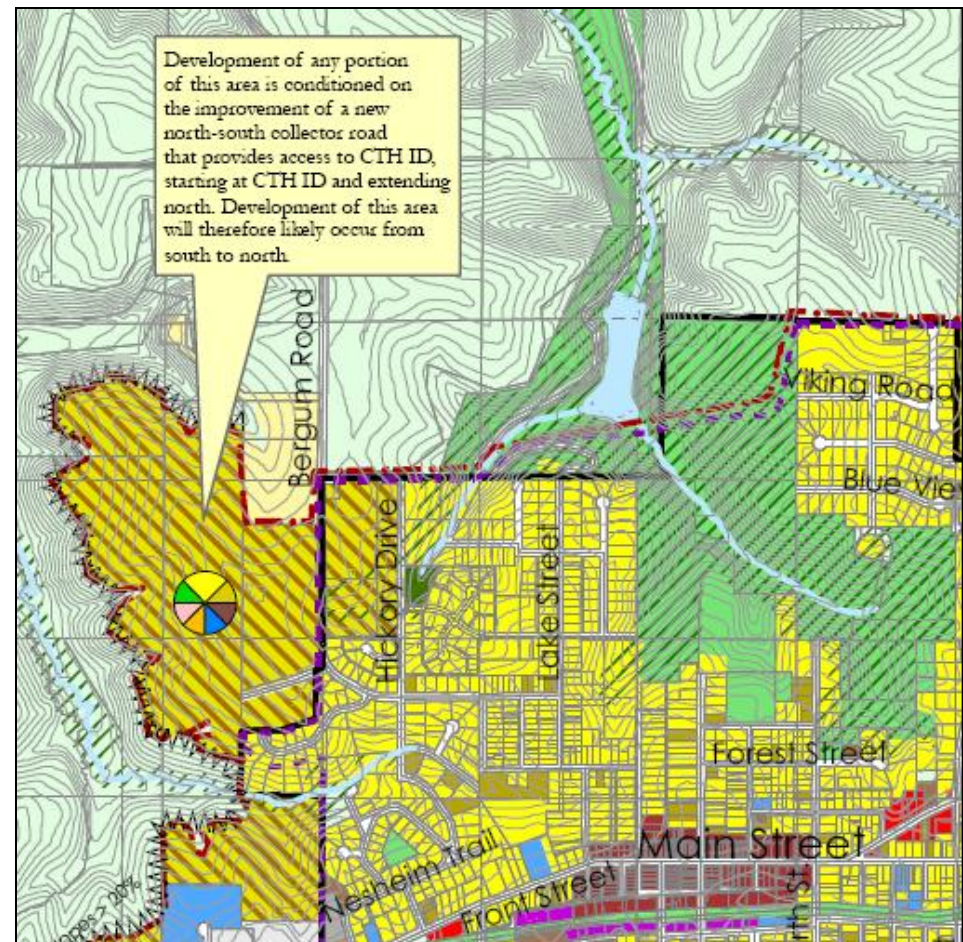
- Audit Plan for Performance:
  - Review goals, objectives and policies to see if they are being implemented. Reprioritize and assign responsible party.
  - Review timid, non-committal or ambiguous language such as “consider”, “may” and “explore”. These terms might have been politically acceptable but do not provide much guidance.
  - Consider updates to the future land use map and accompanying text to better inform the desired timing and pattern of future growth.

# Example

- Village of Mount Horeb – Future Land Use Map

Plan specifies conditions under which growth may occur:

*“development of this area is conditioned on improvement of a new north-south collector road”*

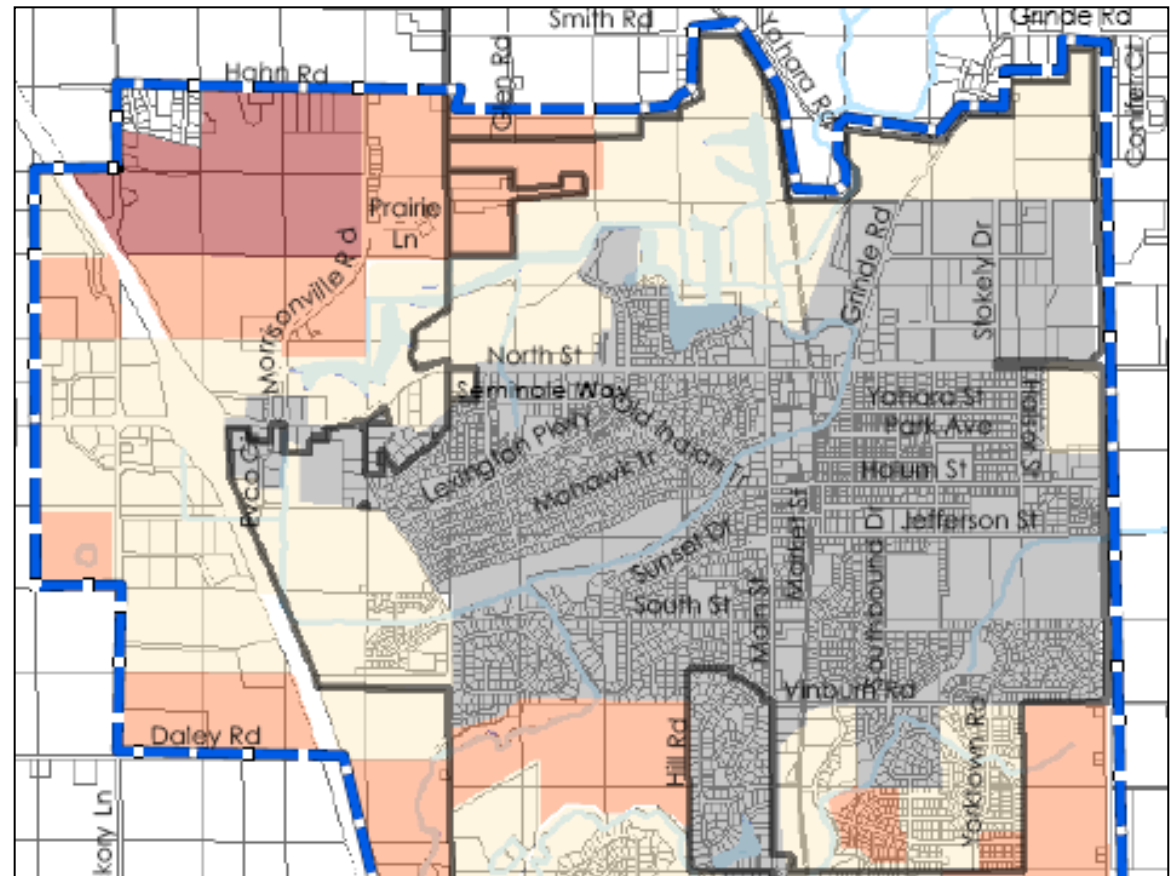
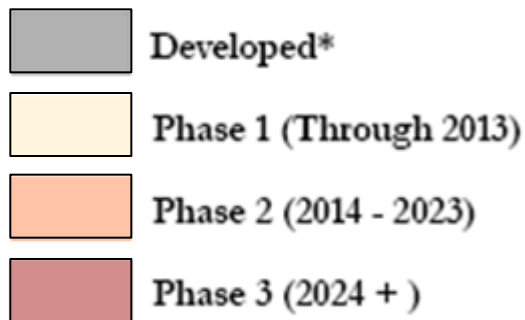


# Example

- Village of DeForest – Growth Phasing Map

Comprehensive plan specifies desired timing of development






## Growth Phasing Areas

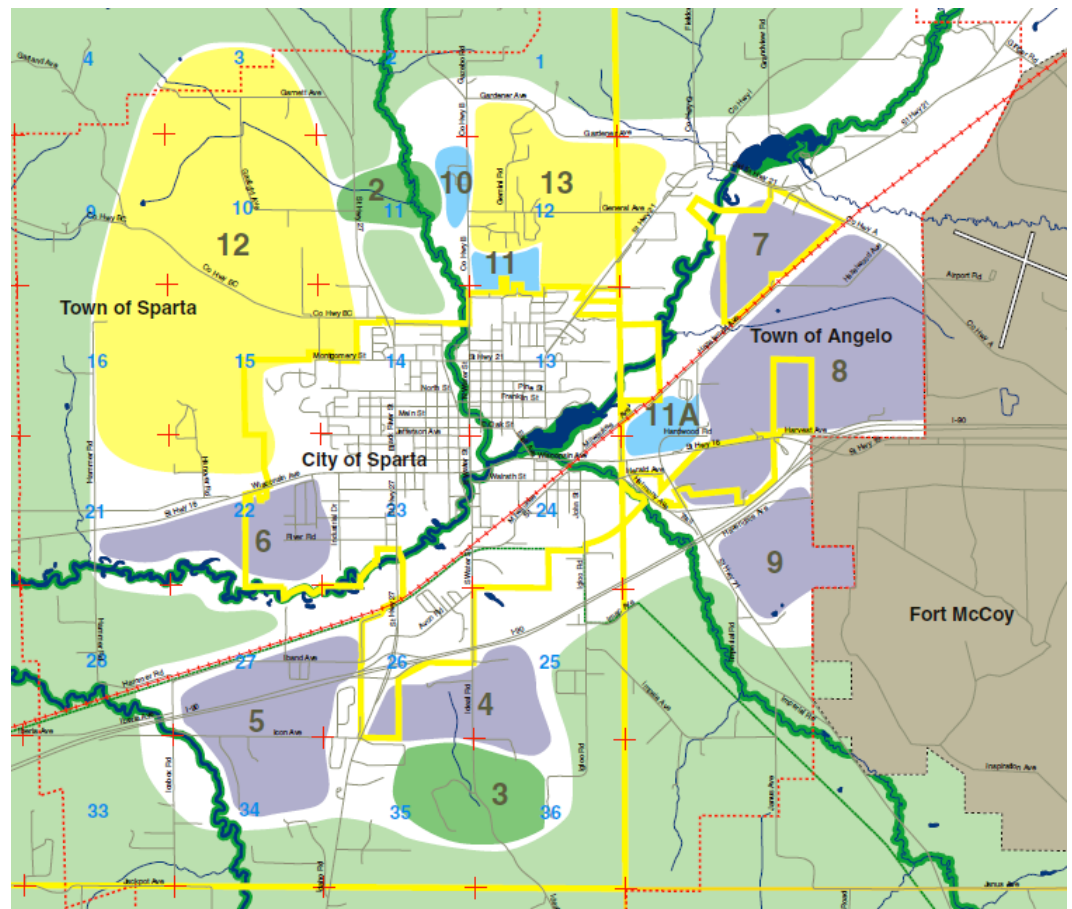


# Example

- City of Sparta – Development Concepts Map

Maps are drawn in “bubble” fashion showing general locations for future development

- 1  Open Space/Environmental Corridor
- 2-3  Park
- 4-9  Industrial
- 10-11A  Institutional
- 12-13  Single Family Residential



# Plan Updates and Amendments

- Approaches for working with existing plan:
  - ✓ Option 1: Create Plan Supplement
    - The existing plan is retained in its current form. A supplement document highlights new information and policies.
    - Easiest, least costly approach.
    - May be difficult to ascertain which policies are current.
  - ✓ Option 2: Selectively Revise Portions of Plan
    - More cost-effective and less time consuming than total rewrite.
    - Works best if current plan is well-written/organized.
    - May make it difficult to take a fresh look at issues or problems.

# Plan Updates and Amendments

- Approaches for working with existing plan:
  - ✓ Option 3: Update Inventory or Policy Section
    - Distinct inventory and policy sections which can be updated independently.
    - Provides opportunity to focus on policies.
    - Some time and cost savings over complete rewrite.
  - ✓ 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.

# If you could do it all over again...

1. Keep the plan to a reasonable length
2. Don't let inventory elements dominate the plan.
  - Place background information in appendix or separate volume.
  - Place important policy sections near front of plan.
3. Use charts, graphs, text boxes and images to summarize, illustrate or highlight important information.
4. Use the future land use map and accompanying text to better inform desired patterns of growth.
5. Prioritize and attach performance measures to goals, objectives and policies.
6. Give greater consideration to non-regulatory approaches to plan implementation.

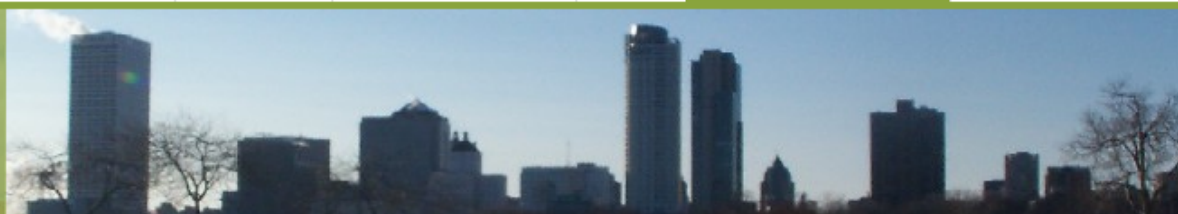
# Recommended Resources

## *Sample Documents for Comprehensive Plan Amendments*

- ✓ Southeastern Wisconsin Regional Planning Commission, June 2010
- ✓ [www.sewrpc.org/SEWRPC/communityassistance/EducationalServices2.htm#SmartGrowth](http://www.sewrpc.org/SEWRPC/communityassistance/EducationalServices2.htm#SmartGrowth)

### Includes:

- 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](#)

# Recommended Resources

## *Implementation Element Guide, Chapter 4: Amending and Updating Your Comprehensive Plan*

- ✓ Center for Land Use Education, September 2006
- ✓ [www.uwsp.edu/cnr/landcenter/Publications/elementguides](http://www.uwsp.edu/cnr/landcenter/Publications/elementguides)

## *Updating Your Comprehensive Plan: 50 Recommendations for Making Plan Updates More Effective*

- ✓ Maine State Planning Office, April 2003
- ✓ [www.maine.gov/spo/landuse/docs/publications.htm](http://www.maine.gov/spo/landuse/docs/publications.htm)

# Thank You! Any Questions?

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