

**Exhibit B:  
EVALUATION, UPDATE AND AMENDMENT PROCEDURE  
FOR COMPREHENSIVE PLANNING**

**I. Purpose**

The purpose of this procedure is to provide a process for evaluating, updating, and amending the City of Milwaukee Comprehensive Plan (Citywide and Area Plans).

**II. Applicability**

This procedure applies to all amendments to the Comprehensive Plan text or map designations.

Definitions:

"The Comprehensive Plan" means the City's Master Plan that states policies and recommendations for the physical development of the city. The Comprehensive Plan is comprised of 2 types of documents: 1) a Citywide Plan and 2) Area (Neighborhood) Plans.

"Citywide Plan" means the general document that meets the mandates of Wisconsin's Smart Growth Law and establishes the most general level of policies. It contains policies for all nine legally required elements and includes a future land use map.

"Area Plan" means a document that tailors the Citywide Plan policies to a smaller geographic area (neighborhood). This document contains policies that are detailed and specific including land use and design recommendations, district and corridor recommendations, and recommended catalytic projects.

"Future Land Use Map Amendment" means any correction or modification to the map maintained by the City of Milwaukee as its approved current "Future Land Use Map."

"Text Amendment" means Comprehensive Plan amendments in the form of text changes, whether in the form of additions, corrections, or modifications. The "Department" means the Department of City Development, Planning Division.

**III. Timing of Plan Evaluation**

The Citywide Comprehensive Plan, including its Future Land Use Map, shall be evaluated not less than once every 10 years. Area Plans shall be evaluated as needed.

**IV. Required Comprehensive Plan 10-Year Evaluation, Update and Amendment Procedure**

The Department must review the City Comprehensive Plan to assess and evaluate the effectiveness and shortcomings of the Plan including the validity of the projections, the realization of the goals and objectives, and the applicability of the Plan's polices and maps. It is the Department's

responsibility to initiate an evaluation of the Citywide Plan and Area Plans and conduct the following tasks.

- (a) Prepare a brief Update Report on the Plan that evaluates the following:
  1. New census data and economic projects (if available)
  2. Comparison of adopted Land Use Map and land uses at the time of evaluation
  3. Comparison of projects anticipated in the adopted plan and projects completed and/or underway at the time of evaluation
  4. Major problems of development, physical deterioration, location of land uses, and the social and economic effect of the major problems identified
  5. Unanticipated and unforeseen problems and opportunities that occurred since the adoption that include a description of the unforeseen problems and/or opportunities and their impacts
  6. Changes to Wisconsin Statutes and/or changes in state or regional policy
  7. New and/or revised goals, objects and policies (as needed)
  8. Any needed action to address the planning issues raised in the report and changes in other jurisdictional policies
  9. Proposed or anticipated text or map amendments to address or implement the identified changes
  10. Adopted Public Participation Procedure to determine which steps the amendment process will incorporate
- (b) Upon completion of Update Report, prepare a resolution transmitting the report, recommending an amendment to the Citywide and/or Area Plan and, if deemed necessary, alterations to the public participation process. Submit the resolution for introduction at Common Council.
- (c) The Council will, if appropriate, direct DCD to amend the Citywide and/or Area Plan, which could range from a simple text change to a rewrite of an entire plan.
- (d) Prepare the Plan Amendment and conduct the Public Participation Procedure as specified in the Update Report.
- (e) Once the Plan Amendment is complete, prepare a Resolution and Ordinance. Submit the Ordinance for introduction at the Common Council and schedule a City Plan Commission Public Hearing.
- (f) Follow the Formal Review and Adoption process established in the adopted Public Participation Procedure, Actions 3-12.

*Note: The Zoning, Neighborhoods, and Development Committee cannot take action until the City Plan Commission has approved the resolution.*

#### **V. Minor Comprehensive Plan Amendment Procedure**

Minor text or map amendments may be initiated by the subject property owner(s) or the City. It is the responsibility of the Department to conduct the following tasks if such an amendment is initiated.

- (a) Evaluate the proposed amendment, in consultation with the appropriate stakeholders, using the criteria from IV(a) of this procedure to decide whether or not an Amendment is necessary.
- (b) If an Amendment is deemed necessary, submit an Ordinance for introduction at Common Council and a Resolution for City Plan Commission.
- (c) Follow the Formal Review and Adoption process established in the adopted Public Participation Procedure, Actions 3-12. In addition, if there are amendments proposed to the Future Land Use Map, send all property owners within at least 500 feet of the Map change a notice of the City Plan Commission, Public Hearing.