

UPDATE AND AMENDMENT PROCEDURE FOR COMPREHENSIVE PLANNING

Amended December 2016 (Common Council File #161076)

I. Purpose

Section 66.1001 of the Wisconsin State Statutes requires that all cities adopt a Comprehensive Plan to guide the physical, social, and economic development of the city. Section 66.1001 also requires that local governments adopt written procedures for updating the Comprehensive Plan and fostering public participation in the planning process.

On September 21, 2004, the Common Council of the City of Milwaukee passed a resolution establishing the procedures for seeking Public Participation in the development of the City of Milwaukee's Comprehensive Plan and for evaluating, updating, and amending the Comprehensive Plan after adoption (Common Council File #040565).

The 13 Area Plans and the Citywide Policy Plan that make up the Comprehensive Plan for the City of Milwaukee were subsequently adopted by the Common Council on July 27, 2010 as required by Section 66.1001 of Wisconsin State Statutes (Common Council File #100247).

The purpose of this procedure is to provide a process for amending the City of Milwaukee Comprehensive Plan and ensuring that public participation continues to be at the forefront of all planning efforts.

II. Applicability

This procedure applies to all updates and amendments to the Comprehensive Plan text or map designations. This includes the City of Milwaukee's Area Plans and the Citywide Policy Plan.

III. Types of Updates or Amendments:

a. Minor Text or Map Amendments

A Minor Text or Map Amendment means a modification or update to an existing Area Plan or the Citywide Policy Plan that impacts a very limited geographic area or areas (generally smaller than a "district" or "corridor" as defined by the Plan), or for the Citywide Policy Plan is limited to a specific policy within one of the required plan elements. This may also include a technical update or correction to the Plan. Such an amendment may be initiated by the Department of City Development ("DCD") or requested by neighborhood stakeholders or impacted property owners for

consideration. A Minor Text or Map Amendment is made directly to the existing plan document and does not require the creation of a new Plan.

b. Plan Amendments

Area Plans or the Citywide Policy Plan may be amended by the adoption and incorporation of Action Plans, Corridor Studies, Design Standards, Policy Documents, or other similar planning documents that address smaller geographical areas or specific planning issues within an Area Plan boundary or a specific issue covered in the Citywide Policy Plan. A Plan Amendment results in the creation of a supplemental planning document that is incorporated by amendment into the applicable Area Plan or Citywide Policy Plan.

c. Plan Updates

As directed by the Common Council of the City of Milwaukee, DCD may engage in a full update of any of the Area Plans that make up the Comprehensive Plan or the Citywide Policy Plan. A Plan Update results in the creation of a new plan document that includes all of the elements required of a Comprehensive Plan by State Statute 66.1001.

IV. Required Procedure for Plan Amendments and Updates

a. Minor Text or Map Amendments

When a Minor Text or Map Amendment has been proposed, DCD will evaluate the request with the local Common Council member and impacted stakeholders to determine whether a Minor Text or Map Amendment is warranted. This evaluation may include a neighborhood meeting or other appropriate mechanism to solicit public input depending on the nature of the proposed amendment.

If a Minor Text or Map Amendment is deemed warranted, DCD will submit a resolution containing the Minor Text or Map Amendment for consideration by the City Plan Commission and the Common Council. Public notice will be provided consistent with the process specified for "Formal Review and Approval" in the Public Participation Procedure for Comprehensive Planning.

b. Plan Amendments and Plan Updates

Plan Amendments and Plan Updates will be initiated at the direction of the Common Council as the need arises based on emerging land use issues and opportunities, major infrastructure investments, neighborhood input, or similar factors.

The process for developing Plan Amendments and Updates shall follow the adopted Public Participation Procedure for Comprehensive Planning.

The City of Milwaukee has an ongoing commitment to including a robust Public Participation process in all planning activities and to ensuring that this Public Participation process includes traditionally underrepresented groups. Therefore, in addition to following the steps called for in the adopted Public Participation Procedure, DCD will also create a project-specific Public Involvement Plan (example attached as “Exhibit B”) at the outset of any Plan Amendment or Update project. This Public Involvement Plan will be shared with the local Common Council member and Contract Management Team (if applicable) prior to the initiation of the planning project.

V: Notices via E-Notify

Since the adoption of the Public Participation Procedure for Comprehensive Planning, the City of Milwaukee and its citizens have made increasing use of the E-Notify System (<http://city.milwaukee.gov/enotify>). E-Notify subscription categories have been established for each of the 13 Area Plan areas as well as for the Citywide Comprehensive Plan. Therefore, E-Notify is added as an acceptable method of providing neighborhood meeting, workshop, and open house event notifications in addition to the others already listed in the Procedures.

In order to comply with Wisconsin State Statute 66.1001(4)(f), the City of Milwaukee will include a notice on the City’s Comprehensive Plan webpage notifying property owners of the ability to sign up for E-Notify to receive notice of any proposed changes to the Comprehensive Plan that may impact the allowable use of their property.

During the Formal Review and Approval process, an E-Notify announcement will be distributed to all users signed up for the applicable Area Plan E-Notify category at the same time the Class 1 Notice is published for the required Public Hearing for any Minor Text or Map Amendment, Plan Amendment or Plan Update.