



CITY OF JANESVILLE

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Item No. 1, Section VI

Planning Division Memorandum

Date: January 18, 2021

TO: Janesville Plan Commission

FROM: Duane Cherek, Planning Director

SUBJECT: Review of a Resolution to initiate an update to the 2009 *City of Janesville Comprehensive Plan* and recommend approval of an update process and Public Participation Plan (Plan Commission Resolution No. 2021-01)

I. RECOMMENDATION

The Planning Division recommends approval of Plan Commission Resolution No. 2021-01 to initiate an update to the 2009 *City of Janesville Comprehensive Plan* and recommend approval of an update process and Public Participation Plan.

II. ANALYSIS

Planning staff has prepared the attached Plan Commission Resolution No. 2021-01 which serves two purposes. Firstly, this resolution will formally initiate an update to the 2009 *City of Janesville Comprehensive Plan* and secondly, outline a public participation plan to be forwarded to the City Council for final approval. At its meeting on January 4th, the Plan Commission agreed to act as the Steering Committee for the Plan update which is reflected in the attached Resolution.

A. Plan Update Initiation

Wisconsin's Comprehensive Planning Law, §66.1001 of Wisconsin Statutes, was signed into law in 1999. The Comprehensive Planning Law requires all cities, towns, and villages that regulate land use through land use ordinances (e.g. zoning) to adopt a Comprehensive Plan. Comprehensive Plans are intended to guide development and redevelopment over a 20-year timeframe. The law also requires that land use decisions be consistent with the Plan.

The Janesville City Council approved the City's *Comprehensive Plan* in March 2009 after an extensive public participation program. All land use decisions made by the City of Janesville, including any actions regarding official mapping, subdivision regulation, and zoning regulations, must be consistent with the plan. While the recommendations included in the *Plan* have served the community's interest particularly well, a review of the plan document and maps is necessary to comply with guiding State Statutes and ultimately, ensure the Plan update reflects changing

conditions and appropriate policy direction on emerging trends and issues within the community.

B. Guiding Principles for Comprehensive Plan Update

Following the initial discussion on the Comprehensive Plan update by the Plan Commission on January 4th, staff prepared a list of guiding principles which are intended to formulate the basis upon which the update will be conducted. These principles are broad statements presented for the Commission's consideration, comment/revision, and concurrence. The adoption of such principles will provide a foundational understanding of the update process by all parties involved.

- The Comprehensive Plan update will be conducted in-house using existing staff and resources, as available, to complete this task.
- An update to the Plan is required to comply with the State Comprehensive Planning Law; however, the statutes do not prescribe the extent to which an existing plan must be revised, updated or renewed. The 2009 City of Janesville Comprehensive Plan remains largely relevant in its overall policy structure and framework.
- The project scope does not include preparation of new comprehensive plan; it provides a thorough evaluation of the existing document to identify and address the need for targeted revisions.
- The Planning Division will conduct the update process at the direction of Steering Committee which is comprised of members of the Plan Commission.
- State Statutes require that public participation measures be incorporated into the Plan update process, and those must be approved by the Plan Commission and City Council. This document will identify opportunities for public participation and review throughout the entire update process.
- Due to the ongoing COVID-19 pandemic, public participation efforts may be conducted virtually for some or the entirety of the update process with the possibility of in-person events to be held in the later stages of planning process.
- Since public participation activities often take a considerable amount of staff time, those efforts should be engaged strategically.
- A general survey evaluating how Janesville has progressed since the last plan adoption (2009) will be established to set a solid foundation prior to addressing each plan element.
- Certain elements of the Plan will require greater time and attention as part of the update. The Plan's land use element is likely to be chief among those with both the housing and economic development sections also being identified in this regard.
- Elements requiring greater attention will be scheduled for review toward the later stages of the update process.
- If the steering committee selects topics warranting more in-depth data collection, research or analysis that extend beyond internal staff capacity or resources, the Plan will incorporate those items as a recommendation for separate study as an outcome of the Plan update process.
- The updated Plan will establish a framework for annual review of the document in order to ensure continued validity over the life of the Plan.

C. Public Participation Plan

Pursuant to §66.1001(4) (a) of Wisconsin Statutes, the governing body of the local governmental unit must adopt written procedures designed to foster public participation at every stage of comprehensive plan preparation. Such written procedures must provide for wide distribution of draft plan materials, an opportunity for the public to submit written comments on the plan materials, and a process for the governing body to respond to such comments.

The Public Participation Plan is designed to provide the public with various opportunities to offer input and feedback into the planning process (see attached Public Participation Plan document). The guidelines indicate that a comprehensive planning committee will be utilized to provide policy guidance in the preparation of the plan update. This committee shall consist of the Janesville Plan Commission.

Staff recommends the Plan Commission adopt the attached resolution, thereby initiating the update process and forwarding the public participation plan to the City Council for final approval. Once the public participation plan is approved by City Council, the update process will commence as outlined in Exhibit 1, entitled "*Draft Timeline and Planning Process.*"

III. SUGGESTED MOTION

I move to approve Plan Commission Resolution No. 2021-01, thereby initiating an update to the 2009 *City of Janesville Comprehensive Plan* and recommending approval of an update process and Public Participation Plan.

PLAN COMMISSION RESOLUTION NO. 2021-01

**PLAN COMMISSION RESOLUTION
TO INITIATE AN UPDATE TO THE 2009 CITY OF JANESVILLE COMPREHENSIVE
PLAN AND TO RECOMMEND APPROVAL OF AN UPDATE PROCESS AND
PUBLIC PARTICIPATION PLAN**

WHEREAS, pursuant to §62.23(2) and (3) of the Wisconsin Statutes, the City of Janesville is authorized to prepare and adopt a Comprehensive Plan as defined in §66.1001(1)(a) and 66.1001(2) of the Wisconsin Statutes; and

WHEREAS, the City of Janesville fostered public participation in developing the 2009 Comprehensive Plan and held public hearings and provided numerous other opportunities for public involvement prior to approving and Ordinance adopting the Comprehensive Plan on March 9, 2009, as required by §66.1001(4)(a) and (d) of the Wisconsin Statutes; and

WHEREAS, the Comprehensive Plan is intended to address emerging issues and opportunities and allows the City to guide growth and development, and preservation by identifying areas appropriate for development and preservation over a 20-year planning period; recommending types of future land use for specific areas in an beyond the City Limits; preserving and enhancing natural areas, cultural resources, and agricultural lands in the area; identifying needed transportation, recreational, and community facilities and services to serve the City; and providing detailed strategies to implement Plan recommendations; and

WHEREAS, the Comprehensive Plan must be updated every ten (10) years as required by 66.1001(2)(i) of the Wisconsin Statutes and the adopted 2009 Comprehensive Plan specifies that the Plan Commission may initiate an update to the Comprehensive Plan followed by City Council adoption of a Resolution outlining the public participation process; and

NOW, THEREFORE, BE IT RESOLVED, that the Plan Commission of the City of Janesville, Rock County, Wisconsin, hereby initiates an update to the 2009 City of Janesville Comprehensive Plan, hereafter referred to as the "Plan Update".

BE IT FURTHER RESOLVED, that the Plan Commission recommends City Council approval of the following Plan Update process and public participation plan to meet the requirements of §66.1001(4)(a), Wisconsin Statutes:

1. The Plan Commission shall act as the Comprehensive Plan Steering Committee for the Plan Update.
2. Upon City Council approval, the Comprehensive Plan Steering Committee shall establish a meeting schedule with assistance from Planning Division staff. Each meeting shall be open to the public and comply with all applicable public notice requirements. Each meeting shall include an agenda item for public comment and open discussion and all public notices shall provide for written public comments.
3. A public opinion survey shall be conducted to obtain public input on a variety of Comprehensive Plan related issues. The use of online public engagement tools and platforms, including use of a City of Janesville webpage, will be pursued to offer additional opportunities for gathering public input
4. After drafting a Plan Update, the Steering Committee shall hold at least one community open house in order to obtain public review of the proposed plan

updates. The Steering Committee may revise the Plan Update following the open house.

5. Due to the COVID-19 pandemic, the Steering Committee is encouraged to use online platforms to engage with the public until it is safe to meet in person.
6. During the Plan Update process, City staff shall make the proposed text and map updates available in the Planning Division on the third floor of City Hall and through online platforms where applicable.
7. After a final draft of the Plan Update is completed, the Plan Commission shall hold a public meeting on the proposed Plan Update. Following said public meeting, the Plan Commission shall make a recommendation by Resolution to the City Council by majority vote of the entire Commission.
8. The City Clerk shall send a copy of the Plan Update to all adjacent and surrounding government jurisdictions and the county as required under §66.1001(4)(b) of the Wisconsin Statutes. Nonmetallic mine operators, any person who has registered a marketable nonmetallic mineral deposit with the local government, and any other property owner or leaseholder who has requested notification in writing shall be informed through this notice procedure. These governments and/or individuals shall have at least 30 days to review and comment on the proposed Plan Update.
9. The City Clerk shall direct the publishing of a Class 1 notice, with such notice published at least 30 days before a City Council public hearing and containing the information required by §66.1001(4)(d).
10. The City Council shall hold a formal public hearing on an ordinance that would adopt the Plan Update.
11. Following the public hearing, the City Council shall approve or deny the ordinance adopting the Plan Update. Adoption must be by a majority vote of all members. The City Council may require changes from the Plan Commission recommended version of the proposed Plan Update.
12. The City Clerk shall send a copy of the updated Comprehensive Plan to all adjacent and surrounding government jurisdictions, mine operators, any person who has registered a marketable nonmetallic mineral deposit with the City, and any other property owner or leaseholder who has requested notification in writing as required by §66.1001(4)(b) and (c) of the Wisconsin Statutes.

Adopted this ____ day of _____, 2021

Plan Commission Chair

ATTEST:

Duane Cherek, Plan Commission Secretary

Public Participation Plan

Update to 2009 City of Janesville Comprehensive Plan

The City of Janesville's Comprehensive Plan requires an update to comply with State of Wisconsin comprehensive planning law. An aspect of this requirement involves adopting written procedures to foster public participation including open discussion, communication programs, information services, and public meetings in every stage of the plan update (Section 66.1001(4)(a)). Actively involving community stakeholders is a key component of updating a comprehensive plan. The City has developed the following public participation plan to cultivate public involvement and ensure that the plan accurately reflects the vision of the community.

Participation Opportunities:

(All public meetings will be properly noticed.)

1. Comprehensive Planning Committee (Steering Committee) Meetings

The community will utilize a comprehensive planning committee comprised of the Janesville Plan Commission to provide policy guidance during the plan update process. A series of public meetings will be held by the committee to address each of the plan elements. Committee meetings will be scheduled immediately in advance of regular Plan Commission meeting times (first and third Monday evenings of every month). The committee will hold public meetings and solicit public input at every stage of the planning effort. As long as COVID-19 is a hindrance to in-person public engagement, alternative methods of participation, such as virtual meetings, may be provided to ensure that the community's thoughts are reflected in the updated plan. There will be multiple meetings held in this format to address each of the essential chapters of the plan.

2. Survey

The community will be surveyed regarding vision, goals, and objectives, and the results will be used to guide the adjustment of these elements within the plan.

3. Online Participation

To allow for public participation during the COVID-19 pandemic, online commenting, discussion, and informing methods will be provided throughout the update process.

a. Website

Information will be provided through the City of Janesville website on the Planning Division webpage. This resource will provide meeting schedules, agendas, draft plan materials, and other information regarding the plan update.

b. Social Pinpoint

Social Pinpoint is an online tool that may be used to gather community feedback throughout the update process. This platform would allow Janesville citizens to comment on documents and maps, provide new insights, and respond to survey

questions in the same location. The City would distribute a link to this resource when it is available.

4. Open House

Once a draft plan has been completed, the City will host an open house to solicit public comment on the updated Comprehensive Plan prior to City Council's final review of the update. Following this input, revisions will be made as necessary with additional public hearing(s) where appropriate. The open house would provide an opportunity for the public to learn more about recommended plan updates and comment upon proposed changes to the plan.

5. Plan Commission Meetings

The Plan Commission will also be asked to recommend adoption of the draft Comprehensive Plan to the City Council. At that time, public comment will again be solicited during a public hearing as well as from adjacent and overlapping government entities to ensure that issues of mutual concern have been incorporated into the plan. If necessary, further modifications will be made to the draft plan prior to the public hearing that precedes final adoption of the plan update by the City Council.

6. City Council Meetings

The City Council will need to approve an update to the Comprehensive Plan with a majority vote. When the Comprehensive Plan is on the City Council's agenda for final approval, a public hearing will be opened for the community to provide any input regarding the proposed plan updates.

Draft Timeline & Planning Process

City of Janesville WI
Comprehensive Plan Update



Typical Structure for Steering Committee Meeting Review

1. Staff introduces proposed element(s), highlighting notable changes from 2009 Plan, as appropriate.
2. Committee members provide comment and direction on proposed updates, including public comment at each stage of review.
3. Plan elements revised based on Steering Committee review and direction.
4. Staff to identify next steps in planning process and/or committee meeting during each stage of review.

1

Jan-May 2021

2

June-Nov 2021

3

Nov 2021-Mar 2022

4

Apr - June 2022

5

July 2022

- City Council, holds public hearing, adopts input, and adopts Plan.

- Post draft document to website in April, and solicit public comment. Committee review in May/June.

- Steering Committee reviews elements requiring greater consideration/analysis.
- Staff prepares/administers more extensive public participation in targeted areas of plan update using community engagement platforms.

- Steering Committee reviews most elements not anticipated to require significant updating.
- Staff updates elements, posts on website, and engages stakeholders when necessary.

- Steering Committee advises on Public participation & Existing Conditions (Background Data, Issues & Opportunities).
- Staff creates and circulates Public Opinion Survey, establishes project website, and prepares a summary of existing conditions (including projections).