



CITY OF JANESVILLE

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PLANNING DIVISION MEMORANDUM

February 8, 2021

TO: City Council

FROM: Duane Cherek, Planning Director

SUBJECT: Consideration and action on a proposed resolution to approve public participation and engagement procedures to update the 2009 *City of Janesville Comprehensive Plan*. (File Resolution No. 2021-1852)

Relates to Strategic Plan

Strategic Goal - Image & Engagement

The City of Janesville believes that regular, meaningful public involvement in the comprehensive plan process is important to ensure that the resulting plan meets the vision and goals of the community. The proposed resolution establishes the public participation and engagement procedures for updating the 2009 *City of Janesville Comprehensive Plan*.

Executive Summary

An update to the *City of Janesville Comprehensive Plan* is required to comply with Wisconsin Comprehensive Planning Law. Before a *Comprehensive Plan* update can commence, §66.1001(4)(a) of Wisconsin Statutes requires that the City Council approve a resolution to adopt a public participation plan to ensure that the public has ample opportunity for involvement during the update process. Resolution No. 2021-1852 initiates the Plan Update process and will establish the public participation procedures to be followed in accordance with State Statutes.

City Recommendation

Staff recommends the City Council adopt File Resolution 2021-1852, thereby approving the public participation and engagement plan for an update to the 2009 *City of Janesville Comprehensive Plan*.

Suggested Motion

I move to approve File Resolution 2021-1852 adopting public participation and engagement procedures for an update to the 2009 *City of Janesville Comprehensive Plan*.

Background

The Janesville City Council approved the City's *Comprehensive Plan* in March 2009 after an extensive public participation program. The *Plan* now requires updating to comply with Wisconsin Comprehensive Planning Law.

A comprehensive plan is an officially adopted public document that establishes policies aimed at guiding the growth and development of the community over the next 20 years. The plan contains a number of interrelated elements, including issues and opportunities, agricultural, natural & cultural resources, transportation, utilities & community facilities, housing, economic development, land use, and implementation.

The plan serves as a blueprint to guide decisions concerning the physical development of the community. It is a statement of how the city should develop and what can be done to increase the likelihood of that happening. The plan will be used to formulate the location, development, and maintenance of the many facilities and services provided by the city, and provide decision makers with guidance when reviewing development proposals.

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 update and a process for the governing body to respond to such comments. The public participation and engagement procedures are designed to provide the community with various opportunities to offer public input and feedback into the *Plan* update process.

A Comprehensive Plan Steering Committee that consists of the Janesville Plan Commission will be utilized to provide policy guidance in the preparation of the *Plan* update. The Plan Commission served in this capacity to prepare the current Plan based on the Commission's particular role, interest and expertise with regards to the various elements comprising the Comprehensive Plan. At its meeting on January 18th, the Plan Commission forwarded the public participation and engagement procedures to the City Council with a favorable recommendation (adoption of Plan Commission Resolution No. 2021-01).

Options

- Approve File Resolution No. 2021-1852 adopting the public participation and engagement procedures for the *Comprehensive Plan* update.
- Refer the item back to staff with guidance on how the Council wishes to proceed.
- Defeat File Resolution No. 2021-1852.

Analysis

The public participation and engagement procedures as described in Resolution No. 2021-1852 outline the public involvement process for the *Plan* Update. The following process and public participation measures are more specifically defined below.

1. Comprehensive Planning Committee (Steering Committee) Meetings

The community will utilize a Comprehensive Plan Steering 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, and those meetings will be scheduled at 5:00 PM on regular Plan Commission meeting dates (first and third Monday evenings of every month) as a separate Steering Committee meeting. The Committee will 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. Public Opinion Survey

A public opinion survey will be conducted to obtain public input on a variety of Comprehensive Plan related issues. The results will be used to guide the adjustment of 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 will 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 Plan Commission and City Council's final review of the update. Following this input, revisions will be made as appropriate before final Plan Commission and City Council review occurs. 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 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 Update is placed on the City Council's agenda for final approval, a public hearing will be scheduled for community input on the proposed document.

Project Approach

Based on discussion with the Plan Commission regarding the approach to the Comprehensive Plan Update, the Commission has endorsed a series of guiding principles and assumptions to be applied to the planning process:

- The existing *Comprehensive Plan* remains largely relevant in its overall policy structure and framework, and state statutes do not prescribe the extent to which an existing plan must be updated. Accordingly, the project scope for this update does not include preparation of a new comprehensive plan; rather, a thorough evaluation of the existing document will be conducted to identify and address the need for targeted revisions.

- 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 requiring particular attention and emphasis.
- The update will be conducted in-house using existing staff and resources, as available, under the direction of the Steering Committee. 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.
- Once the public participation and engagement procedures are approved by City Council, the update process will commence as outlined in Exhibit 1, entitled "*Timeline and Planning Process.*"

Conclusions

Prior to moving forward with the *Comprehensive Plan* update process, the City Council must approve public participation procedures to ensure adequate public involvement is being solicited. The proposed resolution defines the public participation and engagement procedures for an update to the 2009 *City of Janesville Comprehensive Plan* which would satisfy all applicable requirements under Wisconsin Comprehensive Planning Law upon adoption.

Restated City Recommendation

Staff recommends the City Council adopt File Resolution 2021-1852, thereby approving the public participation and engagement procedures for an update to the 2009 *City of Janesville Comprehensive Plan*.

cc:

Mark Freitag, City Manager *MF*

Ryan McCue, Deputy City Manager *RM*

Paul Q. Woodard, P.E., Director of Public Works *PQW*

RESOLUTION 2021-1852

A RESOLUTION ESTABLISHING PUBLIC PARTICIPATION AND ENGAGEMENT PROCEDURES FOR AN UPDATE TO THE 2009 CITY OF JANESVILLE COMPREHENSIVE 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 extensive public participation in developing the 2009 Comprehensive Plan and approved an Ordinance adopting the Comprehensive Plan (Ordinance No. 2009-431) 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, 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 and 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; directing private housing, economic development, and other investment in the City; 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 Plan Commission of the City of Janesville adopted a Resolution to initiate an update to the Comprehensive Plan, hereinafter referred to as the "Plan Update", on January 18, 2021.

NOW, THEREFORE, BE IT RESOLVED that, in order to facilitate the Plan Update in accordance with Wisconsin Statutes, a Steering Committee to be known as the Comprehensive Plan Steering Committee is hereby established to be comprised of the Janesville Plan Commission.

BE IT FURTHER RESOLVED that the Steering Committee members are hereby empowered to foster and provide public input during the preparation of the Plan Update and to recommend updates to specific text and maps with the assistance of City staff, and are authorized and empowered to serve until the Plan Update has been reviewed and approved by the City Council.

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

1. Upon City Council approval, the Comprehensive Plan Steering Committee shall host a series of meetings directly in advance of regular Plan Commission meeting times. 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. The goal of the Steering Committee shall be to provide the City Council with a Plan

Update comprised of targeted revisions, as applicable, to each of the chapters/elements for final consideration.

2. 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.
3. After drafting a Plan Update, the Comprehensive Plan 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.
4. Due to the COVID-19 pandemic, the Comprehensive Plan Steering Committee is encouraged to use online platforms to engage with the public until it is safe to meet in person.
5. 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, at Hedberg Public Library, and through online platforms where applicable.
6. 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.
7. 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.
8. 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).
9. The City Council shall hold a formal public hearing on an ordinance that would adopt the Plan Update.
10. 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.
11. 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: _____

APPROVED:

 Mark A. Freitag, City Manager

ATTEST:

Motion by:				
Second by:				
Councilmember	Aye	Nay	Pass	Absent
Benson				
Conley				
Farrell				
Johnson				
Marklein				
Williams				

David Godek, City Clerk-Treasurer

Wolfe				
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APPROVED AS TO FORM:

Wald Klimczyk
Wald Klimczyk, City Attorney

Proposed by: Planning Division
Prepared by: Planning Division

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.

