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5 Implementation

This chapter of the Plan addresses State of Wisconsin statutory requirements for the implementation and intergovernmental cooperation elements of a comprehensive plan.

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Implementation

This chapter of the Plan provides guidance on implementation. Implementation measures may include proposed changes to city ordinances, maps, regulations, and codes as well as future studies and procedures for amending and updating the plan.

This chapter includes:

1. Plan Revision Procedures
2. Implementation Mechanisms
3. Implementation Monitoring
4. Implementation Timeline

Implementation decisions in accordance with those listed or future ordinances and resolutions shall be consistent with this Plan.

Wisconsin Statutes defines “consistent with” to mean: “furthers or does not contradict the objectives, goals, and policies contained in the comprehensive plan” (Wis. Stats. 66.1001(1) (am)).

State Statute 66.1001 requires that the implementation element “describe how each of the elements of the comprehensive plan will be integrated and made consistent with other elements of the comprehensive plan.” This Plan was formulated by the Planning Department, city staff and committees and was reviewed by the Plan Commission and Common Council for inconsistencies. There are no known inconsistencies between the elements of this Comprehensive Plan.

Plan Revision Procedures

From time to time, the Common Council may enact an Ordinance amending or updating this Plan in accordance with the procedures listed in this Chapter and pursuant to Wisconsin Statute 66.1001. This Chapter distinguishes between minor amendments and major updates and provides procedural requirements and review criteria for each.

| Minor Amendments | Major Update |
|--|---|
| <p>Minor amendments are generally defined as changes to the maps or text of the Comprehensive Plan such as revision to specific action items that do not affect general citywide growth policies, or a parcel specific land use amendment within the urban service area. Minor amendments shall follow the bi-annual procedures identified in this Plan.</p> | <p>Major updates include Plan amendments that are not defined as minor in nature. An example of a major update is the revision to any future urban growth boundary. A major update may also entail a holistic review of the Plan’s data and goals without revisions to the future urban growth boundary. Major updates to the Plan shall occur at least once every ten years.</p> |

Neighborhood Plans, Intergovernmental Agreements and other Plans and Studies adopted by the City are not limited to the minor or major amendment procedures. Adoption of new neighborhood plans will become part of Appendix A at the time of the adoption of that neighborhood plan. These adopted neighborhood plans will represent a baseline upon which any regulatory decision is to be evaluated. Amendments to neighborhood plans that are part of Appendix A will be considered an amendment to the comprehensive plan with all other amendments during the bi-annual amendment process each year.

Similarly, intergovernmental agreements will become part of this Plan in Appendix C by inclusion or included by reference at the time of the adoption of that agreement. Amendments to existing intergovernmental agreements that are part of this plan or are included by reference to this plan are to occur during the bi-annual amendment process each year.

The City also has a number of studies or plans that further define certain areas and issues, which it has approved or may approve in the future, that may not be part of this Plan. Those documents will need to be consistent with the Plan as it now exists or may be amended. Those documents shall also be used in providing guidance to policy makers.

Minor Amendments - Procedures

To provide a predictable, manageable, and cost effective process for amendments to this Plan, minor amendments will be processed no more frequently than two times per year. The Planning Department, Mayor, or three members of the Common Council are the only ones that may recommend modifications to be considered as a minor amendment to the plan. Only minor amendments may be considered under the bi-annual process defined below. Wisconsin Statute 66.1001(4) requires the City follow certain procedures to amend this Plan. Specifically, the City should use the following procedure for Plan amendment:

1. The Planning Department, Mayor, or three members of the Common Council initiates the proposed amendments to the Plan.
2. The Common Council refers the resolution to amend the Plan out to the Plan Commission and other specific committees no more frequently than twice per year, except for Neighborhood Plans or Intergovernmental Agreements. The Planning Department mails a notice to property owners of record within 500 feet of the affected parcel(s) prior to the Plan Commission public hearing.
3. The Plan Commission and/or specific committees prepare or direct the preparation of the specific text or map changes for the amendment of the Plan with public input.
4. The Plan Commission holds one or more public hearings, as a Class 1 notice, on the proposed amendment to the Plan, in which the Plan Commission makes a recommendation by resolution to the Common Council by majority vote of the Commission.
5. The Planning Department sends a copy of the recommended Plan amendment to all adjacent and surrounding government jurisdictions and other bodies as identified under Section 66.1001(4)b, Wisconsin Statutes. These governments or individuals will have at least 30 days to review and comment on the recommended Plan amendment.
6. The City Clerk or Planning Department directs the publishing of a Class 1 notice, with such notice published at least 30 days before a Common Council public hearing and containing information required under Section 66.1001(4)d, Wisconsin Statutes.
7. The Common Council holds the formal public hearing on an ordinance that would incorporate the proposed amendment into the Comprehensive Plan.
8. Following the public hearing, the Common Council votes to approve, modify or deny the ordinance recommended by the Plan Commission for adopting the proposed Plan Amendment by majority vote of the Council. The Common Council may make changes to the recommended Plan Commission version of the amendment and order publication of the ordinance adopted by Council.
9. If the amendment is adopted, the Planning Department sends a copy of the adopted ordinance and Plan amendment to all adjacent and surrounding government jurisdictions and other bodies as identified under Section 66.1001(4)b, Wisconsin Statutes.

Minor Amendments - Review Guidelines

In reviewing minor amendments under the bi-annual process, the city should evaluate how a proposed change would meet the criteria described below. These criteria are intended to be used, along with public input received on the amendment, as a guide to encourage objective analysis and decision-making.

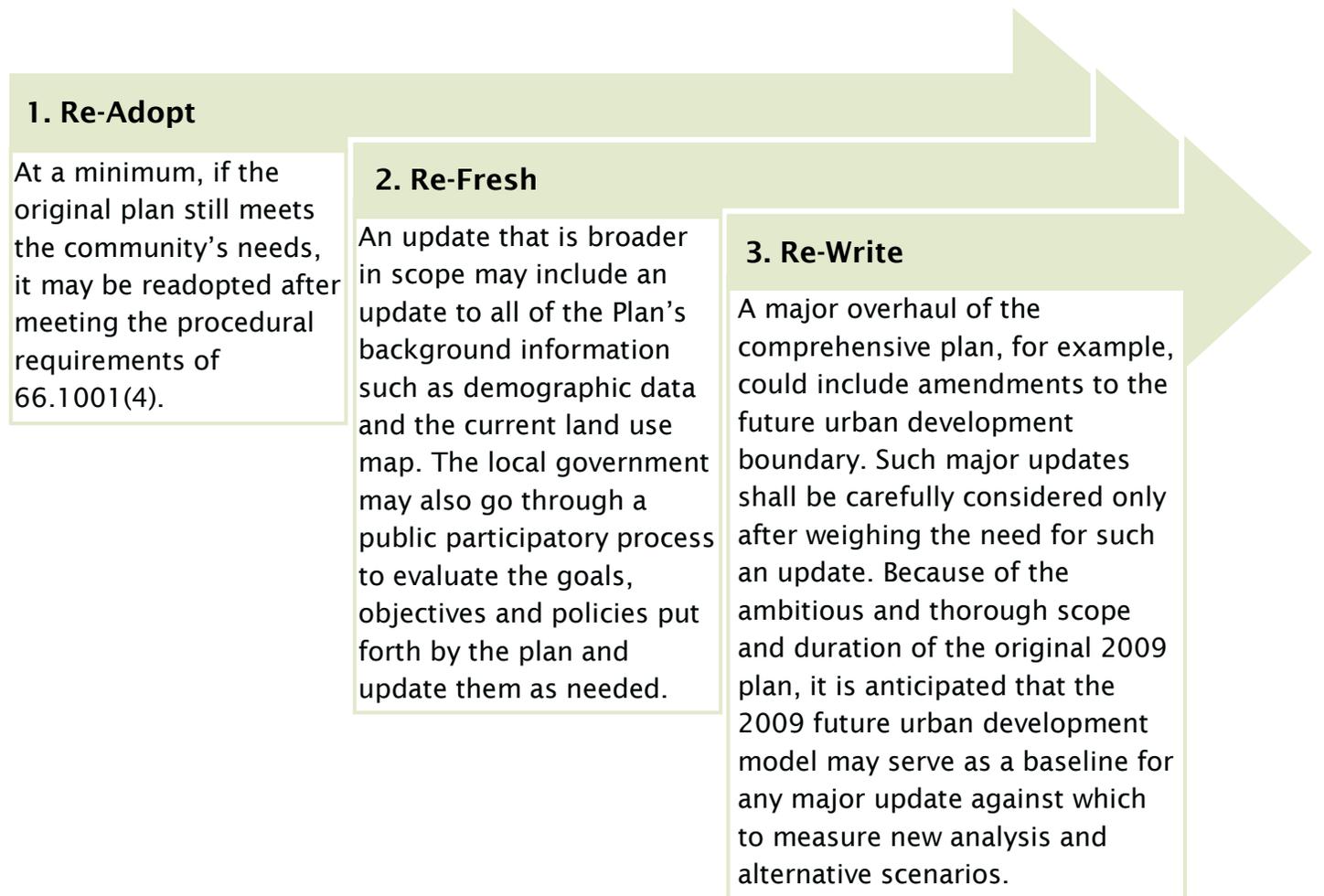
Review Guidelines

- The change is consistent with the overall goals and objectives of the Comprehensive Plan.
- The change does not create an adverse impact on public facilities and services.
- Development resulting should be consistent with the physical character of the surrounding neighborhood.
- The change allows a more viable transition to the planned uses on adjacent properties than the current land use.
- The changes does not have a significant adverse impact on the natural environment including trees, slopes, and groundwater.
- There is a change in City actions or neighborhood characteristics that would justify a change.
- The change corrects an error made in the original plan.
- There is a community or regional need identified in the Comprehensive Plan for the proposed land use or service.
- The change helps the City meet its affordable housing goals.
- The change does not adversely impact any landmarks or other historically significant structures or properties unless mitigated through relocation commemoration or dedication.

Major Update - Procedures

Statute 66.1001 requires the update of this Plan at least once every ten years. Major updates may occur more frequently than once every ten years; however, it is recommended that major updates occur no more frequently than once every five years. The governing body may determine the scope of the major updates. The following graphic provides examples of three different types of Plan updates that could meet this requirement. The general complexity, cost, public participation levels, time to complete and data analysis may be expected to increase across the options from left to right.

Depending on the scope of updates desired by the City, the “Re-Adopt” or “Re-Fresh” options could be expected to take one to two years to complete. The “Re-Write” option could be expected to take up to three years to complete. These timeframes provide general guidance and are subject to change.



Major Update - Review Guidelines

The “Major Update Procedures” section of this Chapter identifies a menu of options for major updates to the Plan that vary in project scope. Before undertaking a major update under the “Re-Write” scenario that could result in changes to the Future Urban Growth Area (FUDA) Boundary the Plan Commission and Common Council should consider the criteria and procedures below.

Triggering Mechanisms for FUDA Update

- Consider whether there is a demonstrated need to re-evaluate the long-range growth boundary. An example of demonstrated need could include an inadequate land supply within the urban service area or planned future development areas based on objective data analysis, including but not limited to past and future population growth trends.
- Consider whether there has been a large-scale or regional change in physical, social, or economic conditions that has necessitated a change in growth direction or evaluation of growth areas.
- Such a major undertaking should consider the impacts of development on the community as a whole. Amendments that only seek to accommodate individual development proposals, individual parcels, or isolated land uses are strongly discouraged.

If the Common Council determines that a major update is appropriate, the Council shall adopt procedures in accordance with the Comprehensive Planning Law after conferring with the Plan Commission. Such procedures should include some or all of the components listed below, as appropriate. The role of the Council and Plan Commission in approving a major update specified in the adopted procedures shall be the same as the role the Council and Plan Commission in approving a minor amendments (See Step 8, page 5-3).

- Establish a steering committee with diverse membership including representation from groups such as planning, housing, natural resources, finance, public works, community development, and economic development.
- Complete a Land Use Suitability Evaluation (LUSE). A LUSE may entail use of the existing (2009) Future Urban Development Model as a baseline analysis. New criteria or models may be developed. Present new land use models and compare alternative scenarios. A LUSE will be coordinated by the Steering Committee which shall report to the Plan Commission.
- Evaluate service impact and development impact of alternative scenarios.
- Include a robust public engagement plan that allows public comment on alternative scenarios.

Implementation Mechanisms

This Plan will be used as a tool to guide development, redevelopment, and additional studies or agreements. The City of Fitchburg currently regulates these activities through ordinances and resolutions. The State Comprehensive Planning law requires zoning decisions, for example, to be consistent with the comprehensive plan.

Capital Improvement Plan

The Capital Improvement Program (CIP) is a ten-year plan, which identifies capital projects and equipment purchases, provides a planning schedule and identifies financing options. The CIP is one way the City of Fitchburg can monitor and implement projects detailed in the Comprehensive Plan. Benefits of CIP include the systematic evaluation of all potential projects at the same time, ability to consolidate projects to reduce borrowing costs or stabilize debt and serve as an economic development tool. The City of Fitchburg monitors, develops, and adopts a ten-year CIP every year.

Implementation Monitoring

This Plan sets the vision for the community to be used to guide and evaluate city decision-making. To that end, it is expected that development proposals are to be consistent with this Plan. It is important, however for the City to monitor the Comprehensive Plan and its effectiveness to assure that it continues to provide the approved policy guidance. The Planning Department should monitor the progress and implementation of this plan. In addition to overall monitoring of the Comprehensive Plan, the City will monitor the staging of the urban service area once every five years as defined in Chapter 4. of this Plan.

Implementation Mechanisms*

- Architectural Control Ordinance
- Erosion Control and Stormwater Management Ordinance
- Historic Preservation Ordinance
- Land Division Ordinance
- Official Map
- Parking Regulations
- Sign Ordinance
- Zoning Ordinance

**The City may adopt additional ordinances and regulations to implement this Plan.*

Implementation Timeline

The table below provides a guide for the City as to the major actions that may be completed to implement this Plan. It should be noted that constraints or priorities placed on City policy makers or staff may affect the recommended implementation timeframe.

| Category | Recommended Action |
|--|---|
| Development Regulations and Ordinances | Consider revisions to the Zoning Ordinance to promote concepts from the Comprehensive Plan. |
| | Update other ordinances as necessary including, but not limited to storm water management, erosion control, parking regulations, architectural control, and official mapping. |
| Detailed Planning | Prepare and implement Redevelopment Plans for older neighborhoods and gateways. |
| | Undertake Neighborhood Development Plans as directed by the Plan Commission and Common Council for defined Neighborhood Areas that are to be included in the urban service area. |
| | Revise and update the Comprehensive Park, Open Space, and Recreation Plan every five years or as directed by Common Council. |
| Land Use | Use the Comprehensive Plan daily to review applications for land division, rezoning, and architectural design approval. |
| | Implement the land use recommendations of the Neighborhood Plans, Redevelopment Plans, and Special Studies as outlined from the Comprehensive Plan. |
| | Review the staging of the Urban Service Area Expansion and make adjustments to accommodate the maximum 375 acres per five year development. |
| | Implement strategies as outlined in the Comprehensive Plan, Open Space and Recreation Plan to protect sensitive environmental resources. |
| | Prioritize and acquire land for the central park (Moraine Edge Park) as outlined in the Parks and Open Space Plan. |
| | Consider creation of a Development Rights Program / Review of the Rural Cluster Program for the protection of agricultural and environmental land outside of the long-term growth boundary. |

| Category | Recommended Action |
|--|--|
| Housing | Continue the development and preservation of long-term entry level housing for low-moderate income residents. |
| Jobs & Education | Implement the City’s strategic economic development plan, City in Motion, to advance the goals, objectives and policies of this Plan. |
| Government Services, Utilities, Transportation | Acquire new parks, as identified in the approved Neighborhood Plans, through park dedication of residential plats or via monies from the fee in-lieu fund. |
| | Monitor the extension of the urban service area with the policies associated in the Land Use Element. |
| | Plan for new projects through the annual 10-year Capital Improvement Program. |
| | Continue to coordinate long range planning with regional transportation plans, including coordination with Madison Metro in expanding and offering efficient bus service to Fitchburg residents. |
| | Prioritize and implement recommendations as outlined in the Bicycle and Pedestrian Plan |
| | Continue to coordinate planning efforts with adjacent units of government, Dane County, CARPC, Metropolitan Planning Organization and Madison Metropolitan Sewerage District. |
| Plan Monitoring | Consider amendments bi-annually to the Comprehensive Plan as requested by three Common Council members, the Mayor, or based on staff recommendation. |
| | Update this Comprehensive Plan at least once every ten years. |