Navigating the Development Review Process

Mayor’s Neighborhood Roundtable
November 6, 2010
Planning Process  
(Plan for the City's Future)

Regional Plans  
(Capital Area Regional Planning Commission)  
Land Use and Transportation  
Farmland Preservation  
Water Quality

City-Wide Comprehensive  
10 Required Elements Including:  
  Land Use  
  Economic Development  
  Natural & Agricultural Resources  
  Parks & Open Space  
  Transportation  
  Housing, Utilities, Historic & Cultural Resources  
  Community Facilities  
  Intergovernmental Cooperation

Plan Refinement (Sub-Area Plans)  
  Neighborhood Development Plans  
  Neighborhood Plans (Existing Neighborhoods)  
  Special Area Plans  
    - Downtown Plan  
    - Downtown Historic Preservation Plan  
    - Yahara River Corridor  
    - East Washington

Assure the Future By Safeguarding the Present

Invest in Madison's Neighborhoods and Communities

Educate

Regulate  
(Review and Inspect)

Acquire, Develop, and Manage Properties

Provide Grants, Loans, and Individual Assistance

Infrastructure and Capital Improvements
Land Use Regulation (Zoning): Segregation of land uses into specified geographic districts

- Residential (R1/R2-R3-R4/R6 OR)
- Commercial (C1-C4)
- Manufacturing ORPSM/RDC SM-M1/M2)
- Office (O1-O4)
- Agriculture Conservancy/Wetland (A-C-W)
Zoning: Dimensional standards stipulating limitations on the magnitude of development activity that is allowed to take place on lots within each type of district

- Required yards/setbacks
- Lot coverage (landscape space vs paved space)
- Lot area
- Density
- Building height/FAR
Zoning: Each District has specific list of allowed uses:

- **Permitted Uses** – Allowed by right
  - No Board or Commission Review
- **Conditional Uses** – Require Plan Commission Approval
- Land Uses not listed = not permitted
- **Other Approvals** Depending on Type of Project
Other Approvals Continued

- Plan Commission
  - Conditional use permit approvals
  - Demolition and moving permit approvals
  - Zoning map change recommendations
  - Subdivision plat recommendations
  - Parking reduction approvals
  - Certified survey map approval
  - Street and alley vacation recommendations
  - Acquisition and sale of public property, including easement recommendations
Other Approvals Continued

- **Landmarks Commission**
  - Certificates of appropriateness for landmark buildings
  - Certificates of appropriateness for construction within local historic districts
  - Recommendations to the Plan Commission on projects close to landmarks

- **Board of Zoning Appeals**
  - Zoning Variances
  - Area Exception permits

- **Building Board**
  - Building code variances
Other Approvals Continued

- **Board of Public Works**
  - Street and alley vacation requests
  - Easement releases and acquisition request recommendations
  - Plans and specifications for public infrastructure recommendations to Common Council
  - Median Openings
Other Approvals Continued

- Urban Design Commission
  - Urban Design District project approvals
  - Large scale retail/commercial development recommendations to Plan Commission
  - Public building approvals
  - Sign (street graphics) ordinance and RPSM variance approvals
  - Planned Development recommendation
Other Approvals Continued

- Common Council
  - Zoning map amendments
  - Subdivision plats
  - Street and alley vacation requests
  - Approval of projects appealed from the Landmarks Commission or Plan Commission
  - Plans and specifications for infrastructure improvements
  - Acquisition/sale of property
  - Projects involving public funding
Generalized Steps in Development Review Process for:

- Conditional Use Permits
- Demolition Permits
- Zoning Map Amendments
- Subdivision Plats
Preapplication Process
(From Development concept to Submittal of Application to City)

Developer contacts City staff (Zoning, Planning)

Initial meetings with Zoning, Planning and other agencies

Concept plan/ Presentation Development Assistance Team

Incorporate comments from neighborhood and staff

Developer encouraged to contact Alder, neighborhood association and nearby owners/residents

Developer notifies neighborhood association 30 days before filing application

Possible Neighborhood meeting(s)

TIMELINE
1 TO 6 MONTHS OR MORE
INFORMAL NEIGHBORHOOD REVIEW PROCESS FLOW CHARTS

1. Developer contacts City staff (Developer encouraged to contact neighbors, Alder, and Neighborhood Associations)
   - Neighborhood has no Neighborhood Association
     - Developer contacts Alder
     - Alder sponsors meeting with nearby residents/owners or will create a steering committee
     - Meeting with Board
     - Meeting with full Associations
     - Meeting with Board and neighbors
     - No meeting, Developer contacts all neighbors
     - Second meeting of appropriate group held if necessary
     - Additional meetings as necessary
     - Neighborhood Association communicates position(s) to Developer, Alder, and City Staff
   - Neighborhood Association exists
     - Developer contacts Neighborhood Association president/Alder
     - Developer meets with nearby residents/owners and/or steering committee
     - Meeting with Board
     - Meeting with full Associations
     - Meeting with Board and neighbors
     - No meeting, Developer contacts all neighbors
     - Second meeting of appropriate group held if necessary
     - Additional meetings as necessary
     - Neighborhood Association communicates position(s) to Developer, Alder, and City Staff
Formal Application Process
(From Application Submittal to Common Council Approval)

- Submit application
- Route application to all agencies (concurrent review)
- Receive comments, distribute to developers and Plan Commission.
- Post on Line
- Developer posts sign(s) on property
- City notifies neighborhood association/Alder/Business Association
- Publish public hearing notices
- Send public hearing notices to neighborhood and property owners/occupants
- Plan Commission hearing and approval of Conditional Use/Demo
- Possible Urban Design Commission and/or Landmarks Commission review
- Plan Commission hearing and/or Landmarks Commission review
- Common Council hearing and approval
- Possible appeal of Plan Commission decision on Conditional Use/Demo
- Possible Urban Design Commission and/or Landmarks Commission review

1 1/2 - 2 1/2 MONTHS
Plan Signoff
(Complying with Conditions of Approval)

1. Distribute conditions of approval to developer and agencies

   - Developer submits plans to comply with conditions of approval
   - City Engineering completes draft public improvements contract if needed

2. Circulate plans for agency sign-off (concurrent review)

3. Record final plat/PUD if needed

4. 1 TO 2 MONTHS or MORE (Does Not Include Public Works Contract)
Information and Resources Available

- Development Services Center
  http://www.cityofmadison.com/developmentcenter/


- Legislative Information Center
  http://legistar.cityofmadison.com/mattersearch/home.aspx

- Listing of Current & Past Projects
  http://www.cityofmadison.com/planning/projects

- Comprehensive Plan
  http://www.cityofmadison.com/planning/comp/

- Neighborhood Plans
  http://www.cityofmadison.com/planning/ndp/index.html

- Neighborhoods Website
  http://www.cityofmadison.com/neighborhoods/index.htm
Participating in the Development Process


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