

OUR CITY OF MADISON



Planning Division Alder and Resident Frequently Asked Questions (FAQ) & Answers

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FAQ Overview

Inclusive – Innovative – Thriving



Frequently Asked Questions

Alders and Residents commonly ask our agency the following questions:

Questions

- 1) What is the Imagine Madison Comprehensive Plan?
- 2) What is the Planning Framework?
- 3) What is the City's "Development Review Process?"
- 4) What is the "30-Day Pre-Application Notice?"
- 5) What is the Process for holding a neighborhood meeting related to a development project?
- 6) What is a Minor Alteration (or "Minor Alt")?
- 7) What is the Landmarks Commission's role in the development review process?
- 8) What are Neighborhood Grants?

FAQ Answers



1) What is the Imagine Madison Comprehensive Plan?

- Adopted in 2018
- Shaped by community feedback
 - Over 15,000 interactions
 - Historically underrepresented groups
- 20-year vision, 10-year focus



1) What is the Imagine Madison Comprehensive Plan?

- Organized by 7 Elements of a Great City
- Guides decision-making and investment
 - Work planning, budget requests
- Guides private sector development
 - Generalized Future Land Use Map



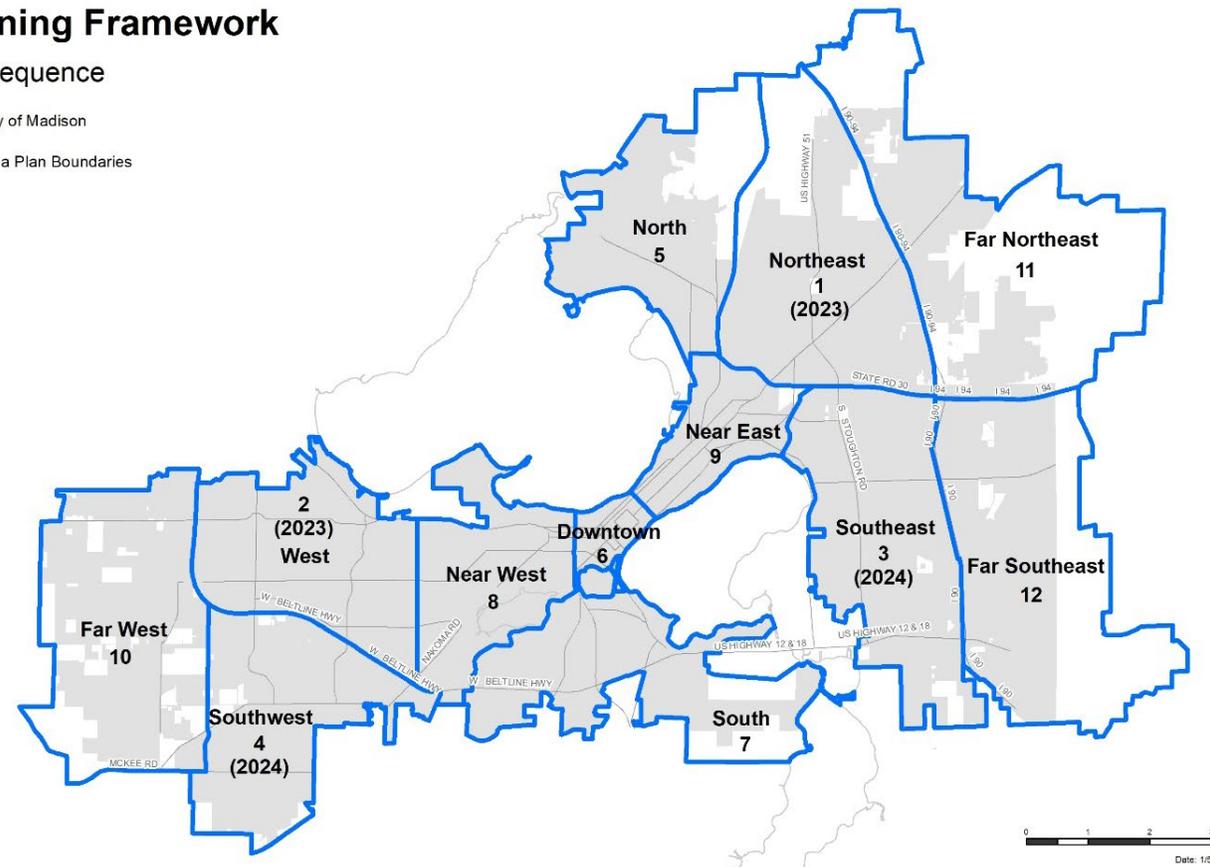
2) What is the Planning Framework?

- Adopted in 2022
- Simplify and standardize
- Increase equity
 - Cover the whole City
 - Public engagement
 - Plan recommendations
- 12 Area Plans
 - Consistent topics
 - Guide development and infrastructure
 - Each plan updated every 10 years
- Review underlying sub-area plans

Planning Framework

Plan Sequence

- City of Madison
- Area Plan Boundaries



3) What is the City's “Development Review Process”?

- There are multiple development processes depending on the specifics of a proposal.
- Some developments are permitted uses and require no review by boards or commissions. Such developments involve review by various City agencies to ensure regulations are met prior to the issuance of permits.
- Other developments require review or approval by various bodies which may include the **Landmarks**, **Urban Design**, and/or **Plan Commissions**. The **Common Council** is the approving body on only certain requests.

3) What is the City's "Development Review Process"?

- For developments requiring review from city bodies, most projects will include the following typical steps:

PRE-APPLICATION PHASE

- Applicant contacts City staff
- Applicant may be required to contact Alder
- Alder *may* decide to hold a Neighborhood Meeting at any point in the process

APPLICATION REVIEW PHASE

- Formal Applications are filed
- Staff provides review
- Comments compiled
- Hearings & meetings held with applicable bodies

SIGN-OFF & PERMIT PHASE

- Applicant provides updated plans to staff to ensure conditions & technical requirements are met.
- Permits issued and construction begins.

4) What is the “30-Day Pre-Application Notice?”

- **30 days PRIOR to filing a “Land Use Application”** (For Demolition, Conditional Use, and Rezoning requests), an applicant must provide written/email notice stating their intent to file the application. This notice must go to the Alder and if applicable, Neighborhood and Business Associations.
- The purpose is to make recipients aware that an application will be submitted and to allow for early communication between an applicant, Alder, and stakeholders.

4) What is the “30-Day Pre-Application Notice?”

An Alder is advised to take several steps after receiving the pre-application notice.

- Consider whether a neighborhood meeting should be held.
- An alder may be asked by an applicant to “waive” this requirement. There is no requirement to grant a waiver. If a waiver is granted by both the Alderperson and Planning Director, an applicant could file the application less than 30 days after providing notice. This does not alter the rest of the review process.
- **Contact Planning Staff with any questions.**

5) How Do I Organize a Neighborhood Meeting for a Development Project?

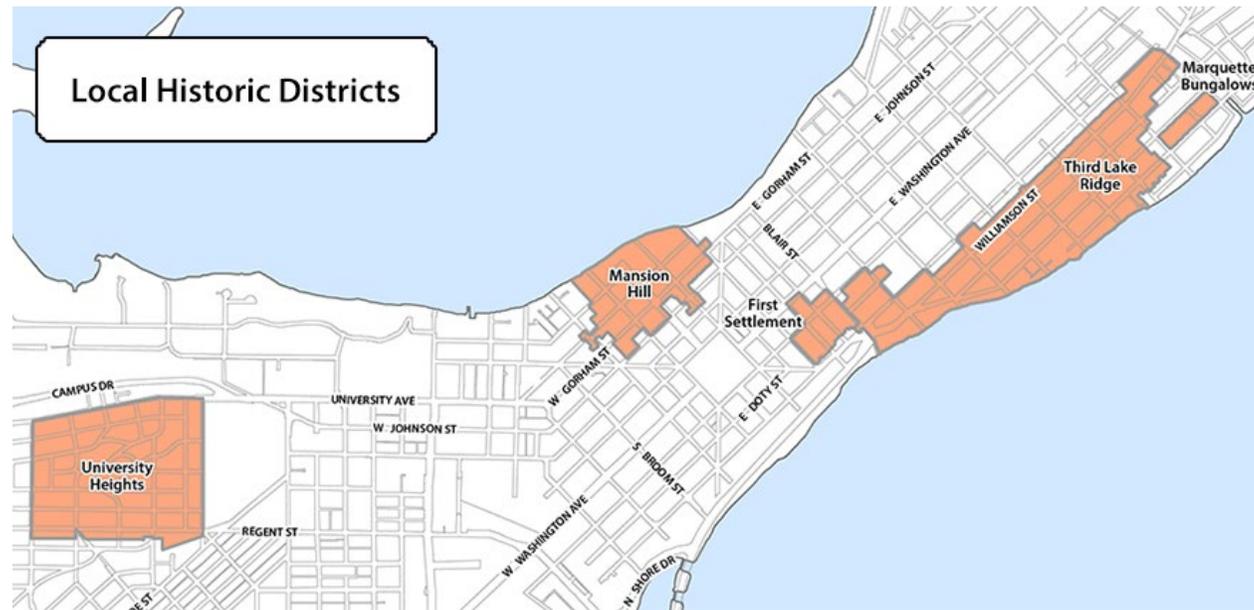
- They are not required, but can be helpful for complex or potentially controversial requests.
- Meetings are typically held early in the process with the development team to learn about a proposal and provide feedback prior to an application being filed.
- Meetings can be virtual or in-person.
- Alder should work directly with Common Council staff to help schedule the meeting and related logistics.
- Planning Staff is available to help facilitate.

6) What is a Minor Alteration (or “Minor Alt”)?

- A minor alteration is an administrative approval for proposed changes to certain approved development projects.
- Applies only to projects that received Conditional Use approval from the Plan Commission or Planned Development Zoning approval from the Common Council.
- This process cannot be used to create a new conditional use or change a property’s zoning designation.
- Alder and Planning Director must both agree that the change can be approved administratively. If either do not support administrative approval, formal applications must be filed for Plan Commission and/or Common Council.

7) Landmarks Commission role in development review

- The Landmarks Commission has authority over designated landmarks and properties in local historic districts. It also plays an advisory role for proposals adjacent to landmarks and other demolitions.
- The Commission is not involved in land use decisions.



8) What are Neighborhood Grants?

- The Planning Division administers this annual program that gives small grants to neighborhood groups to assist them in implementing beautification projects or improving their organizational capacity.



2023 Neighborhood Grant Program

Love Your Neighborhood: Reinvigorating Southwest Madison

First session: July 9, 2022, 12:30-2:30pm

2022 Southwest Madison Action Coalition - Reinvigorating Southwest Madison

2021 Junction Ridge Park Park

2020 Ujamaa Business Association Capacity Building

What the Program is

The Neighborhood Grant Program of the City of Madison Planning Division helps neighborhoods beautify gateways, create public gathering places, or build organizational capacity and leadership skills. The grant program provides funding but neighbors' ideas, determination and pride are behind the most successful projects. In 2023, the City expects to award \$25,000 in grants.

Who We Fund

- Small groups of 5 or more residents or newly forming organizations tied to a neighborhood area
- Neighborhood associations and planning councils
- Non-profits and centers of worship that serve a defined, geographic area
- Business associations and organizations engaged in community building and/or civic engagement activities

What We Fund

Community Enhancement or Neighborhood Leadership and Capacity Building Projects that:

- Engage new and diverse community
- Create and build community
- Increase community and neighborhood impact on public decisions and community life
- Are ready to begin within 1-3 months from award date
- Are free and open to the public

Simple Steps to Apply and Timeline

Discuss project idea with neighborhood group and leadership → Attend an Optional Workshop 1/19, 12 p.m. (virtual) or 3 p.m. 2:15 Martin Luther King Jr. Blvd., Room 206, visit webpage below for info → Discuss project idea with Planning Division staff (contact below) ask for help with grant process if you need it → Submit online, handwritten or video application by February 20 4:30 p.m. → Grant awards announced April 2023 → Complete project by December 1, 2023 and submit closure materials no later than December 20, 2023

WE the people. **WE** shall overcome. **WE** are in this together.

Los Pronombres de las Personas de Ray Chi

2020 Emerson East Coloring Book celebrating WE Our US Pronouns Sculpture by Ray Chi

2019 BayView Portraits

2018 Elvehjem 50th Anniversary

Contact Us! The City of Madison is committed to helping interested groups work through program requirements. If you have questions, please send an email to neighborhood@cityofmadison.com, or contact Linda Horvath at 608-267-1131, or Angela Puerta at 608-267-8739. Info also at: <https://www.cityofmadison.com/dpcd/planning/2023-neighborhood-grants/3739/>

How Our Agency Provides Customer Service



We Provide Customer Service By...

- Website: <https://www.cityofmadison.com/dpced/planning>
- Telephone (general number): 608-266-4635
- Location: MMB Suite 017 (lower level)
- Principal Planners:
 - Brian Grady: bgrady@cityofmadison.com / 608-261-9980
 - Kevin Firchow: kfirchow@cityofmadison.com / 608-267-1150
 - Bill Fruhling: bfruhling@cityofmadison.com / 608-267-8736

OUR CITY OF MADISON



Stay Connected!

Agency Head or Designee Name, Title

Agency Head or Designee Email

Agency Head or Designee Office Number