

Plan Commission  
Special Meeting of July 11, 2024  
Agenda #4, Legistar #84295

Please update the 2005 *Participating in the Development Process*. That document outlines the process and the roles of the various players. Much has changed since 2005, whether it be less City concern with the neighborhood voice or new requirements such as “substantial evidence” for conditional uses. And, as was the case with the 2005 document, have broad participation in developing a new guide.

<https://www.cityofmadison.com/dpced/planning/documents/best-practices-guide.pdf>

Consider having the Planning “Development” site have two pages – one for developers and one for residents. Although much of the information would be the same, the page for residents could be made more user friendly for residents, particularly for those new to the approval process.

Have staff reports added to Legistar at least a week before the meeting. In some cases resident concerns might be alleviated after reading the staff report. The staff report’s analysis might also provide fodder for disagreement, but at least there might be fewer late comments being sent to the Plan Commission.

Require the public hearing sign to be posted. The ordinance does say the sign “shall be posted” but there are no consequences if it is not posted – failure to post the sign does not invalidate any action taken on the application by the Plan Commission, Zoning Board of Appeals, or Common Council. At least require that failure to post a sign will delay action on an application if the issue is brought to the attention of the body prior to a decision being made. Consider whether the sign can be posted more than 21 days in advance of a hearing (though this may be restricted by state law).

Consider creating a process similar to the demolition process whereby residents can sign up for a notice, and have the ability to sign up for a notice by each Alder district.

Demolition Listserv. Prior to the filing of an application that includes a demolition permit approval from the Plan Commission, the applicant or their agent is also required to notify a list of interested persons registered with the City within the same timeframe as the written notification requirement above. Please use the Demolition Permit interested parties notification web tool.

<https://www.cityofmadison.com/development-services-center/land-development/private-property/demolition>

Respectfully Submitted,  
Linda Lehnertz