



Department of Planning & Community & Economic Development
Planning Division

Website: www.cityofmadison.com

Madison Municipal Building, Suite LL100
215 Martin Luther King, Jr. Boulevard
P.O. Box 2985
Madison, Wisconsin 53701-2985
TTY/TEXTNET 866 704 2318
FAX 608 267 8739
PH 608 266 4635

TO: Madison Plan Commission

FROM: Bradley J. Murphy, Planning Division Director

DATE: July 8, 2010

SUBJECT: Request for Comments on City Development Review and Approval Process

The Plan Commission has received a memorandum from Tim Cooley, Economic Development Director requesting comments on possible improvements to the development review and approval process. We are tentatively scheduling a discussion of this request for the Plan Commission meeting of July 26, 2010.

In order to prepare for this discussion, Chair Fey and staff felt that it would be appropriate to ask the Commission to consider several questions related to the development review and approval process to help focus the discussion. Those questions can be found in the second paragraph below.

In advance of the meeting, we think it would be helpful for Commission members to review *Participating in the Development Process: A Best Practices Guide*. This is probably the best summary of the current development approval processes. We should have copies at Monday's meeting or you can review it on line. In addition, it may be helpful for you to review some of the documents referred to in Tim Cooley's memo.

At the meeting on the 26th, and prior to your discussion, staff will briefly review the current steps in the typical development review and approval process and provide summarized data on the length of time it takes for proposals to move through the review and approval process and the proportion of proposals ultimately approved or rejected. The "development process" can be thought of as having three parts: The pre-application process (activities that occur prior to a formal application being submitted), the formal review and approval process (from the point of application to the point of approval by the Commissions or Council) and the post-Commission approval (sign-off, permitting and inspection process).

1. What elements of the process do not work well, in your opinion, and how would you like to see them changed? (Please think of examples of projects where you believe the process was not efficient, predictable, or resulted in a poor outcome.)
2. What elements of the current process do you believe are working well and would not want to see changed?
3. In thinking about the pre-application process, are there improvements that you would suggest? For example applications generally require a 30 day notice to neighborhoods and business associations (60 days for demolitions of buildings built prior to 1940). Can the notification time be reduced? The ordinance requires signs to be posted on a property seven days prior to the public hearing. Is the posting time adequate?

4. The new Zoning Code includes new zoning districts, the inclusion of supplemental regulations which may allow more conditional uses to be treated as permitted uses, and an expectation that the use of PUDs would be the rare exception, rather than the rule. Staff is also recommending incorporating a new process to approve temporary uses, streamlining approval process for seasonal uses. In your review of the new Zoning Code, are there other opportunities to make the process more efficient, predictable and uniform while maintaining high development standards? (This latter question is one that the Commission may wish to consider as it continues its review of the Zoning Code.)

If there are other questions which Commission members believe would help focus this discussion, please feel free to suggest them and bring them to the meeting of July 12 if possible.

It would be helpful for Commission members to have given these questions some thought prior to the meeting of the 26th and to write suggestions as bullet points to share with other Commission members.

- c: Mayor Dave J. Cieslewicz
Mario Mendoza, Assistant to the Mayor Dave J. Cieslewicz
Tim Cooley, Economic Development Division Director
Mark A. Olinger, Director, Department of Planning and Community & Economic Development
Rebecca Cnare, Planner III
Amy Scanlon, Preservation Planner
Bill Fruhling, Principal Planner
Michael Waidelich, Principal Planner
Al Martin, Planner III