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Planning Division

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MEMORANDUM

TO: Zoning Code Rewrite Advisory Committee
FROM: Planning Division Staff
DATE: June 15, 2011
SUBJECT: Process and Schedule, Public Participation and Mapping Methodology

The following memorandum provides an outline on the process to complete the mapping portion of the zoning code rewrite. This memorandum covers:

1. Proposed Process and Schedule
2. Proposed Public Participation Efforts
3. Proposed Methodology for Making Initial Map Recommendations

1. Process and Schedule

A. Primary Roles and Responsibilities

ZCRAC (Zoning Code Rewrite Advisory Committee)

- Validate the methodology, public participation plan, and provide overall guidance to the mapping process.
- Review public comments on the discussion draft zoning map (Draft Map 1).
- Report to the Plan Commission on areas of general agreement, areas of question and concern, and other unresolved issues on the discussion draft zoning map (Draft Map 1).
- Where there is a consensus, recommend changes to the discussion draft zoning map to the Plan Commission. Where there is not a consensus, ZCRAC could also report on the different recommendations being considered. Staff however, does not anticipate the ZCRAC will review the maps on a lot-by-lot basis.

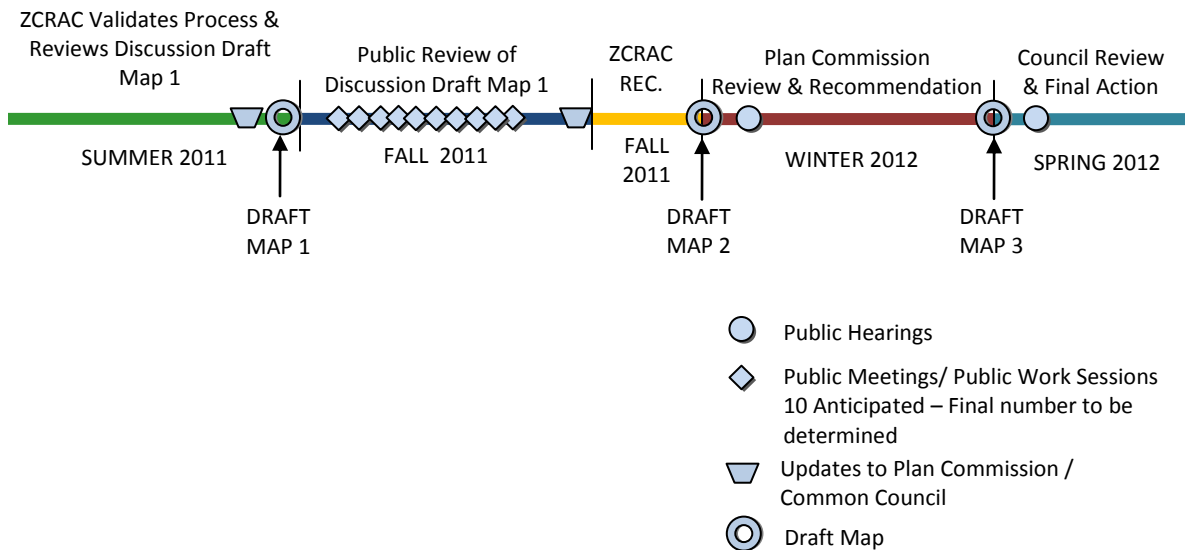
Plan Commission (PC)

- Hold public hearing(s) on the ZCRAC recommended map (Draft Map 2).
- Review the input from public hearing and previous public meetings.
- Review the report and recommendations from ZCRAC.
- Over multiple work sessions, perform a detailed review of the map. While ZCRAC's review is anticipated to be more "big picture," the Plan Commission will be reviewing the maps in greater detail.
- Make recommendation to Common Council.

Common Council and Alders (CC)

- Work with staff to confirm public meeting process.
- Participate in public review meetings of discussion draft maps.
- Hold public hearing and deliberate on the Plan Commission recommended draft map (Draft Map 3).
- Review recommendations and take final action on the zoning map.

B. Zoning Mapping Process Outline



Validate Process and Prepare Initial Discussion Draft Zoning Map (DRAFT MAP 1) [Summer 2011]

- STAFF: Propose mapping methodology and public participation plan.
- STAFF: Prepare “test” areas showing how the methodology is applied.
- ZCRAC: Review and validate the final methodology and public participation strategy.
- STAFF: Update the Plan Commission on the recommended strategy.
- STAFF / ALDER: Confirm the public meeting process and schedules.
- STAFF: Develop initial discussion draft zoning map (city-wide), based on approved methodology.
- STAFF: Develop interactive web site to allow public to look up existing and proposed zoning.
- STAFF: Develop a fact sheet to address anticipated questions on the process. ZCRAC can review and add to this sheet.
- ZCRAC: Review draft meeting materials and receive update on public process schedule.

Public Review and Input on DRAFT MAP 1 [Fall 2011]

- STAFF: Divide the city-wide map into aldermanic (and/or neighborhood)-level sections.
- STAFF: Develop comment sheet.
- STAFF / ALDER / PUBLIC: Participate in meetings to test and review maps at work sessions at the aldermanic/neighborhood level
- STAFF: Solicit formal input from Neighborhood Associations.
- STAFF: Prepare memorandum compiling comments, identifying areas of agreement/disagreement, and other questions and concerns.
- STAFF: Provide an update to the Plan Commission.

ZCRAC Review of Public Comments and Recommendations on Draft Map 1 [Late Fall 2011]

- ZCRAC: Review public comments (to date) and make final recommendation to the Plan Commission. Staff anticipates up to 3 meetings. (Staff anticipates the outcome could include the identification of areas of general agreement, areas of conflict or those requiring close consideration, and a list of specific recommended changes to the map)

Prepare ZCRAC-Recommended Map (DRAFT MAP 2) [Winter 2012]

- STAFF: Prepare revised recommended city-wide zoning map based on ZCRAC recommendation.
- STAFF: Prepare supplementary maps / graphics identifying known areas of conflict.
- STAFF/SPONSORS: Draft and introduce ordinance adopting DRAFT MAP 2.

Plan Commission (PC) Review and Recommendation [Winter 2012]

- PC: Hold Public Hearing(s) on DRAFT MAP 2.
- PC: Review ZCRAC Recommendations, Neighborhood/Ald. Input, Public Hearing Testimony, etc.
- PC: Over multiple work sessions, perform a detailed review of DRAFT MAP 2.
- PC: Make recommendation to the Common Council.
- STAFF: Prepare Plan Commission Recommended Map (DRAFT MAP 3) as a substitute ordinance for Council approval.

Common Council (CC) Review and Final Action [SPRING 2012]

- CC: Hold Public Hearing(s) on DRAFT MAP 3 (substitute ordinance).
- CC: Final action on Draft Map 3.
- STAFF: Preparation of adopted Map.

2. Proposed Public Participation Efforts

Staff's intent with the following public participation efforts is to a) make information accessible; b) provide answers to the public's questions; c) provide the public an opportunity to participate early in the process to provide multiple opportunities for the ZCRAC, Plan Commission, and Common Council to respond to public input; and d) closely coordinate these outreach efforts with the district Alderpersons.

General Outreach and Notification

- Keep the project website updated with all meeting times and locations.
- Develop an interactive feature on the website that allows the public to search (by address) the existing and proposed zoning for all properties in the City.
- Provide process updates to Alderpersons, Neighborhood, and Business Associations and have staff attend meetings as requested.
- Prepare information/press releases to be included in all neighborhood newsletters or "list serves" to promote the process.
- Develop a fact sheet answering anticipated questions-Update as needed.
- Develop a simple-to-use comment sheet as an option to provide feedback.
- Staff contact information available on the project website.

Public Meetings

- **Approximately 10 open houses** will be organized throughout the City. Each meeting could focus on up to three aldermanic districts. Staff recommend that these will be open-house style meetings where staff would be available for multiple hours (for example between 4:00 and 8:00 pm) to review DRAFT MAP 1 and answer one-on-one questions. Brief presentations will be provided and repeated at a couple of times for those that are interested.
- Staff will work with alderpersons to organize and plan for the meeting(s) in their district.
- Prepare information/press releases to be included in all neighborhood newsletters or "list serves" to promote the meetings.
- The Plan Commission public hearing is proposed to occur prior to that body's detailed review of the review of the revised map that incorporates ZCRAC recommendations based on input from the public meetings (Draft Map 2). This will allow testimony (along with all other input gathered to date) to be considered prior to detailed review by the Plan Commission.
- Staff will also attend neighborhood / business association meetings as requested

3. Proposed Methodology for Making Initial Map Recommendations

For each property, there are multiple factors that will be considered in applying a new zoning district. These include, but are not limited to the existing use, existing zoning, non-conformity status, lot size, and adopted plan recommendations. Staff anticipate that for a majority of City properties, these factors will likely point to one or perhaps two possible districts. In such instances, recommending a proposed district should be relatively straightforward. In other cases, especially for properties in which the current zoning or use does not match adopted plan recommendations, additional analysis is needed to determine the most appropriate zoning district.

To illustrate the proposed methodology staff has prepared three “test” maps for small portions of the City varying in land use and context.. Staff will present these maps along with base map information for the ZCRAC to discuss at the June 22, 2011 meeting. As a primer for that discussion, staff have outlined the general methodology used to develop the test maps.

1. **When Existing Use and Plan Recommendations are Consistent.** When adopted plans don't recommend changes to the existing use or form, utilize the zoning district that most closely matches the existing zoning or existing development pattern. Attention will be given to limiting the creation of bulk non-conformities. Staff believe that many existing non-conformities in older portions of the city will be eliminated through the application of the new zoning districts.
2. **When Existing Use and Plan Recommendations are NOT Consistent.** When the existing use and plan recommendations are not consistent, staff will prepare DRAFT MAP 1 as follows:
 - For developed properties in which adopted plans recommend a significant change in the current existing land use if the existing uses ceases and the property is redeveloped at a future time, staff recommend utilizing zoning districts consistent with the current use until such time that the current use ceases.
 - For developed properties where the current use has ceased and for which adopted plans recommend alternative land uses in the event the property is redeveloped and these plans are sufficiently detailed to provide parcel-specific zoning recommendations, staff recommend utilizing zoning districts consistent with the recommended alternative uses.
 - For developed properties where the current use has ceased and for which adopted plans recommend alternative land uses in the event the property is redeveloped, but these plans are NOT sufficiently detailed to provide parcel specific zoning recommendations, staff recommend that these should be placed in the Agriculture district until they are rezoned to other districts after more-detailed plans are prepared or in conjunction with consideration as a specific redevelopment proposal. Staff believe this scenario would apply to only a small number of properties.
 - For existing agricultural and undeveloped properties for which adopted plans recommend future development, staff recommend that these properties remain in the Agriculture zoning district until a specific development proposal is considered.

3. **Comparison of Comprehensive Plan Recommendations and Corresponding Zoning Districts.** In considering numbers 1 and 2 above, staff have identified the following zoning districts that most closely match Comprehensive Plan Recommendations. When choosing among districts that would be consistent with the Comprehensive Plan (see table below), take into account neighborhood plans, existing zoning, the existing and surrounding land uses, and development form.

Comprehensive Plan Recommendations		Likely Corresponding Zoning Districts
LDR	Low Density Residential (<16 du/ac)	SRC1-3, TRC1-4, SRV1, TRV1, NMX, TRP, C
MDR	Med. Density Res. (16-40 du/ac)	TRC4, TRV1-2, TRU1, SRV1-2, NMX, TRP, C
HDR	High Density Res. (41-60 du/ac)	TRU1-2, MXC, NMX, TSS, TRP
NMU	Neighborhood Mixed Use	NMX, TSS, MXC, CCT
CMU	Community Mixed Use	CCT, MXC, TSS
RMU	Regional Mixed Use	CCT, MXC
GC	General Commercial	CCT, CC
RC	Regional Commercial	CC
E	Employment	TE, SE, EC SEC, IL, UA
I	Industrial	IL, IG
P	Parks and Open Space	C, UA
A	Agriculture	A, UA
SI	Special Institutional	CI, Residential Districts, C
AP	Airport	AP
C	Campus	CI

4. **Non-Conformities.** Staff's intent is to minimize the creation of new non-conformities. As noted above, it is likely that many existing bulk-non conformities may be eliminated through utilization of the new districts.
5. **PUDs (Planned Unit Developments) and PD (Planned Developments)** Due to the number of unique, site-specific standards and conditions that accompany most existing PUDs, staff recommend that most existing PUDs be mapped as PDs.