

Plan Monitoring and Evaluation Objectives and Policies



Green Bay Smart Growth 2022

Plan Monitoring and Evaluation

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Plan Monitoring and Evaluation

This chapter of *Smart Growth 2022* describes the process that the City will follow to keep the comprehensive plan up to date and usable.

Guidance from the Concept Plan

The *Smart Growth 2022* Concept Plan directs the City to refer to the comprehensive plan in all of its major decisions to the extent possible and regularly amend or improve the plan as circumstances warrant.

Overview

Smart Growth 2022, formally adopted in 2003, must respond to the continuous stream of changes that occur in the community. This chapter describes how that amendment process should occur.

It is appropriate that some parts of the plan are rarely amended while others are highly subject to examination. The features that should be most long-lasting are those that are most fundamental such as the Overall Goals and the Concept Plan, the Goal of each Element (e.g., Land Use). The Objectives of each Element are more open to revision, and the specific Actions are most malleable. Changes to the plan maps would, of course, depend on the magnitude of the revision, their relationship to the Goals and Objectives, and the nature of the changing circumstances that lead to the desire for amendments.

Goal: Keep *Smart Growth 2022* relevant, usable and timely.

Summary of Objectives

The objectives of the *Smart Growth 2022* Plan Monitoring and Evaluation element are as follows:

Objective 1 – Annual Report. Prepare an annual report describing how the plan has been used and what changes have occurred that may affect the relevance of the document.

Objective 2 – Periodic Amendments. Periodically propose amendments to the plan as conditions warrant.

Objective 3 – Regular Reviews. Conduct a formal review of the plan at least once every five years.

Objectives and Policies

Objective 1 – Annual Report

Prepare an annual report describing how the plan has been used and what changes have occurred that may affect the relevance of the document.

Recommended Policies:

- 1. Annual Reports:** Every twelve months the Green Bay City Planning staff will prepare a brief report summarizing:
 - How the plan was used to direct major spending, regulatory and construction decisions
 - How development and redevelopment did or did not coincide with the guidance of the plan
 - How the city has changed in ways that may call for amendments to the plan.

Other City departments and related agencies such as the school district should be consulted for their opinions about these reports as appropriate.

The report should be transmitted to the City Planning Commission and the Common Council, and made available to the public. Brief verbal presentation at workshop meetings should be conducted to call attention to the major findings of the annual report.

No plan amendments are necessitated in conjunction with these reports, although such amendments may be appropriate depending on the reports' findings.

Objective 2 – Periodic Amendments

Periodically propose amendments to the plan as conditions warrant.

Recommended Policies

- 1. Plan Amendments:** The Green Bay City Planning Commission will propose amendments to *Smart Growth 2022* from time to time as circumstances warrant. The public should be notified of these major proposed changes and allowed an opportunity to become informed of the change and comment. The City will consider neighborhood opinion in evaluating how a proposed change would meet the above criteria. The City may also consider soliciting public opinion through direct mail survey forms, neighborhood meetings (where applicable) and Planning Commission public meetings.

Criteria to Consider When Reviewing Plan Changes

These criteria should be considered when reviewing changes to the plan:

- 1.** The change is consistent with the goals and objectives or other elements of *Smart Growth 2022*.
- 2.** The change does not create an adverse impact on public facilities and services that cannot be mitigated. Public facilities and services include roads, sewers, water supply, drainage, schools, police, fire and parks.

3. Development resulting from the change does not create an undue impact on surrounding properties. Such development should be consistent with the physical character of the surrounding neighborhood or would upgrade and improve its viability.
4. The change allows a more viable transition to the planned uses on adjacent properties than the current land use.
5. The change does not have a significant adverse impact on the natural environment including trees, slopes and groundwater, or the impact could be mitigated by improvements on the site or in the same vicinity.
6. There is a change in City policies or neighborhood characteristics that would justify a change.
7. The change corrects an error made in the original plan.
8. There is a community or regional need identified in the comprehensive plan for the proposed land use or service.
9. The change helps the City meet its life-cycle and affordable housing goals.
10. The change does not adversely impact any landmarks or other historically significant structures or properties unless mitigated through relocation, commemoration or dedication.

Objective 3 – Regular Reviews

Conduct a formal review of the plan at least once every five years.

Recommended Policies

1. **Formal Reviews of the Plan:** At least once every **five years**, the City will instruct its Planning Commission and staff members to conduct a formal review of the entire plan, changing those features and sections that are judged to be out of date and/or not serving their purpose.

At least once every **ten years**, the process for the formal review should involve an *ad hoc* advisory group that assists the City Planning Commission. Thus, it would be similar to the process used to draft *Smart Growth 2022*, although not so ambitious in scope and duration.