

Fall Semester, 2019

UP 651: Municipal Land Use Planning and Implementation

3 Credits Undergraduate/Graduate; Lec. 001

Instructor: Adjunct Assistant Professor Gregory Kessler, AICP
Time: Monday, 1:30 p.m. – 4:10 p.m.
Location: Architecture and Urban Planning Building (SARUP); Room 189
Office Hours: By Appointment Only
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Course Description

The purpose of this course is to explain the background and day to day activities, opportunities and constraints faced by municipal land use planning departments. Specific land planning methods; state, local & regional statutes/ordinances; and applications (subdivision regulation, zoning, site plan review, staff report creation, the building permit process) used to implement community plans will be presented and discussed. The course will combine everyday challenges, constraints and strategies used by both municipal planning departments. The course will also briefly explore the ways that municipal officials and private developers interact.

This requires addressing a variety of different topics, including economics, financial implementation, history, social realities, organizational realities & structures, policies (including sustainability), and legislation considerations.

This course will seek to familiarize students with how land use planning often involves many participants with different perspectives related to land use outcomes and how municipal planning officials perform their work. The focus will be specifically on municipal land use planning, interactions and realities.

The policies and practices discussed in this class will assist students in identifying ways that municipal land-use planning is often times conducted. The policies and practices discussed here are intended to help define some challenges; they *are not* intended to constrain your own creativity in how to develop better solutions to those challenges.

Assignments and Grading Distribution:

There will be a total five (5) assignments, of which, only four will be required for undergraduate students. Graduate students will have one extra assignment to complete.

- 1) Planning Commission Meeting Memo: (**Due: Nov. 18th**) 30 pts.
- 2) Smart Growth Comprehensive Plan Research Report: (**Due: Nov. 18th**) 50 pts.
Note: The Smart Growth Comprehensive Plan Research Report is required for (GRADUATE STUDENTS ONLY)

- 3) Site Plan Review Skills Worksheet: (Due: Oct. 21st) 30 pts.
- 4) Non-Residential Site Plan Review and Staff Report: (Due: Nov. 25th) 50 pts.
- 5) Subdivision Plat Review and Staff Report: (Due: Dec. 2nd) 50 pts.
- 6) Class Attendance and Participation: 40 pts. (Note: There may be additional assigned readings throughout the semester based upon current events and/or published planning articles or literature that will be discussed in class).

Total: 200 pts. (Undergraduate)
250 pts. (Graduate)

Planning Meeting Memo (Assignment # 1)

For this assignment you must attend a public Plan Commission meeting of a local unit of government, turn in a copy of the agenda, and report on five planning topics or priorities you heard. You may not substitute a Plan Commission meeting with a Common Council, Town Board, and/or neighborhood meeting. You must collect a staff report for one of the agenda items and, in your memo, summarize the content / headings of the report and what criteria / documents were used, by staff and the board or commission, to make their recommendation(s). The purpose of this assignment is to familiarize you with the types of issues a Planning Commission/Board considers and the resources used by municipal staff, and to get you thinking of how you might have addressed the problems.

Smart Growth Comprehensive Plan Research Report (Assignment # 2)

Because this class is listed as eligible for both graduate and undergraduate credit, graduate students are required to demonstrate additional effort in order to get graduate credit, described in Graduate Faculty Council Document #: 916.

In this class, that goal is met by requiring graduate students to prepare a research report by researching five (5) Wisconsin communities and how they prepared their Smart Growth Comprehensive Plan Update(s). Students will need to review each communities public participation plan; the Plan chapters; the Plans overall format, goals & objectives; the various tools, graphics, resources, methods, code requirements, or other planning methods to implement their comprehensive plans and summarize the differences between communities.

Public Land Survey Basics, Legal Descriptions, Grading Plan Review and Engineering & Architect Scale Worksheet (Assignment # 3)

This assignment will be used to orient students to the use of Engineering and Architect Scales, the Public Land Survey System, preparing legal descriptions, reading grading plans and determining water flow direction and percent slopes.

Non-Residential Site Plan Review and Staff Report (Assignment # 4)

For this assignment you will review a commercial site plan and prepare a staff report that will be used by a Plan Commission and Common Council. The review will be completed in sufficient detail so that you are able to successfully articulate your recommendation (for approval or denial) in your staff report (“*Findings of Fact and Conclusions of Law*”). You will utilize accompanying Zoning Ordinance and Comprehensive Plan documentation in order to formulate your recommendation and report. You will also need to cite other information found in relevant documents such as Traffic Impact Studies, Wetland / Environmental Reports and/or Stormwater Management Studies.

Residential Subdivision Plat Review and Staff Report (Assignment # 5)

For this assignment you will review a multi-lot subdivision plan and prepare a staff report that will be used by a Plan Commission and Common Council. The review will be completed in sufficient detail so that you are able to successfully articulate your recommendation (for approval or denial) in your staff report (a “*Findings of Fact and Conclusions of Law*”). You will utilize accompanying Zoning Ordinance and Comprehensive Plan documentation in order to formulate your recommendation and report. You will also need to cite other information found in relevant documents such as Traffic Impact Studies, Wetland / Environmental Reports and/or Stormwater Management Studies.

Class Attendance and Participation

Class attendance and participation are important, especially during “guest speaker” presentations. The intent of the discussion in this class is to be conversational. Everyone brings creative ideas and diverse backgrounds and incorporating them into our discussions will benefit everyone.

Please note, attendance is mandatory as it will take more than one pass through any given set of materials to really put them into the context of this class. Also, class time is a great place to bounce ideas off your colleagues, our guest lecturers and myself. If you cannot make a specific class, please make arrangements with me or one of your classmates to get the missed information. If you will need accommodations in order to meet any of the requirements of this course, please contact me as soon as possible.

Due Dates, Submission, and Late/Missed Assignment Policy

Assignment Submission Policy

An assignment is considered submitted when it is turned in on the date it is due, by the end of class. You may submit your assignment one of two ways: 1) In class, on the date it is due or 2) E-mail it to me on the date it is due.

Students will be given some latitude for deadlines that are missed because of a religious observance. Otherwise, except in extreme circumstances (e.g., family emergency, automobile accident, etc.) the standard penalty for late submission of an assignment is 1 pt. per day (not counting the weekends). After 5 days, or the papers being returned to the class (whichever comes first), I will not accept the assignment.

only possible modification to this policy is if I am contacted in advance of the due date to say that the assignment will be late. Under those circumstances, I will reduce the penalty by half.

Class Notifications

All announcements / changes to the class not announced in lecture will be made via the class e-mail via D2L. If you check an e-mail address other than the university, please make arrangements to ensure the class reflector is pointed to the appropriate e-mail address.

I assume your e-mail (both university and / or private) is set up in such a way that you will receive any messages and / or attachments sent to the address listed in the class reflector. It is ***your responsibility*** to ensure that your e-mail is functioning, and to read it on a sufficiently frequent basis to make sure you are familiar with any changes to the schedule.

Reading Assignments

Readings should be completed in advance of the class where they will be discussed as it will enhance your understanding of the material. The reading list below is tentative, but for the most part, will not change radically in terms of overall length or length of weekly reading assignments. Additional readings may be assigned and / or current readings may be reduced, depending on our pace through the material or current events. Periodic readings of current events or articles may be assigned and/or uploaded D2L as reference material. There will be a number of handouts provided throughout the semester that will enhance and provide you with relevant resources to help with material comprehension.

For the most part, the lecture materials used for this class will be taken from the following text: Tyler and Ward; **“Planning and Community Development – A Guide for the 21st Century”**; W.W. Norton & Company, 2011 – Current Edition. Available at the UWM Bookstore.

Another textbook, that is considered optional, that will also be referenced and is quite a good resource is: Hoch, Dalton, and So (Editors); **“The Practice of Local Government Planning”**; American Planning Association and International City/County Management Association, 2000; 3rd Edition

Although it is not part of the official reading list, all technical terms used in this class will be consistent with the definitions put forth in: **“A Planners Dictionary”**; Michael Davidson and Fay Dolnick (Editors); American Planning Association, Planning Advisory Service Report #521/522. This publication is available through me, online and/ or the SARUP reference room.

**** Note: an “Engineering” and an “Architect” Scale are also required for this course and are available online or through the University Bookstore.**

Special Accommodations

Students with limitations due to disability, including learning disability may request for any reasonable accommodations. Students will be allowed to complete examinations or other requirements that are missed because of a religious observance. In case of special accommodations are needed in order to meet any of the requirements of this course, please contact me as soon as possible.

Academic Conduct

The University, as an instrument of learning, is predicated on the existence of an environment of integrity. Faculty have the primary responsibility for establishing and maintaining an atmosphere and attitude of academic integrity such that the enterprise may flourish in an open and honest way. Students share this responsibility for maintaining standards of academic performance and classroom behavior conducive to the learning process. Please review Chapter UWS 14 and Faculty Document No. 1686 at: http://www4.uwm.edu/acad_aff/policy/academicmisconduct.cfm for both UWM's and our expectations of appropriate student academic conduct.

Original Work and Plagiarism

All work in this course should be your own. In written work, cite your sources for quotes, facts, and opinions, both in the body of your work and in the bibliography. Do not copy word for word unless you place the words in quotation marks. Any plagiarism will be dealt with as a serious ethical breach. If you have questions about whether you are crossing an ethical line, ASK ME. Here is a link to some good information on plagiarism from the Harvard Guide to Using Sources <https://usingsources.fas.harvard.edu/what-constitutes-plagiarism>

Other Course Policies

This course adheres to campus policies regarding students with disabilities, religious observances, active military service, incompletes, discriminatory conduct, academic misconduct, complaints about the course, grade appeals, and firearms. For details about these policies, see <http://uwm.edu/secu/wp-content/uploads/sites/122/2016/12/Syllabus-Links.pdf>

Odds and Ends

I check e-mail quite regularly, and will do my best to get back to you as soon as your message is read. Appointments are not usually a problem. I will schedule a break in the middle of class. If anyone has any questions or problems with their assignments, I am available fairly readily to either meet in person or discuss your issues via phone.

CLASS SCHEDULE

September 9: Introductions and Background to Municipal Land Use Planning & the Planning Profession in General

Lecture: Tyler – The Practice of Planning, pg. 13-20; Traditional and Tactical Approaches, pg. 31-33; Chapter 3, pgs. 36-45

September 16: Comprehensive Plans and Planning

Lecture: Tyler – Chapters 2, 3, and 4

September 23: Implementation of the Comprehensive Plan & Elements and Water Resources Management & Land Use

Lecture: Tyler – Chapters 2, 3, 4, and 6

September 30: Controlling Land Uses and Growth

Lecture: Tyler – Chapters 11, 12, 13 and 16

October 7: Site Planning and Site Plan Review

Lecture: Tyler – Chapter 15 and Handouts

October 14: Subdivisions and Land Platting

Lecture: Tyler – Chapters 10 & 15 and Handouts

October 21: Transportation Planning and Land Use

Lecture: Tyler - Chapters 5, 8, and 14

Assignment # 3 Due

October 28: Plan Implementation and Building Permit Processes

Lecture: Tyler – Chapters 13, 14 and 16

November 4: Private Development Site Selection / Pro-Forma Analysis

November 11: Environmental and Land Use Planning

Lecture: Tyler – Chapters 11 and 12

November 18: Economic Development & Municipal Finance

Lecture: Tyler – Chapters 15, 16, 18, and 19

Assignments # 1 and # 2 Due

November 25: Stormwater and Land Use Planning

Assignment # 4 Due

December 2: Scenario Planning Using 3-D Visualization Tools; GIS and Other Planning Tools Used in Planning and Site Plan Review

Assignment # 5 Due

December 9: LEED and Form-Based Codes

Lecture: Tyler – Chapter 12 and Traditional Zoning Codes, LEED, Form-Based Codes and New Urbanism