A Citizen's Participation Guide for Janesville Development

Neighborhood Meeting



Meeting held primarily for neighbors of larger or traffic-generating projects, public also welcome

Plan Commission Public Hearing- Rezoning



Opportunity for public input on rezoning proposals

City Council Public Hearing- Rezoning



Another opportunity for public input on rezoning proposals before recommendation

Plan Commission public hearing- Conditional Use Permit



Opportunity for input on land use before a use permit is issued

Written comments to Plan Commission



Enter comments into the public record associated with a hearing

Zoning Board of Appeals Public Hearing- Variance



Opportunity for public input on zoning exceptions

Administrative Appeal & Public Hearing



Opportunity to appeal or participate in an appeal of a zoning or building decision

City Council General Public Comment



Provide remarks to City Council members at a public meeting

Written Comments to City Council



Submit Public Comments ahead of City Council Actions

More Opportunities for Public Input (Continued from Previous Page)

Attend Plan Commission Meetings



Review the work of the Plan Commission and testify during hearings

Attend City Council Meetings



Speak during public comment periods and participate in public hearings

Attend Zoning Board of Appeals Meetings



Participate in public hearings and provide comment on ongoing appeals

Historic Commission Process



Submit certificates and attend meetings related to Historic Overlay Districts

Serve on a Development-Related Board or Commission



Apply to become a citizen member of bodies such as the Plan Commission or the Zoning Board of Appeals

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Janesville Development: Community Opportunities

Opportunity	When it happens	What the public can do	Who can participate
Neighborhood Meeting	Before formal Plan Commission/ City Council Review, particularly for larger, potentially controversial, or traffic generating projects	Attend, ask questions, learn details directly from the developer, and provide input/ feedback before formal review begins	Nearby residents/ property owners; notices generally go to owners within 400 feet, plus adjoining tenants. The notification area can be expanded
Plan Commission public hearing- rezoning	When property is proposed for rezoning	Speak directly to the Plan Commission for or against the request or raise specific concerns	Applicant & interested parties. Owners within 400 feet & adjoining/ opposite tenants receive mailed notice; a legal notice is also published
City Council public hearing- rezoning	After the Plan Commission makes its recommendation	Speak again before the final decision is made	General public. The City Council makes the final decision on rezoning
Plan Commission public hearing- conditional use permit (CUP)	For uses requiring a CUP, generally at the second Plan Commission meeting on the request	Testify at the hearing; submit information relevant to impacts on neighboring property, traffic, access, drainage, etc.	Applicant & any interested parties. Owners within 400 feet & adjoining/ opposite tenants receive notice
Written comments to Plan Commission	In connection with Plan Commission public hearings	Submit an online written comment of up to 400 words; comments received by noon on the meeting date are entered into the public record	Anyone completing the City's form
Zoning Board of Appeals public hearing- variance	When a property owner asks for relief from zoning standards	Speak to the Zoning Board about the proposed variance	Applicant & interested parties. Owners within 400 feet & adjoining/ opposite tenants are notified; notice is also published
Administrative appeal & public hearing	When someone is aggrieved by a zoning/ building administrative decision	File an appeal & participate in the subsequent Zoning Board public hearing	The guide says "any person aggrieved" may appeal within 30 days. An application, supporting documents, & fee are required. Interested parties may also speak at the hearing

Community Opportunities Continued

Opportunity	When it happens	What the public can do	Who can participate
City Council general public comment	At regular Council meetings, which include discussion on development matters that do not themselves require a public hearing	Speak for up to four minutes on agenda items not requiring hearings & matters subject to Council action	Everyone; speakers normally sign in before the meeting. If the development item has its own hearing, comments are made during that hearing instead
Written comments to City Council	Before Council meetings	Submit comments online as either public comment or public hearing comment; up to 400 words	General public. Comments are due by noon on the meeting date to be placed in the record
Attend Plan Commission meetings	Preliminary/ final subdivisions, PUDs, CUPs, and other planning matters	Observe review; where a public hearing is scheduled, testify	The City states that Plan Commission meetings are open to the public. The Commission generally meets the first & third Mondays at 6 p.m.
Attend City Council meetings	Final plat approvals, rezonings & other Council development decisions	Attend, speak during available public comment periods, or participate in a public hearing	General public. Council generally meets the second & fourth Mondays at 6 p.m.
Attend Zoning Board of Appeals meetings	Variances & appeals	Attend & participate when the item includes a public hearing	Public meetings are currently scheduled on the fourth Tuesday when there is business
Historic Commission process	Construction, alteration, or demolition involving properties in Historic Overlay Districts	Attend public Historic Commission meetings; property owners/ applicants can submit a Certificate of Appropriateness application	Meetings appear on the City's public meeting calendar; the Development Guide identifies the Certificate of Appropriateness process
Serve on a development-related board or commission	Ongoing rather than project-specific	Apply to become a citizen member of bodies such as the Plan Commission or Zoning Board of Appeals	Eligible Janesville residents; the City maintains fillable volunteer applications