



PROJECT UPDATE 1.19.22

PROJECT TEAM

The Project Team includes the Planning & Development Director (staff) along with consultant assistance from CodaMetrics and Duncan Associates. The role of the Project Team will be to:

- 1) Prepare agendas and provide any necessary read-ahead materials for all meetings, as needed.
- 2) Facilitate meetings so that agendas are followed, and meetings adjourn on-time.
- 3) Take public comment.
- 4) Moderate discussions, table items requiring follow-up, and reporting back to group.
- 5) Prepare updates and presentations to groups identified according to project scope.

PUBLIC ENGAGEMENT

Prior planning efforts, including the [Shorewood Comprehensive Plan 2040](#) and public engagement, via stakeholder interviews, public workshops, open houses and public hearings will guide the proposed content of the code update. The preferred method of public input will be via written comments emailed to bgriepentrog@shorewoodwi.gov.

PROJECT SCOPE, ESTIMATED TIMELINE AND WEBSITE

A [Project Scope](#) has been defined and includes the proposed project tasks leading up to approval. An [Estimated Timeline](#) reflecting the tasks within the Project Scope has also been set up. Both are subject to change, as required by the project's needs at the discretion of the Project Team. Updates will be made available on the Project Website: www.villageofshorewood.org/CommercialZoningUpdate.

PROJECT COMMITTEE

The lead consultant requested that a “working group” be formed to complement the overall process. Per [155-9B](#), a “special committee” can be created by action of the Village Board. The group will meet several times to provide feedback related to tasks across the scope life of the project. They will operate by consensus and all meetings will be publicly noticed. This group's feedback will be presented to the Plan Commission and Village Board when recommendations and decisions are made regarding the adoption of updated code.

The Project Committee shall include representative members of the Plan Commission (2), Design Review Board (2), Community Development Authority (2), BID Board (2), Conservation Committee (2), Parks and Public Spaces Committee (1) and Human Relations Commission (1). A “Community-at-Large” representative was also suggested. Members shall be nominated by their respective Chairs/Presidents and confirmed by the Village Board on February 7th.

Project Committee members will be expected to promote and attend public engagement, review read-ahead materials, actively participate in Working Group meetings, consider public feedback, and recommend engagement strategies.

PROJECT APPROVAL

Approval of the updated Commercial Zoning Code shall be done so via Public Hearing with subsequent Village Board approval. Prior to convening the Public Hearing, recommendation for approval will be sought from the Design Review Board and the Plan Commission.