



## PROJECT MANAGEMENT PLAN

### 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](mailto: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](http://www.villageofshorewood.org/CommercialZoningUpdate).

### WORKING GROUP (SPECIAL 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 Working Group 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), Human Relations Commission (1) and an At-Large Community Member.

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

### DUTIES AND RESPONSIBILITIES

The Working Group's primary responsibility will be helping to define stakeholders for interviews identified in Task 1.2, promoting and participating in public workshops in Task 2.2, reviewing the initial draft of the

Code during Task 3.3, (which will then be reviewed by the public, boards, and commissions in Task 4), promoting and participating in the open house defined in Task 4.2 and advocating for adoption in Task 5.1.

The general purpose of the Working Group is to provide a keen eye on the initial draft, ensuring the best first draft to which the community can respond. Their general responsibilities are as follows:

Ensure General Readability and Clarity of the Code. Group members will read and review the code, noting language or diagrams that are not clear, and providing a layperson's perspective.

Represent their Respective Organization's Goals. Group members are expected to provide general feedback on the initial draft in terms of implementation of their committee's goals that can be addressed through zoning. For example, implementation of the comprehensive plan's objectives, ensuring equitable zoning, supporting affordable housing, supporting local businesses.

The Working Group will not serve as an approval group for what the Plan Commission and Design Review Board receive as part of the project approval process.

#### **QUORUM**

A minimum attendance at each meeting is needed to ensure that the different viewpoints of Working Group members are adequately represented. For purposes of this project, a quorum will be met with at least four members present. If a quorum cannot be assembled, a meeting will be cancelled or rescheduled.

#### **PUBLIC INVOLVEMENT IN WORKING GROUP MEETINGS**

Working Group meetings will be publicly noticed and organized by an agenda. The agenda will outline what topics will be discussed and keep the public and the groups to which they are affiliated informed about the project. All Working Group meetings will include an opportunity to provide public comment at the end of the meeting for informational purposes only. Suggestions regarding drafted language will be taken prior to meetings and should be emailed to [bgriepentrog@shorewoodwi.gov](mailto:bgriepentrog@shorewoodwi.gov) in order to be provided to the Project Team and Working Group for discussion during public meetings. This will ensure efficient use of meeting time for all involved.

#### **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.