

**Work Program and Timeline**  
**Zoning Ordinance & Map Update Project**  
Revised: September 25, 2023



**VILLAGE BOARD MEETING: *March 14, 2023***

- Appoint ad hoc Zoning Ordinance Update Steering Committee
- Establish goals, principles, and parameters to guide ordinance update

**STEERING COMMITTEE MEETING #1: *April 19, 2023***

- Introduce the project's purpose, goals, parameters, scope, and timeline
- Amend and add to an initial list of questions for ordinance update

**Preliminary Organizational Activities: *April-May 2023***

- Establish [project web page](#) for ongoing project updates
- Identify opportunities and limitations of ecode360 to inform ordinance formatting

**Analyze Recent Development Reviews and User Experiences: *May-July 2023***

- Survey recent users of zoning processes, including CUPs, variances, design review
- Review recent Building Board, Zoning Board of Appeals, Plan Commission cases

**RELATED VILLAGE COMMITTEE INPUT MEETINGS: *June-August 2023***

- Meet with Building Board (6/13), Zoning Board of Appeals (7/20), Plan Commission (8/14)
- Discuss zoning issues and desired ordinance improvements related to each board's focus

**Prepare Preliminary Draft of Web-based Resident Survey: *June-early July 2023***

**STEERING COMMITTEE MEETING #2: *July 10, 2023***

- Discuss all work since Meeting #1, including Building Board discussion & user survey
- Review and advise revisions to draft resident survey

**Revise and Administer Resident Survey; Compile Survey Results: *July-September 2023***

**Preliminary Ordinance Directions Memo: *late August-September 2023***

- Overview of community input and research to date
- Updated list of key questions, with potential responses or options
- Outline and sample format of updated zoning ordinance
- Other chapters of the Municipal Code that may need refining for continuity

**STEERING COMMITTEE MEETING #3: *October 4, 2023***

- Review resident survey and other participation results since meeting #2
- Respond to "preliminary ordinance directions memo" before ordinance drafting begins

**Village Board Update: *October 10, 2023***

**Prepare Zoning Ordinance Text—Draft #1: *October-December 2023***

- Prepare draft zoning ordinance (Chapter 225) update, plus new Chapter 227 (shorelands)
- Meet Zoning Administrator, Building Inspector, and City Forest on administrative issues

**STEERING COMMITTEE MEETINGS #4 #5, #6: *January, February, March 2024***

- Review Draft #1 of the zoning ordinance text in blocks, and advise changes
- Provide opportunity for public participation at one or more of these meetings

**Village Board and Plan Commission Check-ins: *February-March 2024***

**Prepare Zoning Map(s)—Draft #1: *March-April 2024***

- Clearly identify the zoning district of each parcel in the Village
- Decide whether/how to include setbacks on updated zoning map

**Prepare Zoning Ordinance Text—Draft #2; Related Materials: *April-May 2024***

- Incorporate changes from Steering Committee, Board, Plan Commission meetings
- Prepare minor changes to other related chapters of Municipal Code for continuity
- Prepare public and user guide(s), including one identifying major changes from current

**STEERING COMMITTEE MEETING #7: *June 2024***

- Review and endorse Draft #1 zoning map
- Review and endorse Draft #2 zoning text, other chapter changes, and user guide(s)
- Hear any comments from interested public

**Prepare Public Hearing Draft Text and Map: *July 2024***

**PUBLIC HEARING AND ADOPTION MEETINGS (2): *August-September 2024***

- Hearing before Plan Commission, preceded by Class 2 Notice, and followed by Commission recommendation
- Village Board meeting, at which updated ordinance text and map would be adopted
- Include minor amendments to Village Comprehensive Plan as necessary to ensure consistency between Plan and zoning as required by statute

**Prepare Adopted Ordinance Text and Map, and Updated Application Forms: *October 2024***