

**Steering Committee Charge**  
**Zoning Ordinance & Map Update Project**  
BOARD APPROVED: March 14, 2023



**Procedural Charge:**

1. Appoint as Committee chair, Jim Schuler, Village Trustee and Plan Commission chair.
2. Designate the Village Clerk to take meeting minutes, and forward them to Village Board and Plan Commission during the process.
3. Provide a recommendation on a zoning ordinance text and map update to the Plan Commission and Village Board no later than summer 2024.
4. Attempt to reach decisions/recommendations by consensus where possible, but where not possible record votes. (Any alternative positions held by opposing members may be recorded in the minutes.)
5. Provide meaningful opportunities to engage Maple Bluff stakeholders, including residents, property owners, and businesses.
6. Comply with the Wisconsin open meeting law.
7. Focus on providing policy guidance, interpreting stakeholder input, and guiding applicable research, relying on the Village Planner and Clerk for detailed research, writing, mapping, process, and logistical advice.
8. Respect the approved scope of services and budget for this project, or where any changes are desired, forward them as requests to the Board first before proceeding.
9. Seek Board and/or Plan Commission advice on the Steering Committee's procedural or substantive charge as required during the process.

**Substantive Charge:**

1. Consistent with the vision statement in the Village's Comprehensive Plan, preserve the identity of the Maple Bluff community as a small, attractive, pedestrian-friendly lakeside community with a desirable character and sense of place.
2. Strike a sustainable balance between community interest in compatible land use and improvements, and private property owner rights.
3. Enable property improvement, modernization, and change consistent with #1 and #2.
4. Explore improvements to development review processes consistent with #1 and #2.
5. Utilize objective and measurable standards within the ordinance wherever practical.
6. Ensure ordinance format is both user friendly and adaptable for publishing on eCode360.
7. Where any recommended zoning ordinance provision is inconsistent with another chapter of the Municipal Code or Comprehensive Plan, advise appropriate changes to such other documents and justification.