



To: Village of Shorewood Hills Plan Commission
From: Matt Frater, Planner
Subject: Revisions to Comprehensive Plan Update Timeline
Date: April 28, 2020

Plan Commissioners;

Due to the COVID-19 pandemic and its impact locally, the planning process for the Shorewood Hills Comprehensive Plan Update has been amended. Public involvement, engagement, and inclusion are critical in fully capturing the opinions and perceptions of all who live in and visit the Village. In a time of social distancing, to support and enhance involvement we will be moving forward with an adjusted timeline and expanded virtual engagement opportunities.

Changes to the Comprehensive Plan Update planning approach include:

- » Transitioning in-person focus groups to virtual roundtables
- » Delaying initial survey and mapping tool launch date
- » Transitioning public Open Houses to virtual “Stakeholder Sessions”
- » Increasing time available for Plan Commission draft chapter review
- » Providing additional opportunities for public comment during the Plan review period

The transition to these involvement formats will extend the planning process by approximately 2 months, through at least January 19, 2021. [A Revised Timeline with Key Dates is attached to this memo for your approval.](#) This additional time will allow conversations with key stakeholders to continue, while also allowing flexibility to accommodate uncertainty over CDC/DHS guidelines and best practices over the coming months. We understand the desire to move forward, and will continue to do so - while maintaining communication with the Commission should circumstances drastically change.

While our core process will remain the same, we believe these necessary adjustments will ensure all residents have just as much, if not more of an opportunity to contribute than they would have had otherwise. To begin preparing for these updated engagement methods, we are requesting that you assist in two ways:

- » [Nominating residents for a Virtual Roundtable](#) (focus group). The two groups are:
 - Community Identity & Change
 - Community Attachment & Involvement
- » [Taking the Stakeholder Questionnaire](#)

In addition to being linked above, the Village Administrator will coordinate access to the Stakeholder Questionnaire for all Committees & Commissions to provide initial input into this process.