

PLAN COMMISSION CHARTER FOR 2024



Each of the City of Port Washington's Boards, Commissions, and Committees (BCC's) will have an annual charter. This charter will identify the mission of the BCC, the key strategies to monitor and the operational expectations for the year. The Charter includes the mission, membership, responsibilities, timelines, and deliverables/measures of success. The Charters will be brought to the City Common Council for approval after the City budget is approved, but no later than January of the preceding year. The measures of success shall be monitored by the BCC's and communicated to the Common Council through the Council's appointed representative each quarter and reported in Department's monthly reports to the Council.

PURPOSE OF PLAN COMMISSION

- **Ordinance Language:** Section 2.12.090: Plan Commission

How Constituted: This Commission shall have seven members, consisting of the Mayor, an Alderperson, the City Engineer, and four citizens of the City who are not City officials. The Commission shall also include, as a non-voting member, the Superintendent of the Port Washington-Saukville School District. The members of the Commission shall be appointed to hold office for a term of three years, commencing on June 1. The Mayor shall appoint one citizen member to the Commission annually. Appointments shall be made by the Mayor during the month of April for terms of office that expire in April, otherwise appointments shall be made by the Mayor by the third Tuesday in May for terms of office that expire in May or at any other time if a vacancy occurs during a term in office. All appointments shall be subject to confirmation by a majority vote of all members of the Common Council. The Director of Planning and Development shall serve as staff liaison to the Plan Commission.

Organization: The Mayor shall be the chairman and presiding officer. The members of the commission shall select a secretary from its members at its regular meeting in June, which shall not be held prior to the third Tuesday in April.

Responsibilities: The commission shall perform such duties as may be authorized or required by State Statutes or these ordinances or as may be requested by the Mayor or Council.

- **Mission Statement:** We will review requests, policies, and strategic expectations as well as enforce ordinances, improve development and promote consistency within the city of Port Washington.

PLAN COMMISSION MEMBERSHIP

- **Meeting Date and Time:** 3rd Thursday of Each Month at 6:00 p.m.

- **Member List and Term:**
 Mayor Ted Neitzke (2024)
 Ald. Paul Neumyer (2022)
 Mike Ehrlich (2024)
 Eric Ryer (2024)
 Chad Mach
 Roger Strohm, City Engineer
 PWSSD Representative (non-voting member)
 Commission Staff: Robert Harris

STRATEGIC RESPONSIBILITIES

- **2024 Strategic Goals**
 - **Strategic Goal 1: Zoning Code re-write within 60 days of current schedule**
 - **Key Milestones:** Consultant basic services 2024 schedule milestone met
 - **Responsible Person(s):** B.H , PC

Each Strategic Goals should have task data list.

Task(s)				
Start Date	End Date	Description	Duration (Days)	Responsible Person
May 16, 2024 October 17, 2024	May 16, 2024 Oct. 17, 202	Quarterly consultant meetings w/PC		BH
TBD	TBD	Conduct (1) public informational mtg		BH
May 16, 2024	December 2024	Majority of new zoning code chapters drafted		PC, BH

- **2024 Strategic Goals**
 - **Strategic Goal 2: Police & Fire Block: Prepare Redevelopment Analysis and RFP**
 - **Key Milestones:** Property analysis complete / RFP Drafted / RFP Finalized
 - **Responsible Person(s):** PC, BH

Each Strategic Goals should have task data list.

Task(s)				
Start Date	End Date	Description	Duration (Days)	Responsible Person
June	June	Data Determ.		BH
July	July	Data Acquisition		BH
July	July	Analysis Report		BH
July	July	Draft RFP		BH

- **2024 Strategic Goals**
 - **Strategic Goal 3: Southside Residential Devp. - Prepare Redevelop Analysis**
 - **Key Milestones:** Data Identify/Data Collection/Draft Report/Final Report
 - **Responsible Person(s):** BH., Engineering

Each Strategic Goals should have task data list.

Task(s)				
Start Date	End Date	Description	Duration (Days)	Responsible Person
August	August	Data Determ.		BH, Engineering
August	August	Data Acquisition		BH, Engineering
September	September	Draft Report		BH, Engineering
October	October	Final Report		BH, Engineering

- **2024 Strategic Goals**
 - **Strategic Goal 4: Northside Residential Devp. - Prepare Redevelop Analysis**
 - **Key Milestones:** Data Identify/Data Collection/Draft Report/Final Report
 - **Responsible Person(s):** BH., Engineering

Each Strategic Goals should have task data list.

Task(s)				
Start Date	End Date	Description	Duration (Days)	Responsible Person
September	September	Data Determ.		BH, Engineering
September	September	Data Acquisition		BH, Engineering
October	October	Draft Report		BH, Engineering
November	November	Final Report		BH, Engineering

- **2024 Strategic Goals**
 - **Strategic Goal 5: Prepare Development and Redevelop Inventory and Analysis**
 - **Key Milestones:** Map Created / Properties Identified/ Property info and analysis applied
 - **Responsible Person(s):** BH., Engineering

Each Strategic Goals should have task data list.

Task(s)				
Start Date	End Date	Description	Duration (Days)	Responsible Person
July	July	Map properties identified		BH, Engineering
November	November	Map Created		Engineering
December	December	Property data applied		BH, Engineering

- **2024 Strategic Goals**
 - **Strategic Goal 6: Identify and Track Plan Recommendation Implementation**
 - **Key Milestones:** Plan Recommendations Catalogued
 - **Responsible Person(s):** BH

Each Strategic Goals should have task data list.

Task(s)				
Start Date	End Date	Description	Duration (Days)	Responsible Person
August	August	Recommendations collected and cataloged		BH,

- **2024 Strategic Goals**
 - **Strategic Goal 7: Provide Quarterly Staff Updates to Commission**
 - **Key Milestones:** NA
 - **Responsible Person(s):** BH.

OPERATIONAL RESPONSIBILITIES

- **For Budget Preparation/Submittal/Monitoring:** Department budget and capital budget items identified and prioritized and submitted into appropriate budget.
- **For Purchase and Disposal of Equipment:** N/A
- **For Personnel Decision Making:** N/A

OBSTACLES, RISKS AND COUNTERMEASURES TO STRATEGIC RESPONSIBILITIES

- Time, Workload, Limited Delegation Ability / Limited staff support

DEPARTMENT BUDGET (to be reviewed by BCC and inserted in this document when the budget is approved.)

[2024 Planning Department Budget is Attached](#) (CLICK on the link)

MEASURES OF SUCCESS

- **Key Performance Indicators (On-going monitoring and end of year report out to Commission) :**
 - 1) City Population
 - 2) Total Assessed Value City-Wide
 - 3) Plan(s) Recommendations Implemented
 - 4) Plan Priority Sites Developed / Redeveloped
 - 5) New development / Redevelopment Underway-Completed and use of Inventory Map, i.e. Take sites “off the board”
 - 6) Development / Redevelopment Meetings Held
 - 7) # of Plan Commission Approval Follow-ups By Staff

- **Budget:** N/A

REPORTING

- To Common Council: Departmental reports each month
- To Plan Commission: Quarterly staff updates