

Job Description for Zoning Code Rewrite Advisory Committee Members

The Advisory Committee will play a key role in the rewriting of Madison's Zoning Code. The Committee will work closely with the project consultant team and City staff to make sure that the Code rewrite process results reflect the diversity of interests and needs in Madison. The Committee is made up of individuals who represent a variety of views and stakeholder groups, including members of City boards and commissions and the Common Council. The Committee will provide primary guidance and recommendations throughout the project, until the draft Zoning Code and Map go to the Plan Commission for review and the Common Council for adoption.

The Committee is critical to the success of the project, and committed members are critical to the success of the Committee. Committee members are asked to agree to participate in the following ways:

- Attend Committee meetings to develop issues, review background studies, participate in discussion on alternative approaches, and review draft documents. The Committee, including 19 members and seven alternates will meet approximately every two to three months starting in April 2008. Some phases of the project may require more frequent meetings. Meetings will typically last 1½ to 2 hours.
- Read background materials sent out between meetings and come prepared to actively participate in Committee discussions.
- Identify relevant studies, data, and other information that would be helpful for the consultants and other Committee members.
- Take information discussed at Committee meetings back to constituents or stakeholders.
- Represent constituent comments and views at Committee meetings, and respectfully listen to the constituent viewpoints of other Committee members.
- Work to involve constituents in the public meetings during the project. The first public meetings are scheduled for May 19th and May 21st.
- Attend and participate in public meetings during the project, including specific listening or facilitation tasks assigned to Committee members.
- Respect the Committee's discussion rules, decision-making processes, and final decisions.

We thank all the Committee members willing to make a commitment to contribute time and ideas to this project.

If you have any questions, please contact:

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