



## Miami Shores Comprehensive Plan/FLUM “Fix” Project Management Matrix

Notice to Proceed (NTP) = March 1, 2022 | Temporary Moratorium (Effective Date) = February 15, 2022 (projected duration of 6 months approx.)

Task	Start	End	Status	Lead	Support	Comment
<b>1. Data Needs Identification and Collection</b>	NTP	April 1, 2022	COMPLETED	CGA (identify and collect all necessary external data)	Village Staff (collect and provide municipal studies, plans, and other local data)	May need to continue to collect after deadline, depending on availability
<b>2. Coordination with Florida Department of Economic Opportunity (DEO)</b>	March 21, 2022	March 25, 2022	COMPLETED	CGA (scheduling and facilitation)	Village Staff (provide availability to participate)	Subject to availability of parties
<b>3. Information/ Opinion Gathering Meetings</b>	March 17, 2022	March 25, 2022	COMPLETED	CGA (facilitation, record taking, summary)	Village Staff (outreach and scheduling)	Subject to availability of parties
<b>4. Data Analysis</b>	March 1, 2022	June 6, 2022	COMPLETED	CGA (prepares all analyses and supporting graphics)	Village Staff (reviews)	Use all collected data to prepare analysis narrative and graphics to inform public engagement
<b>5. Community Open House</b>						
<ul style="list-style-type: none"> <li><b>Public Outreach (pre-event promotion)</b></li> </ul>	March 25, 2022	April 18, 2022	COMPLETED	Village Staff (coordinates, designs, prints, distributes)	CGA (provide/review content as requested)	Newsletter, mass emails, postcards, social media, etc.
<ul style="list-style-type: none"> <li><b>Community Open House (event)</b></li> </ul>	April 18, 2022	April 18, 2022	COMPLETED	CGA (preparation, set up, facilitation, post-meeting analysis/summary)	Village (logistical support and potential facilitation support)	Monday, April 18, 4 pm to 8 pm @ Royal Palm Room, Community Center

<b>6. Goals, Objectives and Policies (GOPs) text and FLUM amendments</b> <ul style="list-style-type: none"> <li>Initial draft to staff</li> <li>One on one briefings w Council</li> </ul>	April 19, 2022	July 19, 2022  Wk of June 20, 2022 June 13-24, 2022	IN PROGRESS	CGA (prepares all amendments and supporting graphics)	Village Staff (reviews)	This includes multiple review and adjustment cycles. Initial draft goes to staff; Council members are briefed individually before a Public Council Workshop is held (see below). Additional adjustments may be made after the Workshop, PZB and 1 <sup>st</sup> Reading based on input received.
<b>7. Internal Coordination Meetings (Village Staff/Consultant)</b>	NTP	Process completion	ONGOING	Village Staff (schedules)	CGA (participates)	Scheduled as needed
<b>8. Public Outreach</b>	March 25, 2022	Process completion	(Tasks 5 and 9)	Village Staff (Tasks 5 and 9)	CGA (Tasks 5 and 9)	Includes all outreach related to Tasks 5 and 9
<b>9. Required Public Meetings and Hearings</b> <ul style="list-style-type: none"> <li>Council Workshop</li> <li>Planning &amp; Zoning Board</li> <li>Council, 1<sup>st</sup> reading</li> <li>Council, 2<sup>nd</sup> reading/adoption</li> </ul>	June 28, 2022 July 13, 2022 July 19, 2022 Sept 6, 2022 (if *)	June 28, 2022 July 13, 2022 July 19, 2022 Sept 20, 2022 (if**)	PENDING	Village Staff (schedules and notices all meetings, coordinate briefings, etc. as may be required)	CGA (prepares content of presentations, handouts, etc., leads presentations)	<b>All dates tentative and subject to change</b>
<b>10. Amendment Transmittal to Review Agencies</b> <ul style="list-style-type: none"> <li>Proposed Amendment transmittal (within 10 working days after 1st reading)</li> <li>DEO Letter of Notification (within 5 working days after amendment receipt)</li> </ul>	<b>FROM</b>  July 20, 2022*  July 20, 2022 (if *)	<b>UP TO</b>  Aug 2, 2022**  Aug 9, 2022 (if **)	PENDING	CGA		<b>All timeframes are statutorily fixed; however, dates are tentative and variable subject to scheduling of 1<sup>st</sup> and 2<sup>nd</sup> readings and actual transmittal dates</b>

<ul style="list-style-type: none"> <li>• <b>Agency Reviews/Comments Due to Village (within 30 days after amendment receipt)</b></li> <li>• <b>Adopted Amendment transmittal (within 10 working days after 2<sup>nd</sup> reading)</b></li> <li>• <b>DEO Notice of Intent Letter (within 5 working days after amendment receipt)</b></li> </ul>	July 20, 2022 (if *)  Sep 20, 2022 (if *)  Sep 27, 2022 (if *)	Sep 6, 2022 (if **)  Oct 4, 2022 (if **)  Oct 11, 2022 (if **)				CGA will coordinate with the state land planning agency throughout the review period, as necessary
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### Graphic Timeline (Reflects Max Timeframes)

Month	February	March	April	May	June	July	August	September	October
<b>Task or Milestone</b>									
Effective Date of Moratorium (2/15)									
Notice to Proceed (3/1)									
Data Needs Identification and Collection									
Coordination with Florida DEO									
Information/Opinion Gathering Meetings									
Data Analysis									
Community Open House									
GOPs Text and FLUM Amendments									
Required Public Meetings and Hearings (Tentative) *									
Amendment Transmittals (Estimated) **									
Agency Review (Expedited Process)									
Notice of Intent (Estimated)									
Duration of Moratorium (Estimated)									
<b>Continuing Tasks:</b>									
Internal Team Coordination Mtgs									
Public Outreach ***									
* Council Workshop (CW), Planning and Zoning Board (PZB), Council Hearings: 1st Reading (1st), 2nd Reading/Adoption (2nd) ** Proposed (P), Adopted (A) *** Recurring updates to be provided via Newsletter, email, website and social media posting, Council briefing as requested									