

Scope of Work and Schedule

Month		Master Plan	Zoning Ordinance	Parks & Recreation Plan
March 2024	Key Tasks	Onboarding Data Analysis Existing Conditions	Onboarding	Onboarding
	Steering Committee Focus	Logistics and Scheduling	Logistics and Scheduling	Logistics and Scheduling
	Meetings	Kickoff (Staff)		
	Engagement			
April 2024	Key Tasks	Data Analysis Existing Conditions Engagement Materials	Key Issues Determination Engagement Materials	Administrative Information Data Analysis Parks Inventory Engagement Materials
	Steering Committee Focus	Engagement Planning		
	Meetings	Kickoff (Planning Commission)		
	Engagement			
May 2024	Key Tasks	Engagement		
	Steering Committee Focus	Data Report	Key Issues	Parks Inventory
	Meetings			
	Engagement	First Workshop/First Survey		
June 2024	Key Tasks	Mobility Engagement Materials		Parks Action Plan Non-Motorized Trails Engagement Materials
	Steering Committee Focus	Engagement Results and Planning		Engagement Results and Planning
	Meetings			
	Engagement			
July 2024	Key Tasks	Mobility Engagement Materials		Parks Action Plan Non-Motorized Trails Engagement Materials
	Steering Committee Focus			
	Meetings			
	Engagement	Second Workshop/Second Survey		
August 2024	Key Tasks	Future Land Use Mobility Engagement Materials		Parks Action Plan Non-Motorized Trails Engagement Materials
	Steering Committee Focus	Mobility Plan		Parks Action Plan Trails Plan
	Meetings			
	Engagement	Third Workshop/Third Survey		
September 2024	Key Tasks	Future Land Use		Parks Action Plan
	Steering Committee Focus			Parks Action Plan

Month		Master Plan	Zoning Ordinance	Parks & Recreation Plan
	Meetings	Mobility Presentation (Planning Commission)		Parks Action Plan Presentation and Feedback (City Commission)
	Engagement			
October 2024	Key Tasks	Future Land Use		Full Parks Plan Draft
	Steering Committee Focus	Future Land Use		Full Parks Plan Draft
	Meetings			
	Engagement			
November 2024	Key Tasks	Urban Design (Downtown and Other)		Revisions and Refinement
	Steering Committee Focus	Urban Design (Downtown and Other)		
	Meetings	Future Land Use Presentation (Planning Commission)		
	Engagement	Stakeholder Meetings as Necessary		30 Day Comment Period
December 2024	Key Tasks	Urban Design (Downtown and Other)		Revisions and Refinement
	Steering Committee Focus	Urban Design (Downtown and Other)		
	Meetings	Future Land Use Presentation (Planning Commission)		Public Hearing and Adoption (City Commission)
	Engagement	Stakeholder Meetings as Necessary		Public Hearing

Month		Master Plan	Zoning Ordinance	Parks & Recreation Plan
January 2025	Key Tasks	Full Master Plan Draft	Development of List of Amendments	Submission to MDNR
	Steering Committee Focus	Full Master Plan Draft		
	Meetings			
	Engagement	Stakeholder Meetings as Necessary		
February 2025	Key Tasks	Revisions and Refinement		
	Steering Committee Focus		List of Amendments	
	Meetings	Full Master Plan Draft Presentation (Planning Commission)		
	Engagement	Stakeholder Meetings as Necessary		
March 2025	Key Tasks	Distribution Draft Engagement Materials	First Draft of Amendments	
	Steering Committee Focus		List of Amendments	
	Meetings	Recommendation for Distribution (Planning Commission) Approval of Distribution (City Commission)		
	Engagement	Comment Period		
April 2025	Key Tasks		Second Draft of Amendments	
	Steering Committee Focus		Amendment Refinement	
	Meetings			
	Engagement	Comment Period	Stakeholder Meetings as Necessary	
May 2025	Key Tasks	Engagement	Engagement Revision and Refinement	
	Steering Committee Focus	Engagement Planning	Engagement Planning Amendment Refinement	
	Meetings			
	Engagement	Final Workshop/Final Survey		
June 2025	Key Tasks	Final Document	Final Amendments	
	Steering Committee Focus			
	Meetings	Public Hearing (Planning Commission) Adoption (City Commission)		
	Engagement	Public Hearing		