

- ✓ Completed
- Remaining

| Task | Components | Outcome | Timeline |
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| ✓ Review of current Master Plan document (Meeting #1) | <ul style="list-style-type: none"> ● Comprehensive review of current Master Plan document to streamline content and reduce unnecessary or completed provisions by Fresh Coast Planning | <ul style="list-style-type: none"> ● Present streamlined chapters at appropriate future meeting(s) to serve as the base for each classification/chapter | <ul style="list-style-type: none"> ● N/A |
| ✓ Organizational Meeting (Meeting #2) | <ul style="list-style-type: none"> ● Present Framework ● Identify the extent of public workshops and/or whether the existing public participation data remains relevant | <ul style="list-style-type: none"> ● Finetune Framework content and timeline ● Receive direction from the Planning Commission | <ul style="list-style-type: none"> ● November 2018 |
| ● Pre-Workshop Meeting (Meeting #3) | <ul style="list-style-type: none"> ● Present updated Framework for each classification/chapter ● Present outline for Workshops, if necessary | <ul style="list-style-type: none"> ● Receive comments and direction from the Planning Commission ● Finalize Framework content and timeline | <ul style="list-style-type: none"> ● April 2019 |
| ● SWOT Public Workshop | <ul style="list-style-type: none"> ● Conduct public participation workshop | <ul style="list-style-type: none"> ● Collect valuable contributions from the public ● Analyze data for future chapter classification/chapter composition ● Provide results analysis to the Planning Commission | <ul style="list-style-type: none"> ● TBD |
| ● Workshop Two, if necessary | <ul style="list-style-type: none"> ● Conduct public participation charrette | <ul style="list-style-type: none"> ● Collect valuable contributions from the public ● Analyze data for future chapter classification/chapter composition ● Provide results analysis to the Planning Commission | <ul style="list-style-type: none"> ● TBD |
| ● Restructure the Introduction, Community Description Chapter, and Community Participation Chapter together (Meeting #4) | <ul style="list-style-type: none"> ● Draft created by Fresh Coast Planning ● Create “How to Use this Plan” ● Include rural character and open space “definitions” ● Incorporate groundwater provisions, particularly in additional chapters | <ul style="list-style-type: none"> ● Provide Introduction & Community Composition document to the Planning Commission ● Receive comments and direction from the Planning Commission | <ul style="list-style-type: none"> ● June 2019 |
| ● Create Agricultural Chapter (Meeting #4) | <ul style="list-style-type: none"> ● Draft created by Fresh Coast Planning ● Relocate language from Chapter 3 – Goals and Strategies ● Relocate language from Chapter 4 – Land Use and Existing Conditions Analysis ● Relocate language from Chapter 5 – Future Land Use | <ul style="list-style-type: none"> ● Provide Agricultural Chapter document to the Planning Commission ● Receive comments and direction from the Planning Commission | <ul style="list-style-type: none"> ● June 2019 |

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| | <ul style="list-style-type: none"> ● Relocate language from Chapter 6 - Implementation ● Create structure of Goals, Recommendations, and Strategies <ul style="list-style-type: none"> ○ Incorporate groundwater provisions | | |
| <ul style="list-style-type: none"> ● Create Residential Chapter(s) (Meeting #5) | <ul style="list-style-type: none"> ● Draft created by Fresh Coast Planning ● Relocate language from Chapter 3 – Goals and Strategies ● Relocate language from Chapter 4 – Land Use and Existing Conditions Analysis ● Relocate language from Chapter 5 – Future Land Use ● Relocate language from Chapter 6 – Implementation ● Examine non-student apartment accommodations ● Create structure of Goals, Recommendations, and Strategies <ul style="list-style-type: none"> ○ Incorporate groundwater provisions | <ul style="list-style-type: none"> ● Provide Residential Chapter document(s) to the Planning Commission ● Receive comments and direction from the Planning Commission | <ul style="list-style-type: none"> ● July 2019 |
| <ul style="list-style-type: none"> ● Assess & Consider Creation of Town Center Chapter (Meeting #6) | <ul style="list-style-type: none"> ● Draft created by Fresh Coast Planning ● Relocate language from Chapter 3 – Goals and Strategies ● Relocate language from Chapter 4 – Land Use and Existing Conditions Analysis ● Relocate language from Chapter 5 – Future Land Use ● Relocate language from Chapter 6 - Implementation ● Create structure of Goals, Recommendations, and Strategies <ul style="list-style-type: none"> ○ Incorporate groundwater provisions | <ul style="list-style-type: none"> ● Provide Town Center Chapter document to the Planning Commission ● Receive comments and direction from the Planning Commission | <ul style="list-style-type: none"> ● July 2019 |
| <ul style="list-style-type: none"> ● Create Commercial Chapter(s) (Meeting #7) | <ul style="list-style-type: none"> ● Draft created by Fresh Coast Planning ● Relocate language from Chapter 3 – Goals and Strategies ● Relocate language from Chapter 4 – Land Use and Existing Conditions Analysis | <ul style="list-style-type: none"> ● Provide Commercial Chapter document to the Planning Commission ● Receive comments and direction from the Planning Commission | <ul style="list-style-type: none"> ● August 2019 |

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| | <ul style="list-style-type: none"> ● Relocate language from Chapter 5 – Future Land Use ● Relocate language from Chapter 6 – Implementation ● Examine Lake Michigan Drive Corridor ● Create structure of Goals, Recommendations, and Strategies <ul style="list-style-type: none"> ○ Incorporate groundwater provisions | | |
| <ul style="list-style-type: none"> ● Create Industrial Chapter (Meeting #8) | <ul style="list-style-type: none"> ● Draft created by Fresh Coast Planning ● Relocate language from Chapter 3 – Goals and Strategies ● Relocate language from Chapter 4 – Land Use and Existing Conditions Analysis ● Relocate language from Chapter 5 – Future Land Use ● Relocate language from Chapter 6 - Implementation ● Create structure of Goals, Recommendations, and Strategies <ul style="list-style-type: none"> ○ Incorporate groundwater provisions | <ul style="list-style-type: none"> ● Provide Industrial Chapter document to the Planning Commission ● Receive comments and direction from the Planning Commission | <ul style="list-style-type: none"> ● September 2019 |
| <ul style="list-style-type: none"> ● Create Recreational & Facilities Chapter (Meeting #8) | <ul style="list-style-type: none"> ● Draft created by Fresh Coast Planning ● Relocate language from Chapter 3 – Goals and Strategies ● Relocate language from Chapter 4 – Land Use and Existing Conditions Analysis ● Relocate language from Chapter 5 – Future Land Use ● Relocate language from Chapter 6 - Implementation ● Create structure of Goals, Recommendations, and Strategies | <ul style="list-style-type: none"> ● Provide Recreational & Facilities Chapter document to the Planning Commission ● Receive comments and direction from the Planning Commission | <ul style="list-style-type: none"> ● September 2019 |
| <ul style="list-style-type: none"> ● Create Public Utilities Chapter (Meeting #8) | <ul style="list-style-type: none"> ● Draft created by Fresh Coast Planning ● Relocate language from Chapter 3 – Goals and Strategies ● Relocate language from Chapter 4 – Land Use and Existing Conditions Analysis | <ul style="list-style-type: none"> ● Provide Public Utilities Chapter document to the Planning Commission ● Receive comments and direction from the Planning Commission | <ul style="list-style-type: none"> ● September 2019 |

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| | <ul style="list-style-type: none"> ● Relocate language from Chapter 5 – Future Land Use ● Relocate language from Chapter 6 - Implementation ● Create structure of Goals, Recommendations, and Strategies <ul style="list-style-type: none"> ○ Incorporate groundwater provisions | | |
| <ul style="list-style-type: none"> ● Create Transportation Chapter (Future Streets and Complete Streets Plan) (Meeting #9) | <ul style="list-style-type: none"> ● Draft created by Fresh Coast Planning ● Relocate language from Chapter 3 – Goals and Strategies ● Relocate language from Chapter 4 – Land Use and Existing Conditions Analysis ● Relocate language from Chapter 5 – Future Land Use ● Relocate language from Chapter 6 - Implementation ● Create structure of Goals, Recommendations, and Strategies ● Update Future Streets ● Update Complete Streets Analysis | <ul style="list-style-type: none"> ● Provide Transportation Chapter document to the Planning Commission ● Receive comments and direction from the Planning Commission | <ul style="list-style-type: none"> ● October 2019 |
| <ul style="list-style-type: none"> ● Update/Create Zoning Plan, Master Plan Terminology Chapter (Meeting #9) | <ul style="list-style-type: none"> ● Draft created by Fresh Coast Planning ● Relocate language from Chapter 6 – Implementation ● Revise zoning map accordingly | <ul style="list-style-type: none"> ● Provide Zoning Plan and Master Plan Terminology Chapter document to the Planning Commission ● Receive comments and direction from the Planning Commission | <ul style="list-style-type: none"> ● October 2019 |
| <ul style="list-style-type: none"> ● Create Appendix (Meeting #10) | <ul style="list-style-type: none"> ● Draft created by Fresh Coast Planning ● Relocate language from Chapter 1 – Community Description ● Relocate language from Chapter 2 – Community Participation ● Reorganize and relocate statistical data, maps, tables and the like | <ul style="list-style-type: none"> ● Provide Appendix document to the Planning Commission ● Receive comments and direction from the Planning Commission | <ul style="list-style-type: none"> ● November 2019 |
| <ul style="list-style-type: none"> ● Review & Create Master Plan Map (Meeting #10) | <ul style="list-style-type: none"> ● Examine current Master Plan Map with Planning Commission <ul style="list-style-type: none"> ○ 84th Avenue & Lake Michigan Drive ○ Springfield area, west of 52nd Avenue | <ul style="list-style-type: none"> ● Receive comments and direction from the Planning Commission and create draft Master Plan Map | <ul style="list-style-type: none"> ● November/December 2019 |

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| | <ul style="list-style-type: none"> ● Remove Public/Semi-Public ● Town Center | | |
| <ul style="list-style-type: none"> ● Composition of draft Master Plan | <ul style="list-style-type: none"> ● Compile first draft of Master Plan by Fresh Coast Planning | <ul style="list-style-type: none"> ● Creation of first draft of Master Plan by Fresh Coast Planning | <ul style="list-style-type: none"> ● January 2020 |
| <ul style="list-style-type: none"> ● Meeting with Planning Commission to present the draft Master Plan (Meeting #11) | <ul style="list-style-type: none"> ● Present the first draft of the Master Plan to the Planning Commission | <ul style="list-style-type: none"> ● Receive comments and direction from the Planning Commission ● Perform amendments to the Master Plan, if necessary | <ul style="list-style-type: none"> ● January 2020 |
| <ul style="list-style-type: none"> ● <i>Composition of final draft Master Plan, if necessary</i> | <ul style="list-style-type: none"> ● <i>Composition of amendments to the Master Plan by Fresh Coast Planning</i> | <ul style="list-style-type: none"> ● <i>Creation of final draft of Master Plan</i> | <ul style="list-style-type: none"> ● <i>TBD</i> |
| <ul style="list-style-type: none"> ● <i>Review of final draft of Master Plan, if necessary</i> | <ul style="list-style-type: none"> ● <i>Present to the Planning Commission</i> | <ul style="list-style-type: none"> ● <i>Receive approval for distribution to the township attorney for review</i> | <ul style="list-style-type: none"> ● <i>TBD</i> |
| <ul style="list-style-type: none"> ● Send Plan to the township attorney | <ul style="list-style-type: none"> ● Present the proposed Plan to the township attorney | <ul style="list-style-type: none"> ● Receive legal review of the proposed Plan | <ul style="list-style-type: none"> ● February/March 2020 |
| <ul style="list-style-type: none"> ● Provide attorney comments to the Planning Commission | <ul style="list-style-type: none"> ● Present attorney comments | <ul style="list-style-type: none"> ● Provide any minor revisions, if necessary ● Receive approval for distribution to the Township Board of Trustees | <ul style="list-style-type: none"> ● March/April 2020 |
| <ul style="list-style-type: none"> ● Move Rezoning Factors to the Zoning Ordinance | <ul style="list-style-type: none"> ● Draft Text Amendment Ordinance ● Schedule for public hearing | <ul style="list-style-type: none"> ● Provide recommendation to the Board of Trustees | <ul style="list-style-type: none"> ● March 2020 |
| <ul style="list-style-type: none"> ● Send Plan to the Board of Trustees | <ul style="list-style-type: none"> ● Present the proposed Plan to the Board of Trustees | <ul style="list-style-type: none"> ● Receive approval for public distribution | <ul style="list-style-type: none"> ● April 2020 |
| <ul style="list-style-type: none"> ● Distribute Plan in accordance with Planning Enabling Act | <ul style="list-style-type: none"> ● Send copy to local governments and applicable organizations | <ul style="list-style-type: none"> ● Receive comment up to 63 days for local governments and applicable organizations | <ul style="list-style-type: none"> ● Comment period satisfied by approximately July/August 2020 |
| <ul style="list-style-type: none"> ● Review comments (Meeting #12) | <ul style="list-style-type: none"> ● Present comments received to Planning Commission | <ul style="list-style-type: none"> ● Incorporate comments, as appropriate | <ul style="list-style-type: none"> ● August 2020 |
| <ul style="list-style-type: none"> ● Pre-presentation Open House for Residents and General Public | <ul style="list-style-type: none"> ● Pre-presentation Open House to answer direct questions of the residents and general public | <ul style="list-style-type: none"> ● Address resident and general public inquires of the Master Plan prior to the final presentation | <ul style="list-style-type: none"> ● August/September 2020 |

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| (Optional & Meeting #13) | | <ul style="list-style-type: none"> ● Educate the public regarding the content of the Master Plan | |
| <ul style="list-style-type: none"> ● Present final Master Plan at Public Hearing (Meeting #13) | <ul style="list-style-type: none"> ● Presentation of final Master Plan to the Planning Commission and community | <ul style="list-style-type: none"> ● Educate the public regarding the content of the Master Plan ● Provide recommendation of adoption to Board of Trustees | <ul style="list-style-type: none"> ● August/September 2020 (same day as the pre-presentation open house) |
| <ul style="list-style-type: none"> ● Recommendation provided to the Board of Trustees | <ul style="list-style-type: none"> ● Transmittal of final Master Plan to the Board of Trustees | <ul style="list-style-type: none"> ● Adoption of the Master Plan by the Board of Trustees | <ul style="list-style-type: none"> ● September 2020 |