Bear Lake Community Cooperative Planning Project
Joint Planning Commission and Comprehensive Plan

Mission Statement

Establish a Joint Planning Commission and Joint Comprehensive Plan

Phase	Meetings	Project Working Group Action Steps	LIAA Action Steps	Products
Phase One **Initiate the Project**	Convene Project Working Group Meeting 1 September 6, 2006 1. Review *Partnerships for Change* proposal 2. Discuss initial issues, questions and or concerns 3. Discuss status of Joint Planning Commission Agreement 4. Discuss preliminary work plan 5. Identify applicable data sets	1. Provide signed agreement letter to LIAA 2. Provide necessary data and information to LIAA 3. Communicate questions and concerns with LIAA 4. Communicate with the media about the project	1. Develop detailed work plan 2. Acquire and review data 3. Identify gaps in data 4. Develop *draft* Joint Planning Commission agreement & ordinance 5. Develop project website 6. Prepare meeting materials	1. Signed agreement letter 2. Detailed work plan 3. Draft Joint Planning Commission agreement & ordinance 4. Handouts 5. Initial project website
	Convene Project Working Group Meeting 2 September 25, 2006 1. Review detailed project work plan 2. Discuss *draft* Joint Planning Commission Agreement and Ordinance 3. Discuss next steps	1. Provide necessary data and information to LIAA 2. Communicate comments on *draft* Joint Planning Commission agreements with LIAA 3. Presentations to Village Council & Township Boards: **October 9, 17, 18**	1. Review data and information 2. Revise *draft* Joint Planning Commission agreement & ordinance 3. Develop preliminary analysis of existing trends, conditions, and important issues 4. Develop project website	1. Revised Joint Planning Commission agreement & ordiannce 2. Updated project website 3. Preliminary summary of existing trends, conditions, and important issues 4. Project website
Phase Two **Establish Joint Planning Commission**	Convene Project Working Group Meeting 3 October 23, 2006 1. Review and discuss revised Joint Planning Commission agreement & ordinance 2. Discuss implementation schedule 3. Discuss preliminary summary of existing trends 4. Discuss next steps toward adoption of agreement	1. Provide necessary data and information to LIAA 2. Schedule ordinance adoption and agreement adoption procedures 3. Communicate questions and concerns to LIAA	1. Draft *final* Joint Planning Commission agreement & ordinance 2. Provide local jurisdictions with final draft language 3. Draft analysis of existing trends, conditions, and important issues	1. Bear Lake Community Joint Planning Commission 2. Updated project website 3. *Draft* summary of existing trends, conditions, and important issues 4. Hard copy maps

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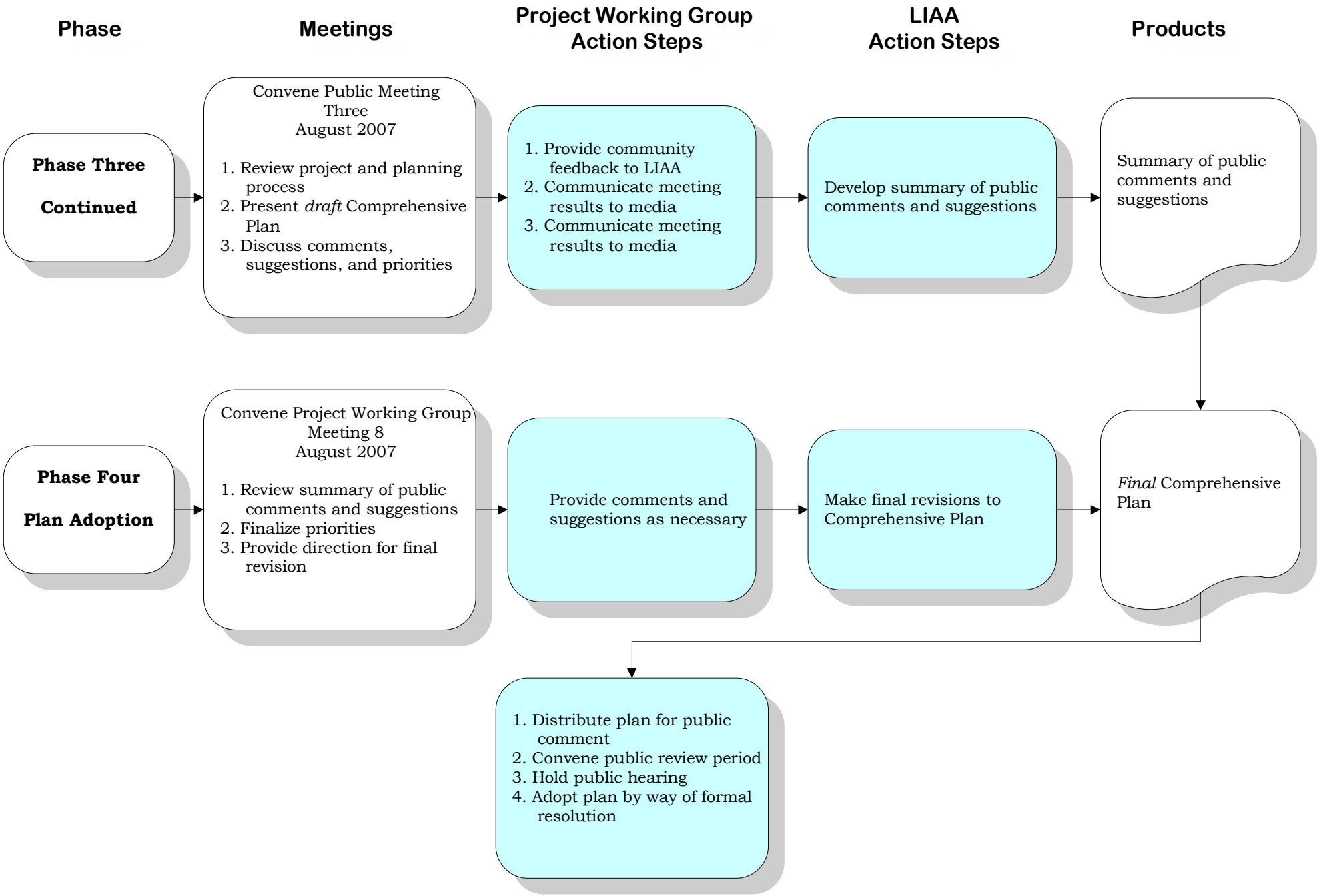
Phase Three **Situational and Data Analysis**	Convene Project Working Group Meeting 4 December 6, 2006 1. Discuss status of Joint Planning Commission Agreements 2. Present results from situational and data analysis; implications 3. Discuss preliminary goals and objectives 4. Plan for first public meeting	1. Provide necessary data and information to LIAA 2. Communicate questions and concerns with LIAA 3. Communicate with the media about the project and public meeting 4. Send notices for next meeting 5. Provide for meeting arrangements	1. Prepare presentation materials 2. Confirm with working group on meeting arrangements	1. Power-point presentation 2. Handouts 3. Hard copy maps 4. Updated website
	Convene Public Meeting One December 18, 2006 1. Discuss project and planning process 2. Discuss results from situational and data analysis 3. Identify public vision issues and concerns	1. Provide community feedback to LIAA 2. Communicate questions and concerns to LIAA 3. Communicate meeting results to media	1. Summarize issues and concerns from meeting 2. Establish *draft* goals and objectives 3. Draft preliminary alternatives for development	1. Draft alternatives for development 2. Updated website

Phase	Meetings	Project Working Group Action Steps	LIAA Action Steps	Products
Phase Three **Developing the Plan**	Convene Project Working Group Meeting 5 January 2007 1. Discuss results from first public meeting 2. Discuss alternatives for development 3. Develop consensus on goals and objectives 4. Discuss next meeting	1. Provide necessary data and information to LIAA 2. Communicate questions and concerns with LIAA 3. Communicate with the media about next public meeting 4. Send notices for next public meeting	1. Prepare materials for public meeting 2. Secure speaker (as necessary)	1. Power-point presentation 2. Handouts 3. Appropriate maps, illustrations 4. Updated website
	Convene Public Meeting Two February 2007 1. Review results from first public meeting 2. Present alternatives for development 3.Establish consensus on alternatives	1. Communicate questions and concerns with LIAA 3. Communicate meeting results to media	Develop draft chapters of Comprehensive Plan	Draft chapters of Comprehensive Plan
	Convene Project Working Group Meeting 6 April 2007 1. Review initial draft chapters of plan 2. Discuss comments, suggestions and recommendations	Provide comments, suggestions and recommendations to LIAA	Revise draft chapters of Comprehensive Plan	Revised Comprehensive Plan
	Convene Project Working Group Meeting 7 June 2007 1. Review initial draft chapters of plan; priorities 2. Discuss comments, suggestions and recommendations 3. Plan for next public meeting	1. Provide comments, suggestions and recommendations to LIAA 2. Communicate with media about next public meeting 3. Make meeting arrangements 4. Send public for next public meeting	1. Revise draft chapters of Comprehensive Plan 2. Prepare materials for public meeting	1. Revised Business Comprehensive Plan 2. Power-point presentation 3. Handouts


Phase
Meetings
Project Working Group Action Steps
LIAA Action Steps
Products
Phase Three Continued
Convene Public Meeting Three August 2007
1. Review project and planning process
2. Present *draft* Comprehensive Plan
3. Discuss comments, suggestions, and priorities
1. Provide community feedback to LIAA
2. Communicate meeting results to media
3. Communicate meeting results to media
Develop summary of public comments and suggestions
Summary of public comments and suggestions
Phase Four Plan Adoption
Convene Project Working Group Meeting 8 August 2007
1. Review summary of public comments and suggestions
2. Finalize priorities
3. Provide direction for final revision
Provide comments and suggestions as necessary
Make final revisions to Comprehensive Plan
Final Comprehensive Plan
1. Distribute plan for public comment
2. Convene public review period
3. Hold public hearing
4. Adopt plan by way of formal resolution