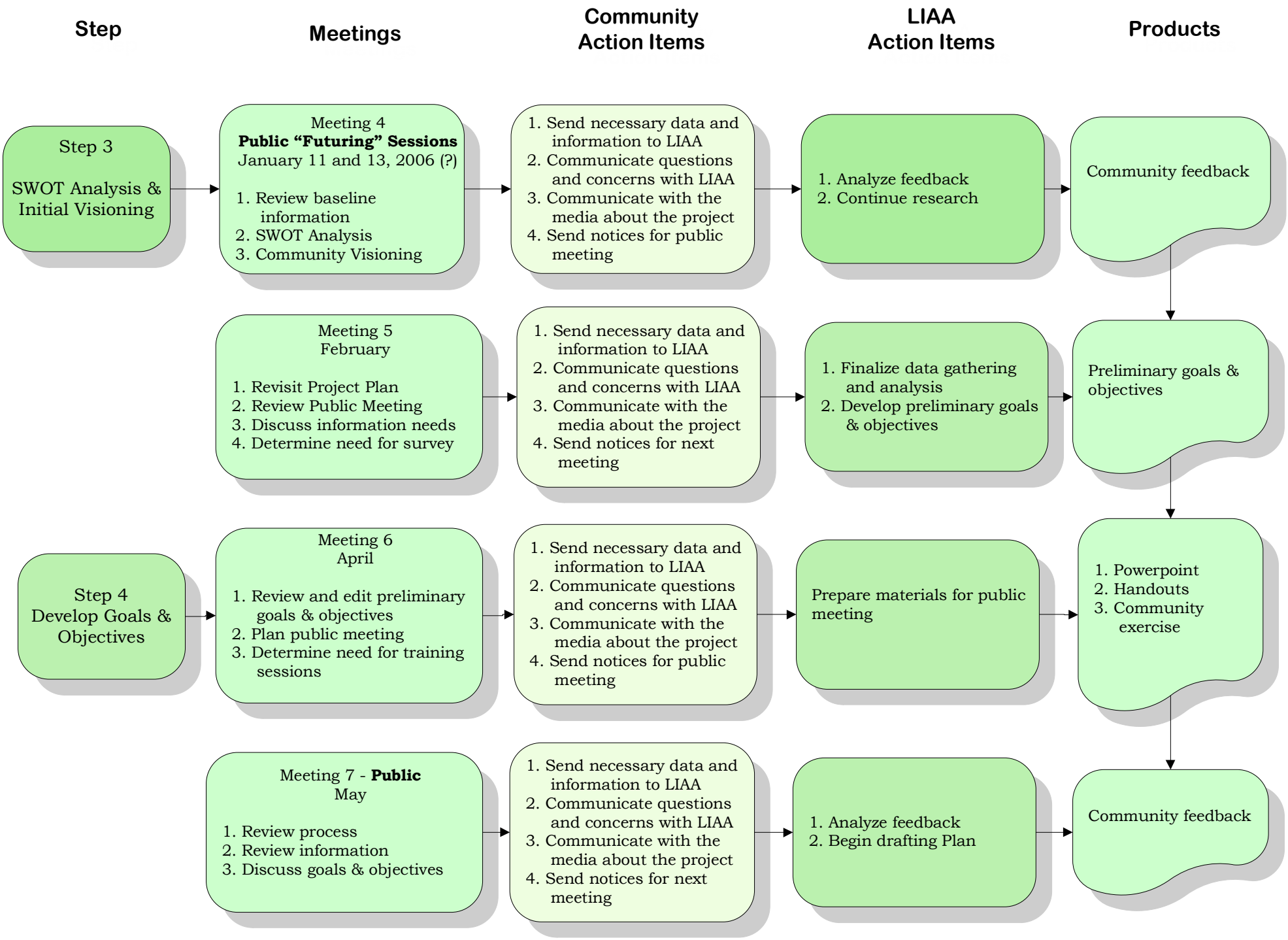
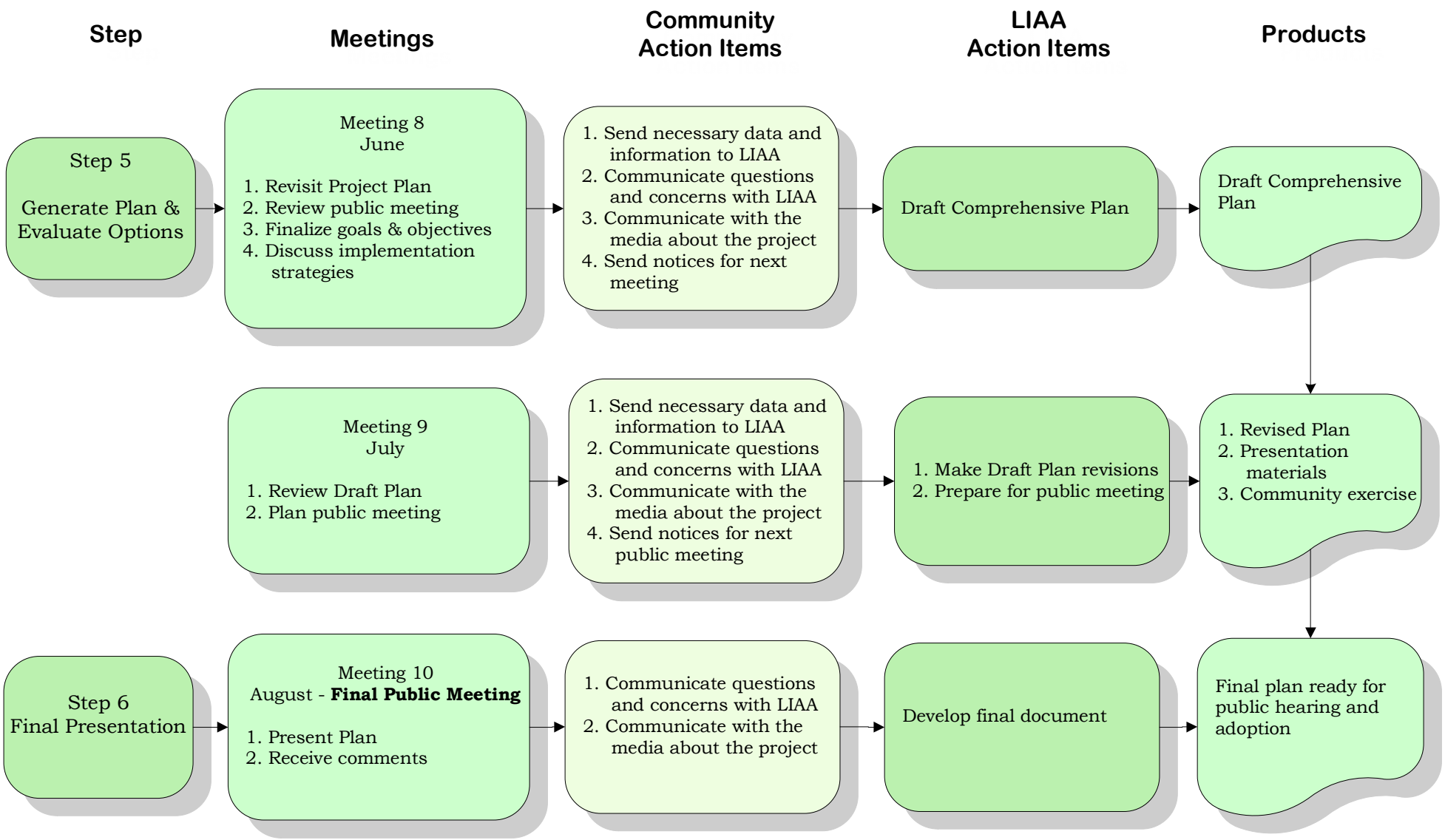
Eaton Rapids Partnerships for Change
Area Plan Revision Work Plan

Step	Meetings	Community Action Items	LIAA Action Items	Products
Step 1 Preliminary Planning	Meeting 1 August 1, 2006 1. Review project proposal 2. Review letter of agreement 3. Discuss expectations 4. Discuss data needs 5. Determine who else should be invited 6. Discuss preliminary work plan	1. Send necessary data and information to LIAA 2. Communicate questions and concerns with LIAA 3. Communicate with the media about the project 4. Send notices for next meeting	1. Review existing plan and related documents 2. Begin developing standard master plan maps	Document that reviews existing plan
	Meeting 2 September 19, 2006 1. Establish Project Plan and schedule 2. Review goals 3. Review data needs	1. Send necessary data and information to LIAA 2. Communicate questions and concerns with LIAA 3. Communicate with the media about the project 4. Send notices for next meeting 5. Establish working group sessions 6. Return worksheets	1. Review existing documents related to urban growth, wellhead protection, watershed management, transportation planning 2. Gather baseline data	Compiled baseline data/ trends
	Working Group Sessions October 16, 2006 - COG Meeting Provide update and recruit participants November 16, 2006 (?) Facilitator Training (MSU-E)	1. Send necessary data and information to LIAA 2. Communicate questions and concerns with LIAA 3. Communicate with the media about the project 4. Send notices for public meeting	1. Follow up on meetings 2. Review Information	Facilitator Training
Step 2 Research	Meeting 3 December 4, 2006 (3:30 Small Group 6:30 Large Group + Dinner) 1. Review baseline information 2. Receive any outstanding data 3. Plan public meeting	1. Send necessary data and information to LIAA 2. Communicate questions and concerns with LIAA 3. Communicate with the media about the project 4. Send notices for public meeting	1. Review all gathered information 2. Develop relevant maps 3. Prepare for public meeting	1. Compiled data 2. Relevant Maps 3. Community exercise 4. Powerpoint 5. Handouts


Step
Meetings
Community Action Items
LIAA Action Items
Products
Step 3
SWOT Analysis & Initial Visioning
Meeting 4
Public "Futuring" Sessions
January 11 and 13, 2006 (?)
1. Review baseline information
2. SWOT Analysis
3. Community Visioning
1. Send necessary data and information to LIAA
2. Communicate questions and concerns with LIAA
3. Communicate with the media about the project
4. Send notices for public meeting
1. Analyze feedback
2. Continue research
Community feedback
Meeting 5
February
1. Revisit Project Plan
2. Review Public Meeting
3. Discuss information needs
4. Determine need for survey
1. Send necessary data and information to LIAA
2. Communicate questions and concerns with LIAA
3. Communicate with the media about the project
4. Send notices for next meeting
1. Finalize data gathering and analysis
2. Develop preliminary goals & objectives
Preliminary goals & objectives
Step 4
Develop Goals & Objectives
Meeting 6
April
1. Review and edit preliminary goals & objectives
2. Plan public meeting
3. Determine need for training sessions
1. Send necessary data and information to LIAA
2. Communicate questions and concerns with LIAA
3. Communicate with the media about the project
4. Send notices for public meeting
Prepare materials for public meeting
1. Powerpoint
2. Handouts
3. Community exercise
Meeting 7 - Public
May
1. Review process
2. Review information
3. Discuss goals & objectives
1. Send necessary data and information to LIAA
2. Communicate questions and concerns with LIAA
3. Communicate with the media about the project
4. Send notices for next meeting
1. Analyze feedback
2. Begin drafting Plan
Community feedback


Step
Meetings
Community Action Items
LIAA Action Items
Products
Step 5
Generate Plan & Evaluate Options
Meeting 8
June
1. Revisit Project Plan
2. Review public meeting
3. Finalize goals & objectives
4. Discuss implementation strategies
1. Send necessary data and information to LIAA
2. Communicate questions and concerns with LIAA
3. Communicate with the media about the project
4. Send notices for next meeting
Draft Comprehensive Plan
Draft Comprehensive Plan
Meeting 9
July
1. Review Draft Plan
2. Plan public meeting
1. Send necessary data and information to LIAA
2. Communicate questions and concerns with LIAA
3. Communicate with the media about the project
4. Send notices for next public meeting
1. Make Draft Plan revisions
2. Prepare for public meeting
1. Revised Plan
2. Presentation materials
3. Community exercise
Step 6
Final Presentation
Meeting 10
August - Final Public Meeting
1. Present Plan
2. Receive comments
1. Communicate questions and concerns with LIAA
2. Communicate with the media about the project
Develop final document
Final plan ready for public hearing and adoption

Eaton Rapids Partnerships for Change
Joint Planning Commission
Preliminary Work Plan

Step	Meetings	Community Action Items	LIAA Action Items	Products
Step 7 Explore Joint Planning Commission	Workshop 1 *The Bottom Line* Presentation on how joint planning works, what has been done, and tools for making it work.	1. Determine "where people are at" with joint planning 2. Discuss options	Be available for questions and concerns	1. Power point 2. Handouts
	Workshop Follow-up 1. Discuss information from workshop 2. Discuss opportunities 3. Questions & answers	1. Continue discussion on options 2. Begin developing a plan of action	Be available for questions and concerns	Facilitation and consulting services