

## **Grant Traverse Commons Planning Project Revised Scope of Work - February**

### **Remaining Tasks, Milestones and Key Dates**

#### **Task 1. Complete Community Visioning/Explore Alternatives And Develop Consensus**

**Time Frame: Jan - April**

To ensure the development of a Master Plan that is shaped and supported by local officials and citizens of the greater community, LIAA will work with the Joint Planning Commission and the Project Partners to assess the needs and aspirations of area citizens, local business owners, surrounding neighborhood residents, public officials and other key stakeholders. Over the last several months, we have convened two stakeholder meetings. The first focused on obtaining a general overall vision for the Grand Traverse Commons. The second stakeholder meeting focused on obtaining a vision for the *South Campus Entrance* and campus circulation (vehicles/pedestrians) plan. In addition to the stakeholder meetings, LIAA met with a number of local and state transportation-related public agencies to discuss and clarify the legal framework and understanding for the development of the *South Campus Entrance* and campus circulation plan.

Consistent with the results of the stakeholder meetings, the agency meeting and meetings with the Joint Planning Commission, LIAA worked with the Garfield Charter Township's Planning Department and City of Traverse City's Planning and Engineering Department to develop several alternative strategies and options (illustrations and maps) for the *South Campus Entrance* and campus circulation plan. We intend to present and discuss these alternative strategies and options at a February 26<sup>th</sup> public meeting.

LIAA will present a summary of the results from this public meeting to the Joint Planning Commission and Project Partners for review and comment. We will then work with the Garfield Charter Township's Planning Department and City of Traverse City's Planning and Engineering Department to develop the preferred design option for the *South Campus Entrance* and campus circulation plan. This preferred design will be presented at a March (formerly the 12<sup>th</sup> – we have to re-schedule) public meeting.

Over the next two months, LIAA needs to work with the Joint Planning Commission and Project Partners to establish a vision (with goals, objectives and strategies) for the entire campus. The goals, objectives and strategies should address the character, buildings, development, grounds/landscape, streets, parking and infrastructure of the Commons. In addition, we will work with the Joint Planning Commission to develop the future land use map and zoning plan (not the zoning ordinance). We will present the goals, objectives, strategies, future land use map and zoning plan at the March 12<sup>th</sup> public meeting. This effort will require at least one special Joint Planning Commission meeting prior to the March 12<sup>th</sup> meeting.

#### **Key Dates and Milestones**

**Joint Planning Commission Meeting:** February 24, 2009

**Re-Scheduled Public Meeting:** February 26, 2009

**Proposed Special Joint Planning Commission Meeting:** Week of March 9<sup>th</sup> - 13<sup>th</sup> 2009

**Neighbors Meeting:** Meeting yet not scheduled - Proposed for week of March 16<sup>th</sup> – 20<sup>th</sup>

**Public Meeting:** Meeting not yet scheduled - Proposed Thursday, March 26<sup>th</sup>

**Joint Planning Commission Meeting:** Week of March 23 – 27<sup>th</sup>, 2009 (not the 24<sup>th</sup> or 26<sup>th</sup>)

**Proposed Joint Meeting - Recreation Authority & Joint Planning Commission:** April 21, 2009

**Task 2. Drafting and Adopting the Master Plan**      **Time Frame: April - May**

As the public visioning and consensus activities are completed, LIAA will draft a *preliminary* master plan for consideration by the Joint Planning Commission and the Project Partners. The preliminary draft plan will be consistent with the framework established in the project application and the guidelines established by the *Michigan Planning Enabling Act*. LIAA will work with the Joint Planning Commission and Project Partners to review the preliminary draft master plan in detail, identifying and correcting any errors and improving the draft wherever possible.

In addition to the formal master plan, LIAA will work to develop a *Master Plan Summary*. The *Master Plan Summary* will provide a graphical representation of the key features of the Master Plan and proposed future development of the campus. This poster-sized document will include illustrations and text designed to clearly articulate the a vision for the redevelopment of the campus.

Upon the revision and approval of the final draft Master Plan by the Joint Planning Commission and Project Partners, LIAA will provide recommendations for the formal adoption of the Master Plan in accordance with the guidelines outlined in the Michigan Planning Enabling Act.

**Key Dates and Milestones**

- Joint Planning Commission Meeting** – Preliminary Draft Master Plan Due: April 22, 2009
- Joint Planning Commission Meeting:** April 28, 2009
- City Commission Meeting** (Presentation): May 18, 2009
- Township Board Meeting** (Presentation): May 28, 2009

**Task 3. Drafting the Zoning Ordinance**      **Time Frame: May - June**

Upon the completion and formal adoption of the master plan, LIAA will begin to work with the Joint Planning Commission and Project Partners to develop a zoning ordinance in compliance with the guidelines established under the Michigan Zoning Enabling Act. Based on the Master Plan (including the zoning plan), the zoning ordinance may include substantial illustrations, demonstrating among other things the height, scale, location, character and use of buildings and parcels. We anticipate this process will entail at least one public meeting.

**Key Dates and Milestones**

- Joint Planning Commission Meeting** – Preliminary Draft Zoning Ordinance Due: June 23, 2009

**Task 4. Adopting the Zoning Ordinance**      **Time Frame: July - August**

Upon the development of a preliminary ordinance, LIAA will submit the zoning ordinance to the Joint Planning Commission and the Project Partners for review and comment. The Joint Planning Commission and the Project Partners will also submit the preliminary zoning ordinance to their respective legal-council for review and comment. We will then work with the Joint Planning Commission and the Project Partners (including legal-council) to review the preliminary ordinance in detail, identifying and correcting any errors and improving the ordinance wherever possible.

Upon the revision and approval of the *final* zoning ordinance, LIAA will assist the Joint Planning Commission and Project Partners in the formal adoption of the zoning ordinance in accordance with the guidelines (public notices, public hearing) outlined in the Michigan Zoning Enabling Act.

**Key Dates and Milestones**

- Joint Planning Commission Meeting** – Discuss Draft Zoning Ordinance: July 23, 2009
- City Commission & Township Board Meeting** (Presentation): August