

## **Scope of Work**

### **Proposal to Assist in the Development of the Grand Traverse Commons Redevelopment District Master Plan and Zoning Ordinance**

With this scope of work, the *Land Information Access Association (LIAA)* is pleased to inform you that the Charter Township of Garfield and the City of Traverse City (*herein referred to as the Project Partners*), working in collaboration with the Grand Traverse Commons Joint Planning Commission (*herein referred to as the Joint Planning Commission*), has been selected to participate in the *Partnerships for Change (PFC) Sustainable Communities Program*. As detailed in this document, the *PFC Sustainable Communities Program* will assist the Joint Planning Commission and the Project Partners in developing a successful Master Plan and Zoning Ordinance for the Grand Traverse Commons Redevelopment District (*herein referred to as the District*).

### **Project Approach and Timeframe**

LIAA proposes a series of interrelated tasks toward the completion of the Master Plan and Zoning Ordinance.

Briefly detailed below, these tasks include:

- The development of a detailed work plan;
- The development of notices of intent to plan;
- Coordination with local, state and federal agencies;
- The development of formal press releases and a project website;
- Develop an analysis of current trends and conditions;
- Develop a vision, goals and objectives;
- Facilitate input from citizens, key stakeholders and public officials;
- Develop technical studies and maps;
- Develop and reach consensus on land use planning alternatives;
- Develop and assist in the adoption of a master plan and companion master plan summary; and
- Develop and assist in the adoption of a zoning ordinance

#### **Phase I. Project Work Plan and Project Kick-off**

**Time Frame: June - July 2008**

LIAA's first task will be the development of a detailed project work plan for the review and approval of the Joint Planning Commission and the Project Partners. We will prepare a *draft* work plan prior to the first meeting with the Joint Planning Commission and Project Partners and then work to incorporate any revisions and additions. Ultimately, the project work plan will represent a full scope of work, providing clear (but flexible) expectations for activities, work products and due dates.

LIAA will also develop the formal notice of intent to plan prior to the first meeting with the Joint Planning Commission and the Project Partners. The Joint Planning Commission, working with the City and Township Planning Departments will be responsible for mailing the notice of intent to plan, consistent with the guidelines established in the Michigan Planning Enabling Act.

Finally, LIAA will assist in the development and distribution of a formal press release to area news outlets and project website.

#### **Phase II. Research and Fact Finding**

**Time Frame: July - Aug. 2008**

LIAA will need to conduct a substantial amount of information aggregation and synthesis for this project. Among other things, we to research social and economic trends (U.S Census), the physical, environmental and land use characteristics of the district, the infrastructure and services (sewer, water, roads, buildings) of the district, state agency guidelines (SHPO, MDOT) and any private redevelopment plans for the district. LIAA will seek the

assistance of the Joint Planning Commission and the Project Partners to assure that this effort is sufficiently inclusive and comprehensive. We will present a summary of the aggregated information with our general analysis to the Joint Planning Commission and the Project Partners at the end of this Phase. During this phase LIAA will also provide technical studies and mapping as necessary.

**Phase III. Community Visioning**

**Time Frame: Sept. - Oct. 2008**

To ensure a master plan that is both 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. Working with the Joint Planning Commission and the Project Partners, LIAA will plan, promote and facilitate at *least one* (1) public meeting to engage the public in a meaningful discussion about the needs and future of the district. LIAA will also work with the Joint Planning Commission and the Project Partners to identify and invite other community and district stakeholders to participate in a public forum discussion. LIAA will help the Joint Planning Commission and the Project Partners promote public interest and discussion by developing information sheets, brochures, press releases and other printed materials.

**Phase IV. Exploring Alternatives and Developing Consensus**      **Time Frame: Oct. - Nov.2008**

Consistent with the results from the community visioning and fact finding activities, LIAA will work with the Joint Planning Commission and Project Partners to explore and develop several alternative land use planning strategies and development options for the district. We will develop illustrations depicting several of the alternative land use planning strategies and development options. LIAA and the will then work with the Joint Planning Commission and the Project Partners to present the alternative land use planning strategies and development options to the public and private stakeholders identified in the community visioning process for review and comment. This process will entail at *least one* (1) public meeting and several informal public discussions with key stakeholders. We will present a summary of the results from this process to the Joint Planning Commission and Project Partners at the end of this phase.

**Phase V. Drafting and Adopting the Master Plan**

**Time Frame: Nov. - Dec. 2008**

As the public participation activities are completed, LIAA will assist in drafting 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 Work Plan and the guidelines established by the Michigan Planning Enabling Act. We will then 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. At a minimum, the *preliminary draft master plan* will include:

- Description of the Planning Process
- Future Land Use Plan & Map
- Master Street Plan
- Environmental/Natural Resources Plan
- Economic Plan
- Human Services Plan
- Infrastructure Plan
- Historical Preservation Plan

In addition to the formal master plan, LIAA and the Landscape Architect will assist in the development of a *Companion Master Plan Summary*. The companion master plan summary will graphically and succinctly articulate and summarize the formal master plan and the future development of the district. The poster-sized document will contain several illustrations, providing the reader with a clear vision for the redevelopment of the district.

Upon the revision and approval of the *final draft master plan and companion master plan summary* by the Joint Planning Commission and Project Partners, LIAA will develop directives for the formal adoption of the master

plan in accordance with the guidelines (public notices, public hearing) outlined in the Michigan Planning Enabling Act. We will then complete the final design, layout and printing of the Master Plan and Companion Master Plan Summary.

**Phase VI. Drafting the Zoning Ordinance**

**Time Frame: Dec. – Feb. 2009**

Upon the completion and formal adoption of the master plan, LIAA and the Landscape Architect 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. At a minimum, the zoning ordinance will include:

- General Provisions
- Zoning Authorization and Initiation
- Zoning Commission
- Zoning Adoption and Enforcement
- Special Zoning Provisions
- Zoning Board of Appeals
- Statutory Compliance and Repeals

We anticipate this process will entail *at least* (1) one public meeting and several informal public discussions with key stakeholders.

**Phase VII. Adopting the Zoning Ordinance**

**Time Frame: March 2009**

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.

**Resources Required of the Joint Planning Commission and Project Partners**

As stated in this scope of work, the Joint Planning Commission and the Project Partners will be asked to supply a broad-range of information to LIAA. In addition, we understand that the Joint Planning Commission and Project Partners will provide substantial support for project - assisting with scheduling, communications, public meeting/hearings, data aggregation and legal review. In addition, the Project Partners will be responsible for staffing and administering official business of the Joint Planning Commission (i.e. meeting minutes, adoption procedures, mailing notices). We understand that the support provided by the Joint Planning Commission and the Project Partners will be instrumental to the overall success and implementation of this comprehensive planning project.

**Project Deliverables**

- Grand Traverse Commons Redevelopment District Master Plan & Companion Master Plan Summary
- Grand Traverse Commons Redevelopment District Zoning Ordinance
- Formal Project Website