



**Carlisle | Wortman**  
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**MEMORANDUM**

**TO:** City of Northville Planning Commission  
**FROM:** Sally M. Elmiger, AICP  
**DATE:** January 16, 2020  
**RE:** Master Plan Update – Public Input

The Planning Commission subcommittee (charged with working with City Staff on the Master Plan public input process) met with the City Manager and myself on January 7 at the City offices. At this meeting, the subcommittee shared a list of “to dos” to get the community information meetings going, as well as a list of issues that should be covered in the various information presentations by the subject experts. We together agreed upon a process of how the subcommittee would support and guide the development of the public input activities. This memo and accompanying attachments describe how we have addressed our initial steps. We welcome your comments.

**Task 1: Select Subject Matter Experts & Review Topics of Discussion with Experts**

The first task was to identify subject matter experts for the community information meetings. We discussed possible presenters, and since that time have talked to the subject experts to confirm their participation. The experts are currently reviewing the presentation topics suggested by the subcommittee. We will convey any additional ideas subject experts have to the subcommittee.

The table below lists the informational meetings and subject experts. The meetings listed below are not in any specific order, except that the first meeting will be on planning/zoning rules and financial issues.

	<b>Information Presentation Meeting</b>	<b>Subject Expert</b>
1.	Planning/Zoning Rules & Financial Issues	Sally Elmiger, CWA
2.	Demographics/schools	Sally Elmiger, CWA
3.	Infrastructure (existing site conditions; utilities; construction management)	OHM Engineers; DPW Director; Craig Strong, CES
4.	Traffic	OHM Engineers; DPW Director
5.	Future Land Use	Dick Carlisle, CWA

**Task 2: Develop Meeting Agenda Guidelines/Structure**

We have drafted a proposed meeting agenda (attached). We used topics that will be covered in the first informational meeting as an example. We have shared this agenda with the subcommittee and incorporated their comments. As shown, I will be facilitating the meetings, and will have a colleague with me for the meetings where I am presenting. Since the intention of the information meetings is for the subject expert to inform and educate the audience on their subject, each meeting will have time for questions. However, public input on the information presented will not be gathered (that will be done

later). All of the meetings will be videotaped and posted online so that those not able to attend can watch them at their convenience.

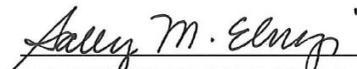
**Task 3: Prepare Presentation Template**

The attached template will be used by each subject expert so that the presentations have some continuity. Of course, the template is intended as a guide, and each presenter is free to modify it if needed.

**Advertising the Information Sessions**

We also discussed how to inform residents of each information session. A postcard will be mailed to all residents, one card per session. The postcard will include an invitation to attend the session, a session title, and a description of what the session will cover (purpose of the session), along with meeting details (date, time, location). The postcard will also encourage the recipient to sign up for “City News” on the City’s website. City News and the City’s website calendar will also publicize the information sessions. We will also work to distribute meeting invitations via e-mail lists of community groups.

I look forward to discussing this information with you at the upcoming Planning Commission meeting.

  
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CARLISLE/WORTMAN ASSOC., INC.  
Sally M. Elmiger, AICP, LEED AP  
Principal

Cc: Patrick Sullivan  
Dianne Massa