



Carlisle | Wortman
ASSOCIATES, INC.

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MEMORANDUM

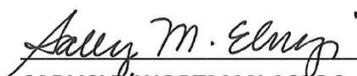
TO: City of Northville Planning Commission
FROM: Sally M. Elmiger, AICP
DATE: December 29, 2020
RE: Master Plan Update – Drafting Outline, Work Plan & Schedule

To prepare for the next step in the Master Plan update process, we have prepared an outline illustrating the topics covered in the Master Plan update. We have also prepared a process to draft the update, and a proposed schedule to get the work done.

These materials assume the following to create a high-quality product in the shortest amount of time:

1. Where possible, CWA will prepare drafts of each section of the update so that the Planning Commission has something to react to.
2. CWA will facilitate gathering input on the drafts from the Planning Commission. This may be in the form of a facilitated discussion or activity that focuses the comments on specific issues or questions. All revisions based on this input will be provided to the Planning Commission.
3. All meetings will have an opportunity for public comment, but specific activities designed to gather Planning Commission input will be reserved for Planning Commission members.
4. CWA will accept all writing style/typo comments via e-mail.
5. Review of the update is scheduled for the first Planning Commission meeting of the month. However, based on the level of other business, we may need to consider scheduling a special meeting in some months to stay on track.
6. You may notice that adoption of the update takes almost as long as the drafting of the update. This cannot be avoided because the adoption process is a requirement of the Planning Enabling Act.

I look forward to discussing this with you then.



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

Cc: Patrick Sullivan
Dianne Massa