

Process Overview - DRAFT

Step One: Existing Conditions Understanding

1. Financial and Legal Seminar – led by City Manager and City Legal Counsel
2. Infrastructure Seminar – led by City Engineer
3. Demographics and Schools Seminar – led by City Planner and Northville Schools Superintendent
4. Traffic and Parking Seminar – led by City Traffic Consultant and City Planner
5. Land Use Seminar – led by City Planner

Product(s)

- Summary of each session, including resident comments (plurality noted)
- Preliminary Draft Statement of Need

Step Two: Community Engagement and Interaction

1. Open House / Workshop #1
2. Open House / Workshop #2 (if needed)
3. Survey

Product(s)

- Notes from Open House
- Survey results and analysis
- Updated Draft Statement of Need

Step Three: Preliminary Planning Review

1. Focused Options Presentation and Analysis
2. Refinement
3. Preliminary Review

Product(s)

- Summary of Options reviewed
- Residents comments

Step Four: Implementation

1. Draft Sub Area Plans Review
2. Final Review
3. Adoption

Product(s)

- Draft plans
- Community comments
- Final Master Plan Amendments, including Sub Area Plan refinements

Suggested Participation Opportunities Descriptions:

Seminars in Step One – 30 to 45 minute presentation by subject matter expert followed by group breakout sessions to identify questions and concerns. Summary of each groups discussion to be addressed by the subject matter expert in front of full audience. Five topic related occurrences of 1.5 to 2 hour duration each.

Open House / Workshops in Step Two – 15 minute presentation followed by topical group break-out sessions of 15 minutes each. Four to five rotating sessions held, each station with a focused discussion topic. Summary from each station to be presented by facilitators, time permitting. Up to two duplicative occurrences of 2 hour duration each.

Survey of Step Two – on-line questionnaire and visual preference survey to be open for residents to complete (one time only) for a duration of 30 to 45 days. Results analyzed and published.

Presentations of Step Three and Four – 30 to 45 minute presentation followed by open audience discussion. Two separate occurrences of 1.5 to 2 hour duration.

Master Plan Amendment Web Site – The City to open and maintain an accessible website to announce participation opportunities, post survey, post all created and published documentation for residents to review. Web site to also house a general master plan comment repository