Scope of Effort

- Data and Demographic Research Review
  - Review existing data research, coordinate with previous study
  - Assess missing data sets and research
  - Complete data and demographics analysis and graphics
- Existing Conditions Map Updates
  - Map updates to Existing Land Use, Zoning, Transportation Plans
  - *Optional:* Create workable GIS formats for plans in a subscription-free user platform
- Community Engagement - Elise
  - Questionnaire to validate the takeaways from the 2024 Community Survey and validate emerging priorities/goals/actions to inform the draft plan
  - *Optional:* Stakeholder interviews
  - *Optional:* Community input event to review final draft plan
- Master Plan Coaching – Brad and Elise
  - Support the Planning Commission on proofreading and checking the content of the current document and updates during the drafting timeline.
    - Monthly virtual meetings or calls up to ten (10) hours per month (estimated need)
  - Produce graphics required to support the writing of the plan, as needed and warranted by the requirements of a master plan update.
  - Review the content of the plan for the State of Michigan rules.
  - Iterative review of the plan to support any corrections, changes, or updates as it goes through the review and hearing process.
- *Additional Services:*
  - *Future Land Use Plan Update - Review options for an experience-based future land use plan, versus the standard land use plan*
  - *Educational Work Sessions – lead monthly work sessions to support the education of various elements of the master plan update with the planning commission and village council.*
  - *Zoning Audit to support master plan guiding principles*
  - *Drafting edits to the zoning ordinance*
  - *Plan review for new projects, as needed*

Timeline

- May/June – begin data and demographics and draft first version of community survey
- June/July – edit and workshop the community survey during work session with Planning Commission
- July-August – run community survey and check-in for response rates and getting word out.
- September – evaluate community survey and provide recommendations for plan adjustments
- October-November – support drafting by coaching the Planning Commission on the final text and graphics for the master plan update
- December – public review draft circulated to the public and to regional partners for comments
- Adoption in Q1 2027

Fee for Recommended Scope *(does not include optional or additional services)*

Master Plan Review and Map Updates (lump sum)	$ 8,000
Community Engagement (lump sum)	$8,000
Master Plan Coaching (hourly)	Not to exceed $10,000

Total Lump Sum Fee	**$16,000**
Total Hourly (not to exceed)	**$10,000**

Optional Services

Workable GIS materials for various maps	$5,000
Stakeholder Interviews	$3,000
Public Event	$3,000
Additional Services	to be determined based on need