



Fremont Community Cooperative Planning Project

Proposed Project Work Plan
September 12, 2005

Phase One - Initiating the Project

Estimated Expenditures: \$ 2,620

Objective 1. Formally Adopt an Agreement to Plan

Completion Expected: August

Task 1. Convene first meeting of Joint Planning Committee

- Discuss issues and concerns related to project success
- Develop initial components of project work plan and timeline

Task 2. Follow-up from first Joint Planning Committee Meeting

- Michelle Ribant provides meeting minutes
- Develop proposed work plan and timeline
- Prepare presentation materials for next meeting

Objective 2. Establish a General Work Plan and Appropriate Timeline

Completion Expected: September

Task 1. Convene second meeting of Joint Planning Committee (**Fremont City Hall**)

- Review issues and concerns related to project success
- Review proposed work plan and timeline
- Present detailed overview of Joint Municipal Planning Act
- Discuss the Bellevue Community example

Task 2. Follow-up from second Joint Planning Committee Meeting

- Revise & final work plan and timeline
- Initiate review & assessment of existing Master Plans
- Aggregate relevant geographic data (maps & attributes)

Objective 3. Provide Public Notice and Encourage Participation

Completion Expected: September

- Local Governments issue public notices
- Develop & issue press release with information packet

Phase Two - Laying the Foundation

Estimated Expenditures: \$ 5,795

Objective 1. Determine the potential scope of a Joint Planning Commission

Task 1. Conduct separate discussions with representatives from each jurisdiction

Task 2. Prepare summary review & assessment of existing land use plans & regulations

Task 3. Prepare assessment of Joint Planning Commission authority under multiple scenarios

Task 4. Convene third meeting of the Joint Planning Committee (**Sheridan Twp. Hall- Oct.10**)

- Present summary of discussions with representatives from each jurisdiction
- Present summary review of land use plans & regulations
- Present summary of Joint Planning Commission authorities

Task 5. Provide Educational Workshop

LIAA and Joint Planning Committee offer an informative public workshop on options for cooperative planning & the Joint Municipal Planning Act

Phase Three - Develop Joint Municipal Planning Agreement

November - March 2006

Objective 1. Determine the jurisdictional area of the Joint Planning Commission

Task 1. LIAA develops set of maps to inform “boundary” discussion

Task 2. LIAA will assist in summarizing existing growth patterns/infrastructure

Task 3. Convene meeting four of the Joint Planning Committee (**Dayton Twp. Hall- Nov. 14**)

- a. Discussion of existing growth patterns & infrastructure development
- b. Discussion of detailed map of proposed boundary from application.
- c. Joint Planning Committee establishes preliminary Joint Planning Commission

jurisdictional boundary

Task 4. LIAA will prepare new map depicting Joint Planning Commission jurisdictional boundary

Objective 2. Determine the administration of the Joint Planning Commission

Task 1. LIAA will summarize the “administrative options” of Joint Planning Commission

Task 2. Convene meeting five of the Joint Planning Committee (**Sherman Twp. Hall- Dec. 12**)

- a. LIAA will provide new map of Joint Planning Commission jurisdictional boundary
- b. Joint Planning Committee re-fines and finalizes Joint planning Commission

jurisdictional boundary

- c. LIAA will provide summary of “administration options” of Joint Planning Commission
- d. Joint Planning Committee establishes the composition of the Joint Planning Commission
- e. Joint Planning Committee establishes the qualifications, selection, and terms of the Joint Planning Committee members
- f. Joint Planning Committee establishes the conditions and procedures for removal from the Joint Planning Commission and procedure for filling vacancies.

Task 3. LIAA will prepare summary of “administration options” of the Joint Planning Commission

Objective 3. Determine the operation of the Joint Planning Commission

Task 1. LIAA will summarize the “operation options” of the Joint Planning Commission

Task 2. Convene meeting six of the Joint Planning Committee (**Fremont City Hall- Jan. - 2006**)

- a. LIAA will provide a summary of the “administrative options” of the Joint Planning Commission
- b. Joint Planning Committee re-fines and finalizes “administrative options” of the Joint Planning Commission
- c. LIAA will provide summary of the “operation options” of the Joint Planning Commission
- d. Joint Planning Committee establishes the operating budget of the Joint Planning Commission
- e. Joint Planning Committee establishes the procedures by which the municipality may join or withdraw from the Joint Planning Commission

Task 3. LIAA will prepare summary of “operation options” of the Joint Planning Commission

Objective 4. Determine the authority of the Joint Planning Commission

Task 1. LIAA will prepare summary of the “authority options” of the Joint Planning Commission

Task 2. Convene meeting seven of the Joint Planning Committee (**Sherman Twp. Hall- Feb 13**)

- a. LIAA will provide a summary of the “operations options” of the Joint Planning

Commission

- b. Joint Planning Committee refines and finalizes “operation options” of the Joint Planning Commission
- c. LIAA will provide summary of the “authority options” of the Joint Planning Commission (possible speaker)
- d. Joint Planning Committee establishes the planning and zoning act by which the Joint Planning Commission will follow
- e. Joint Planning Committee establishes any additional provision powers of the Joint Planning Commission

Task 3. LIAA will prepare summary of entire Joint Planning Commission specifications

Phase Four - Formalize the Joint Municipal Planning Commission

March - May 2006

Objective 1. Write Joint Planning Commission Ordinance

Task 1. Convene meeting eight of the Joint Planning Committee (**Dayton Twp. Hall- March 13**)

- a. LIAA will provide a summary of the entire Joint Planning Commission specifications
- b. Joint Planning Committee refines and finalizes all specification of the Joint Planning Commission

Task 2. LIAA develops first draft of the Joint Planning Commission Ordinance

Objective 2. Build Public Support for Joint Planning Commission

Task 1. LIAA presents summary of planning process and draft ordinance to council/board

Task 2. Provide for additional publicity

Objective 3. Adopt Joint Planning Commission Ordinance

Task 1. Convene meeting nine of the Joint Planning Committee (**Sherman Twp. Hall- April 10**)

- a. LIAA presents draft of the Joint Planning Commission Ordinance
- b. Joint Planning Committee reviews Joint Planning Commission Ordinance
- c. LIAA presents summary on next steps (joint master plan/zoning ordinance)

Task 2. Obtain approval of Legislative Bodies

- a. LIAA redrafts final Joint Planning Commission Ordinance

- b. LIAA sends ordinance to each jurisdiction
- c. Each jurisdiction reviews ordinance with legal council
- d. Jurisdictions adopt the ordinance