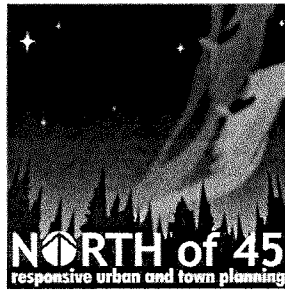


## Attachment A



**To:** Chassell Township Planning Commission

**From:** Patrick Coleman, AICP

**RE:** Master Plan Scope of Services

**Date:** May 10, 2022

It was a pleasure to meet with you last October to discuss the development of a Master Plan for Chassell Township. At that time, I provided you with my qualifications, related project experience and a sample scope of services. It is my understanding that the Planning Commission would like to begin the planning process. A scope of services and fee proposal is included with this communication.

The planning process and document proposed meets the statutory requirements found in **Michigan Public Act 33, The Michigan Planning Enabling Act**. The Master Plan will meet MEDC-RRC requirements as well.

### **Proposed Scope of Services**

#### **Task 1: Project Initiation**

Project initiation consists of work necessary to get the project started, and includes:

**Base Map Preparation:** Using available parcel mapping data from Houghton County, we will prepare a base map for use throughout the project.

**Notifications:** We will prepare, in template form, all required notification letters, public meeting and public hearing notices, along with specific instructions to Chassell Township for mailings and postings to meet the requirement of PA 33 of 2008.

**Kick-off Meeting:** We will meet with the Planning Commission to introduce the planning process, set the project schedule, establish lines of communication and project milestones, and identify stakeholders to engage. We will also begin to identify issues and opportunities to be addressed in the Master Plan.

**48684 N. Grosse Pte.  
Hancock, MI 49930  
906.370.9953  
[pcoleman@northof45llc.com](mailto:pcoleman@northof45llc.com)  
[www.northof45llc.com](http://www.northof45llc.com)**

**Data Collection and Analysis:** We will compile and analyze a variety of existing information found in resource documents. We will prepare a community description, mapping, and summarize this into a concise document that will address:

- Existing Land use
- Demographics and population data
- Transportation
- Parks, Recreation, and Natural Resources
- Housing
- Economic Development/Downtown Development/Redevelopment
- Environmental Sustainability
- Public facilities, utilities, public safety and emergency services

### **Task 2: Public Engagement**

In this task, we can employ several techniques to engage the community to identify needs, issues and community attitudes that can be addressed in the Master Plan. We will work with you to develop and implement the best possible community involvement program that is appropriate and effective in the Chassell Township. Here are some options:

**Planning Commission Public Meetings:** Planning Commission meetings can be an effective way of providing Master Plan information to citizens and allow for public comment.

**Networking:** We will identify and meet, with stakeholders and groups, such as recreation interests, business leaders, and employers, to gain perspective and input.

**Website/Social Networking:** We are experienced with using both websites and Facebook pages to promote citizen engagement and participation. Public notices and draft documents can also be posted on the Township's website.

**Open House Workshop:** We will lead an open house public planning workshop to engage the community in the process.

### **Task 3: Draft Plan**

**Goals and Strategies, Draft Summary Plan:** We will prepare and present draft Master Plan Chapters, including goals and action-oriented strategies for your review and discussion at the scheduled meetings, to address:

- Natural features/parks and recreation facilities/public lands
- Infrastructure, Public Facilities, Safety and Emergency Services
- Transportation, including vehicular, pedestrian and bicycle
- Future Land Use/Zoning Plan that describes needed updates to the Zoning Ordinance
- Downtown Development/Economic Development/Redevelopment Priorities

- Environmental Sustainability
- Winter Strategies
- Implementation

**Maps:** We will prepare the following color maps: future land use; natural features/recreation facilities/trails/public lands; transportation; redevelopment priorities.

**Task 4: Adoption and Final Plan Preparation**

**Public Hearing:** We will advise and assist Chassell Township with the plan adoption process and attend the required Planning Commission public hearing. All required public notices will be provided to the Township for distribution and publishing.

**Meetings:** We will attend four (4) Planning Commission meetings, an open house public engagement meeting, the required Planning Commission public hearing, and the Township Board meeting for Master Plan approval. (Seven (7) meetings total).

**Deliverables:** The final document will be in color, 8 1/2" X 11", and will be reproducible. PDF copies of all documents and maps will be provided.

**Project Schedule**

Outlined below is a projection of task completion dates. This schedule assumes that an executed contract is in place by mid-June, 2022, that a quorum is present at scheduled meetings, and timely reviews of draft materials by the Planning Commission and Township officials.

<u>Task</u>	<u>Completion</u>
Task 1: Project Initiation	July, 2022
Task 2: Public Engagement	September, 2022
Task 3: Draft Plan	January, 2023
Task 4: Adoption and Final Plan Preparation	February, 2023

**Cost of Services**

North of 45 LLC will provide the services described for a total lump sum fee of \$22,000.

Please let me know if you have any questions regarding this proposal. I am excited about the opportunity to work with the you and the Chassell community on the Master Plan.