P = Denotes Planning Commission Meeting with Staff Attendance PC = Planning Commission Review of Draft Information RPN = Required Public Notice # Denotes Public Input Session or Hearing

## Almira Township Master Plan Development

Task/Time	2021				2022					The PC will receive a written update monthly.					
Planning Commission Creation & Master Plan Process	July	August	September	October	November	December	January	February	March	April	May	June	July	August	September
Contract Executed (Process Initiation)		TIT					TII								
Initiate Planning Process (Notice of Intent to Plan)															
Notice to Adjacent Local Jurisdictions, County															
Notice to State and County Road Agencies															
Notice to Utility Companies															
Begin Existing Master Plan Review															
Master Plan Review															
Detail information from existing M.P. for inclusion in new plan															
Review Survey Questionnaire and Release to public	Р														
Administer Survey															
Analyze Survey Results			Р												
Gather Information on Existing Conditions															
GIS Base Map Development															
Obtain Shapefiles from Leelanau County & other sources															
Map Demographics, Property Classification, Natural Features, Zoning, Parcel Size, Transportation															
Obtain Information for Existing Conditions Sections										1					
Community services, Transportation, Facilities															
Natural Resources															
Develop and Write Section for Socio-Economic Profile (Data available September 30th)					Р										
Develop & Deliver GIS Map Development															
Develop Goals and Objectives for Action Program Section							Р								
Staff preparation of identified needs															
Planning Commission work session															
Established Goals and Objectives															
Establish Timeframes and Responsible parties															
Develop Future Land Use Districts & Purpose Statements										Р					
Planning Commission work session															
Staff Develop Purpose Statements															
Determine Future Land Use District Boundaries & Map (From PC Work session)															
Zoning Discussion/Section Development												Р			
Review Existing Zoning Districts, Purpose, Boundaries															
Zone Plan															
Master Plan Review (Full Review: PC)						i i							P PC		
Master Plan Review (Full Review: Township Board)															
Release Plan for Review by the Public										İ					
Advertise Public Hearing for Adoption of the Master Plan														RPN	
PC Meeting with Public Hearing															#
Plan Adoption by Resolution of the PC															P