

**DATE:** December 5, 2022  
**TO:** Lori L. Taylor-Blitz, Saint James Township Planning Commission Chair  
Krys Lyle, Peaine Township Planning Commission Secretary  
**FROM:** Barry Hicks, AICP  
**RE:** **Master Plan Timeline**

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St James and Peaine Townships have combined efforts through a joint planning commission to update the Beaver Island Master Plan. The effort kicked-off in the late-spring of 2022 and the final product will deliver a plan that reflects both townships overall goals and objectives to carry forward for the next 5 years and beyond. Below is a project status update summary:

**Completed:**

- Project planning: Kick-off meetings; defining roles & responsibilities; revisiting, defining, and refining goals and objectives
- Public engagement – in-person and online survey; comparison of 2017 and 2022 public input; receipt of public input from stakeholders engaged in specific initiatives (dark skies, trails, economic development, ect.); Review of most recent and relevant planning documents
- Coastal Assessment – completion of coastal resiliency assessment as required by Michigan Coastal Management Program (MCMP) grant funding
- Data and mapping – analysis of public input; draft land-use, future land-use, coastal resilience, and trail maps drafted; presentation of findings to joint planning commission

**Current steps (December 2022 – January 2022):**

- Master Plan document draft – editing 2017 Master Plan to reflect new priorities, goals and objectives based on joint planning commission comments and public engagement; document formatting and layout
- Preparation of materials for distribution to regional planning agencies and for public notices

**Next Steps (January 2023 – May 2023):**

- Township review – planning commissioners and township staff/boards to review draft Master Plan and submit comments/proposed edits back to LIAA for incorporation (may take 1-2 meeting depending on extent of edits)
- Planning commission recommendation – planning commission approves final draft for public review and submission to authorities as required by law (such as Charlevoix County Planning Commission)

Attached is a revised timeline that details additional steps (such as the required 63-Day public comment period) and steps required for project close-out.

*Attached:* Project Timeline Chart  
*Cc:* Lee Maynard, LIAA Community Planner

# Beaver Island Master Plan Timeline

Land Information Access Association

		April				May				June				July				August				September				October				November				December				January				February				March				April				May			
		1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4				
TASK	PROGRESS																																																								
<b>Task 1 – Review Planning Documents and Clarify Goals</b>																																																									
1.1	Project kick-off meeting(s)	100%																																																							
1.2	Roles & responsibilities	100%																																																							
1.3	Develop timeline/purpose of meetings	100%																																																							
1.4	Review/Update goals & objectives	100%																																																							
1.5	Conduct coastal resilience assessment	100%																																																							
<b>Task 2 – Facilitate Community Engagement Activities</b>																																																									
2.1	Develop public input sessions	100%																																																							
2.2	Hold in-person public input session(s)	100%																																																							
2.3	Develop and conduct survey/tabulate and report results	100%																																																							
2.4	Review public input with planning commissions	100%																																																							
<b>Task 3 – Master Plan Updates</b>																																																									
3.1	Organize public input and planning commission comments/priorities	100%																																																							
3.2	Draft updates to relevant chapters of Master Plan	30%																																																							
3.3	Distribute draft plan to joint planning commission	0%																																																							
<b>Task 4 – Refine Plan and Support Adoption</b>																																																									
4.1	Revise Master Plan document based on feedback	0%																																																							
4.2	Submit finalized plan to the townships	0%																																																							
4.3	*Approve Distribution of Master Plan	0%																																																							
4.4	Begin 63-day comment period (required by law)	0%																																																							
4.5	**Hold public hearing before the planning commission	0%																																																							
4.6	Adoption by legislative bodies (township boards)	0%																																																							

\*Requires that legislative body approves distribution of plan to each public utility company, railroad company, and public transportation agency owning or operating a public utility, railroad, or public transportation system within the local unit of government, and any government entity that registers its name and address for this purpose with the secretary of the planning commission.

\*\*Meeting held by Planning Commission (15-Day public notice required)