



WORK SCOPE

EVART

<b>Task</b>	<b>Responsible Party</b>	<b>Description of Work Task</b>	<b>Timing</b>
Economic Development Strategy	Place & Main Advisors	Prepare an economic development strategy specifically looking at the roles and proposed activities for the DDA and LDFA.	October 2016 through March 2017
RRSites	B&R; and Advance Redevelopment Solutions	Determine location of underutilized and vacant redevelopment sites within the Village and assess their potential. Also, determine if any qualify as brownfields.	October 2016 through November 2016
Master Plan Revisions	B&R	Revise the Future Land Use Plan into a Community Master Plan pursuant to PA 33 of 2008, including; <ul style="list-style-type: none"> <li>• Housing Assessment</li> <li>• Blight Assessment</li> </ul>	October 2016 through April 2017
Zoning Ordinance	B&R	Complete rewrite of the zoning code	February 2017 through May 2017
Capital Improvement Program	B&R	Prepare a CIP for the Village which includes the following elements: <ul style="list-style-type: none"> <li>• Recognizes the limited administrative capacity of the Village</li> <li>• Easy to update</li> <li>• Formatted on a Microsoft platform.</li> </ul>	November 2016 through February 2017
Training	B&R and Place & Main	Educational training for DDA, Village Council and Planning Commission <ul style="list-style-type: none"> <li>• DDA: Roles and Responsibilities</li> <li>• Village: Benefits associated with Rental Property Inspection programs</li> </ul>	November 2016 through February 2017

Communications Plan	Place & Main Advisors	Develop Communications Plan for Community including: <ul style="list-style-type: none"><li>• Press Release Template</li><li>• Media Alert</li><li>• Customized Media List</li></ul>	September 2016 through January 2017
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