

## **Design Guidelines Task Force**

### **Draft Work Program**

#### **Phase 1: Evaluate Current Draft Downtown Design Guidelines (excluding process)**

April – May

*Review the proposed guidelines developed by Winter and Company, general citizen comments and the suggested revisions of the 'citizens review committee'. Make changes as appropriate.*

#### **Phase 2: Develop Implementation Process**

June – August

*Review the findings from the examination of existing and proposed design guidelines from other Michigan communities. Determine and develop an implementation process, including such issues as (but certainly not limited to):*

- *What additional information will be required as part of a site plan petition?*
- *What additional fees to charge, if any?*
- *Who will review the proposed design? Who will be reviewers, and how will they be appointed? Will the reviewers be a standing group with regular meetings or an ad hoc group available on-call?*
- *At what point in the existing review process will the design review be done?*
- *What will happen with the design review recommendation?*
- *What appeals or relief will be available in case of disagreements?*

#### **Phase 3: Prepare Revised Downtown Design Guidelines and Recommended Process Outline**

September – October

*Review final draft guidelines and recommended process outline prepared by Winter and Company and staff. Make and review changes as appropriate. Prepare test cases.*

#### **Phase 4: Recommendation to Council**

November

*Submit final draft guidelines and recommended process outline to Council for consideration on or before December 6, 2010.*