



City of South Haven

Building Services Department

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MEMORANDUM

July 3rd, 2008

To: City of South Haven Master Plan Review Committee
Fr: William K. Spaeth, AICP, Planner / Zoning Administrator
Re: City of South Haven Master Plan Review Process

The response from those of the Master Plan Review Committee (MPRC) that responded was favorable towards having the **meeting on Thursday July 17th at 7 pm at City Hall**. The consultants will clarify how this process is going to move forward, and how they plan to inform everyone on the MPRC and the general public when and why certain steps are being taken. They will address the following recommendation that was made by the Planning Commission:

- 1) The mechanics of the review process need to be clarified and clearly communicated to the public and members of the MPRC.
 - a) Specifics need to be provided on how this process is going to be publicized.
 - Newspaper
 - Public Access Television
 - City web site
 - 'Utility Bill' Information Publication
 - Direct mailing to organizations
 - b) Specifics need to be provided on each step of the process.
 - Purpose
 - Schedule
 - Location
 - Audience
 - c) Specifics need to be provided on how the information gathered during each step of the process is communicated back to the committee and to the general public.
 - d) While this process is to be clearly open to the public, certain "focus groups" are acceptable when they are needed to obtain input from groups that otherwise might not come forward.
- 2) The MPRC needed to be reconvened to be made aware of the mechanics of the process and be afforded the opportunity to go through a "visioning session" on the City of South Haven's future, and utilize the results of the MPRC's visioning session to begin evaluating the existing Master Plan.

Please call my office to let me know if you will not be able to make the meeting date for the MPRC, or if you have any other questions at (269) 637-0760.