

**Bainbridge Township Comprehensive Zoning Resolution (CZR)**

**Revised Project Schedule - 10.09.13**

Date	Time & Location	Activity	Scope Task	Subtask	Purpose   Deliverable
<b>2012</b>					
Apr. 9, 10, or 11	6:00 p.m. (EST)	WebEx teleconference with Township staff and Zoning Commission members	Task A. Project Start-Up and Reconnaissance	A.1 A.2 A.3	<ul style="list-style-type: none"> <li>➤ Coordinate the transfer of electronic and hard copy data, documents, and maps to KKC</li> <li>➤ Review and discuss the project schedule, communication protocol and contacts</li> <li>➤ Discuss the invitees to participate in the stakeholder interviews</li> <li>➤ Discuss the logistics related to Trip No.1</li> <li>➤ Discuss strategy for public engagement</li> </ul>
Apr. 18-27	--	Launch web site (OPTIONAL)		A.4	➤ Secure domain, design framework, and launch a website for dedicated public information
Jun. 4	3:00 to 7:00 p.m. (each hour on the hour)	Stakeholder interviews	Task A. Project Start-Up and Reconnaissance	A.6	Discuss issues with local stakeholders and "hands-on" users of the code
	7:00 p.m.	Joint meeting of Zoning Commission and Board of Trustees		A.5	<ul style="list-style-type: none"> <li>➤ Introduce the project scope, schedule, and public participation program</li> <li>➤ Discuss issues related to existing development and the regulatory procedures and outcomes</li> </ul>
Jun. 5	9:00 a.m. to 1:00 p.m. (each hour on the hour)	Stakeholder interviews		A.6	Discuss issues with local stakeholders and "hands-on" users of the code
	1:00 to 5:00 p.m.	Field reconnaissance		A.7	Document various characteristics of existing development as it relates to development regulations
	6:30 p.m. (Location TBD)	Citizens' congress		A.3	<ul style="list-style-type: none"> <li>➤ Introduce the project, its purpose and outcomes, and opportunities for public input</li> <li>➤ Solicit input as to development issues and preferred outcomes</li> </ul>
Jun. 6	8:30 to 10:30 a.m.	Staff and Commission work session		A.6	Discuss issues with local stakeholders and "hands-on" users of the code
Aug. 10	--	Deliverable		Task B. Analytic and Strategic Framework	Strategic Approach and Annotated Outline
Aug. 15	7:00 p.m. (EST)	WebEx teleconference with staff and Commission	B.1		Overview presentation and discussion of the Strategic Approach and Annotated Outline
Aug. 27	TBD (a.m.)	Focus groups to discuss Geauga Lake	Part. II, Task F. Strategic Plan and Zoning for Geauga Lake	F.1	Discuss issues with property owners, area realtors and brokers, and staff selected residents
	3:00 to 5:00 p.m.	Staff and individual meetings	Task B. Analytic and Strategic Framework	B.2	Discuss issue topics for CZR Module No. 1

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	5:00 p.m.	Joint meeting of Zoning Commission and Board of Trustees		A.3 B.2	<ul style="list-style-type: none"> <li>➤ Present and discuss Strategic Approach and Annotated Outline</li> <li>➤ Seek direction to proceed</li> <li>➤ Discussion regarding Geauga Lake</li> </ul>
Aug. 28	Noon	Interests Luncheon	Part. II, Task F. Strategic Plan and Zoning for Geauga Lake	F.1	<ul style="list-style-type: none"> <li>➤ Open house Interests Luncheon for stakeholders involved with Geauga Lake</li> </ul>
Sept. 25	7:00 p.m. EST	WebEx teleconference with staff and Commission	Task C. Zoning Resolution Drafting	C.1	Discuss regulatory strategies and administrative matters relating to CZR Module No. 1
Oct 25	--	Deliverable			CZR Module No. 1
Oct. 30	7:00 p.m. EST	WebEx teleconference with staff and Commission			Overview presentation and discussion of comments on CZR Module No. 1
Nov. 15	--	Deliverable			Revised CZR Module No. 1
Nov. 28	3:00 to 5:00 p.m.	Staff and individual meetings	Task C. Zoning Resolution Drafting	C.2	Discuss issue topics for CZR Module No. 1
	6:30 p.m.	Township Board of Trustees briefing		C.1	Project status report
	7:00 p.m.	Zoning Commission and Board of Trustees		A.3	Present and discuss comments regarding CZR Module No. 1
Nov. 29	--	Staff and Commission work session		C.1	Discuss issue topics for CZR Module No. 2
<b>2013</b>					
Feb. 9	--	Deliverable	Task C. Zoning Resolution Drafting	C.1	CZR Module No. 1
Feb. 26	7:00 p.m. EST	WebEx teleconference with staff and Commission			Overview presentation and discussion of comments on CZR Module No. 1
Mar. 12	7:00 p.m. EST	Zoning Commission Meeting (KKC not participating)	Task C. Zoning Resolution Drafting	--	Zoning Commission meeting to prepare group comments to the draft text of the CZR submitted to date
Jun. 12	--	Deliverable		CZR Module No.2	
Apr. 9	7:00 p.m. EST	WebEx teleconference with staff and		C.1	Overview presentation and discussion of comments on CZR Module 2

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		Commission			
Nov. 22	--	Deliverable			<ul style="list-style-type: none"> <li>➤ CZR Module No. 3</li> <li>➤ Zoning Map (with Neighborhood Conservation Subdistricts)</li> </ul>
Dec. 9	3:00 to 5:00 p.m.	Staff and individual meetings	Task C. Zoning Resolution Drafting	C.2	<ul style="list-style-type: none"> <li>➤ Discuss issue topics for CZR Module No. 4 with Zoning Inspector</li> </ul>
	6:00 p.m.	Board of Trustee / Geauga County Coordination Meeting		C.1	<ul style="list-style-type: none"> <li>➤ Coordination on code elements, review and adoption process</li> </ul>
	7:00 p.m.	Board of Trustees / Zoning Commission Joint Meeting		A.3	<ul style="list-style-type: none"> <li>➤ Present, discuss, and receive comments on revised Modules 1 and 2, and Module No. 3</li> </ul>
<b>2014</b>					
Jan. 6	--	Deliverable			<ul style="list-style-type: none"> <li>➤ CZR Module No. 4</li> </ul>
Jan. 28	--	Zoning Commission Comments			<ul style="list-style-type: none"> <li>➤ Final Zoning Commission comments entered into enCode-360™ on Module 3 and Zoning Map (potentially allows ZC regularly scheduled meetings for review, discussion, and commenting)</li> </ul>
Jan. 28	7:00 p.m. EST	WebEx teleconference with staff and Zoning Commission	Task C. Zoning Resolution Drafting	C.1	<ul style="list-style-type: none"> <li>➤ Overview presentation and discussion of comments on CZR Module No. 4</li> </ul>
Feb. 18	--	Zoning Commission Comments			<ul style="list-style-type: none"> <li>➤ Final Zoning Commission comments entered into enCode-360™ on Module 4 (potentially allows 2 ZC regularly scheduled meetings for review, discussion, and commenting)</li> </ul>
Feb. 25	--	Deliverable	Task C. Zoning Resolution Drafting	C.2	<ul style="list-style-type: none"> <li>➤ Public hearing draft of the CZR &amp; Zoning Map</li> </ul>
Feb. 28	--	Public Notice			<ul style="list-style-type: none"> <li>➤ Staff posting of public hearing draft (if posted by end Feb., it would allow more than the required 30 days public notice as specified in ORC 519.06)</li> </ul>
Apr. 8	3:00 to 5:00 p.m.	Staff and individual meetings	Task D. Adoption, Delivery and Electronic	A.3	<ul style="list-style-type: none"> <li>➤ Discuss public hearing draft of the CZR</li> </ul>

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	6:00 p.m.	Coordination meeting with County (and ZC/BOT leadership as necessary)	Publication		➤ Coordination on public hearing draft and zoning map (and adoption process as necessary)
	7:00 p.m.	Zoning Commission Public Hearing			➤ Present and discuss Public Hearing Draft of the CZR and Zoning Map
Apr. 14	--	Deliverable	Task D.	A.3	➤ Revised public hearing draft based on comments from public hearing
Apr. 15	--	Submittal to Geauga County			➤ Staff submittal of revised public hearing draft to Geauga County for 20 day review
May 5	--	Gauga County Comments Due			➤ Gauga County comments due in conformance with ORC 519.07
May 6	--	Zoning Commission Meeting			➤ Zoning Commission certifies CZR for Board of Trustees
May 7	--	Public Notice for Resolution			➤ Staff posting of public notice of the Comprehensive Zoning Resolution for consideration of adoption by the Board of Trustees
Jun. 9	7:00 p.m.	Board of Trustees meeting	Task D.		Consideration of the CZR for adoption
Jun. 16	--	Final Deliverable	Task D.	C.4	➤ Reproducible electronic file format ➤ Two bound copies of adopted CZR ➤ On-line publication in enCode-360™

- Board of Trustees meetings are on the second and fourth Monday of each month at 7:00 p.m.
- Zoning Commission meetings are on the second and last Tuesday of each month at 7:00 p.m.

**Other Notes:**

- Shaded cells indicate task items during which the consultant team will be on-site.