

Memorandum

To: Onsted Planning Commission

From: Angela Carnahan, Consultant for the Master Plan Update

CC: President & Council

DATE: August 8, 2023

RE: Task 1

The Village of Onsted is embarking on a refresh of the master plan. As cornerstones of the master plan, the vision and goals describe where the community wants to go in the future. This update will not have a new visioning process, rather the leadership will address the existing goals and strategies to see if they were completed and whether they align with them today. This will give the community a look into how far Onsted has gotten on implementing the strategies set before them, ten years later.

The memorandum has been developed based on input received from the Planning Commission thus far. It is intended to provide a sense of direction and to serve as an interim deliverable for discussion with staff and the Planning Commission. In addition, it will serve as the foundation for subsequent work plan deliverables. The following sections are organized based on the existing masterplan chapters that reflect the changes for the update. On June 28th we had the kick-off meeting for this process and we worked through Chapters 6 & 8, Goals and Implementation Strategies. At the July 19th meeting, the PC continued working through Chapter 8 implementation strategies focusing on the Recreation Master Plan.

TASK 1 - KEY RECOMMENDATIONS

1. Population and Demographics Chapter 2

As we started charting a path for updating the Master Plan, we discussed that the bulk of the update will be Chapter 2- Population and Demographics; incorporating 2020 census data to the corresponding figures for the 2010–2020-time frame.

- ESRI Market Profile for the years 2010-2020
- Household income for the years 2010-2020
- Household income projection for the years 2010-2020
- Housing Occupancy Trends for the years 2010-2020
- Median age change for the years 2010-2020
- Median home value projection for the years 2010-2020
- Median home values 2010-2020 for the years 2010-2020
- Population changes for the years 2010-2020

2. TRANSPORTATION Chapter 5

The update will include updated traffic count numbers for Chapter 5, Transportation. This data will be requested from the Lenawee County Transportation Commission as well as trying to obtain data through ESRI's Business Analyst software if the data can be acquired without a cost. This chapter will also include information on the road and street improvement projects that the Village has undertaken for the last couple years.

3. PUBLIC FACILITIES (Will become New Chapter 4)

During our first meeting, it was discovered that the Village does not have a public facilities chapter. Given that most of the projects the village undertook the last couple years were for public facilities, a new public facilities chapter will be drafted as part of the update. The following documents were identified to be included in the public facilities chapter, with the responsible commissioner providing the documents:

- Dave will provide a summary of Police and Fire services and his responsibilities as a Zoning and Enforcement Ordinance Officer
- Margaret will look for the Recreation Plan that was adopted the same time the 2013 masterplan was updated. There is a link on the Village website but it is not linked to the actual recreational plan.
- Jay will provide most of the documents needed for the Public Facilities chapter. Some of the documents/plans identified for the Water and Sewer Facilities are:

- a. 2022 Water Reliability Study
 - b. DPW Building
 - c. REU Schedule
 - d. Water Main Project
 - e. Water Department Financial Projection
 - f. Wastewater Department Financial Projection
 - g. Any other documents that I am missing?
- Jay will also reach out to his contact at the school district to get a summary of the school and how it integrates into the community.
 - Marty will provide updates for the DDA
 - Jorge, will provide a summary of any land or buildings owned by the Village

4. CLEAR ORGANIZATION AND GRAPHICS

The Commission discussed removing Chapter 4, Community Discussions, from the main document and including it in the appendices since this chapter reflects comments from citizens that were part of the process in 2013. The final draft will also include new names of the current Board and Planning Commission.

5. GOALS, STRATEGIES & IMPLEMENTATION

At the Kick-off meeting, the Planning Commission discussed Chapter 6, Goals & Strategies and Chapter 8, Implementation to see if they still align with the leadership today. We went through every strategy and goal and added additional responsible parties and identified whether they were completed or not. My recommendation for the Council and PC would be to set 5 to 10-year timeframes for the strategies implementation schedule and prioritization. In addition to the longer timeframes, some check-in dates would be ideal to make sure you are making progress. The PC also discussed incorporating a new goal for Onsted Community Schools into this section. Jay will invite the superintendent from the Onsted school district to join us at one of our future meetings to discuss this goal and other items of interest for the community and school integration.

In addition to the summary above, I have compiled some general questions for you to think about as we move forward:

1. Have development plans changed significantly since the plan was adopted?
2. Does the adopted Zoning Ordinance align with the goals of the plan?
3. Are the goals and priorities of the plan in sync with the goals and priorities of the appointed and elected officials?
4. Does the plan address the locations and types of land uses frequently requested?
5. Have there been other studies completed that can be added to the plan, or change the relevancy of the plan?
6. Have community goals or visions changed since the plan was written?
7. Is it user friendly with clear organization and graphics?

At the next PC meeting scheduled for August 23rd, our goal is to finish Chapter 8 so that those edits can be drafted and we can move on to the findings of the full plan audit. I have attached a draft of Chapter 8 to this memo.