

*meeting summary*

Date: May 10, 2006  
From: Jason Iacoangeli  
To: Lukas Hill, AICP, Township Planner  
Project: Spring Lake Township Master Plan

**Remarks:**

1. Attendees: John Nash, Township Supervisor, Spring Lake Township  
Lukas Hill, Township Planner, Spring Lake Township  
John Iacoangeli, Beckett & Raeder Inc.  
Jason Iacoangeli, Beckett & Raeder, Inc.  
Jay Kilpatrick, Williams & Works

2. Contact Information Update:

Beckett & Raeder, Inc.

John Iacoangeli. 734-663-2622. jri@bria2.com

Jason Iacoangeli. 248-356-8181. jasoni@vilicanleman.com

Williams & Works.

Jay Kilpatrick. 616-842-1340. Kilpatrick@williams-works.com

Andy Moore. 616-842-1340. Moore@williams-works.com

Spring Lake Township

Lukas Hill. 616-844-2110. sltplanner@chartermi.net

John Nash. 616-844-2100. slt-supervisor@charterinternet.net

Main Township Line (616.842.1340)

3. Formation of Steering Committee;

- Township would like to develop a steering committee based on the formula of three (3) Township Board Members, three (3) Planning Commission members and, three (3) Citizens from the Public. The Township Supervisor will make these appointments.
- Lukas Hill will provide the consultants with an email distribution list that will list not only include those on the master plan steering committee but also any other stakeholders or relevant parties, such as Planning Commission and Board of Trustees.

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- The first steering committee meeting will be held Wednesday the 7<sup>th</sup> of June at 5:30PM. The consultant team will arrive ahead of the meeting at 2:30PM to get a guided tour of the community with Lukas Hill.
4. Reports, Documents and Maps and GIS information: Lukas Hill will provide the consultants with documents and reports that have been produced for or by the Township. Williams & Works will coordinate with Ottawa County GIS to begin collecting GIS data for the project.
  5. Community Visioning Sessions:
    - Date and Time: Monday and Tuesday, **June 19<sup>th</sup> and 20<sup>th</sup>**. The sessions will be held from 7:00 to 9:00PM at the Village Library. (As revised during an internal staff meeting on May 10, 2006.) ***Since the meeting these dates have been changed to June 13<sup>th</sup> and 14<sup>th</sup>.***
    - The consultant's team will provide the Township with the language for the visioning advertisement.
    - Township will advertise using the local press, cable television, Internet and flyers that could be distributed at Township hall and the local library or other venues.
  6. Work Tasks: Task One (1) Community Vision (B&R)  
Task Two (2) through Task Six (6) (W&W)  
Task Seven (7) through Task Ten (10) (B&R)

A monthly report will be put together by the consulting team and distributed via the email distribution list. The monthly report will be sent out prior to packets being distributed to the Board of Trustees.

7. Crockery Township: The Township feels it would be beneficial to invite Crockery Township to participate in aspects of the Master Plan or to work together to develop some strategies for the M-104 corridor. Depending on the Township's level of involvement Mr. Nash indicated that Crockery Township may negotiate for services.

**Distribution:**

Meeting Participants  
File