

**City of Hamtramck**  
**THREE-YEAR IMPLEMENTATION SCHEDULE - PRELIMINARY**  
**LEADERSHIP AND OUTREACH PROGRAM**

STRATEGY	TASK	YEAR			LONG RANGE	RESPONSIBLE PARTY	Progress
		2007	2008	2009			
<b>CULTIVATE LEADERSHIP</b>							
1.1	Convene joint Hamtramck/Detroit Economic Development Corporation meeting to stimulate redevelopment					CEDD Director	Completed June 2007
1.2	Maintain joint EDC agreement to pursue future opportunities					CEDD Director	
1.3	Reorganize and restart Chamber of Commerce					Chamber President	Not Started
1.4	Chamber of Commerce to conduct regular meetings with the City economic development and planning staff and Downtown Development Authority.					CEDD Director/Chamber President	
1.5	Engage block clubs (Note: Specify Purpose)					City Council/City Manager	
1.6	Conduct monthly department head meetings to jointly focus on current events and future vision					CEDD Director	
1.7	Continually train elected and appointed officials and development staff in economic development, planning and zoning tools.					CEDD Director	
1.8	Conduct annual joint meeting with the City Council, Planning Commission, Zoning Board of Appeals and department heads to update the Five-Year Implementation Schedule.					CEDD Director	
<b>EXPAND PUBLIC OUTREACH</b>							
1.9	Website - Activate and incorporate section on economic development and planning activity.					CEDD Director	In Progress
1.10	Website - Continually update.					City Clerk	
1.11	Use newsletters, cable tv and similar methods to alert public to economic development and planning activities.					CEDD Director	
1.12	Partner with the DDA and the Chamber of Commerce to host an annual business owners meeting.					Downtown Manager/Chamber President	
1.13	Conduct regularly scheduled town hall meetings (semi-annually or quarterly) at roving locations. Include discussion on economic development and planning activities					CEDD Director/City Council	
1.14	Include discussion on economic development and planning activities within the annual State of the City address.					CEDD Director/Mayor	

**City of Hamtramck**  
**THREE-YEAR IMPLEMENTATION SCHEDULE - PRELIMINARY**  
**ECONOMIC DEVELOPMENT PROGRAM**

STRATEGY	TASK	YEAR			LONG RANGE	RESPONSIBLE PARTY	Progress
		2007	2008	2009			
<b>ECONOMIC DEVELOPMENT STRATEGY</b>							
2.1	Initiate and conduct façade improvement program					Downtown Manager	
2.2	Locate prime redevelopment sites. Vision acceptable land uses and set economic incentive programs in place. Certify sites through the Michigan Suburbs Alliance.					CEDD Director	
2.3	Utilize the Michigan Suburbs Alliance website to display and promote certified redevelopment sites.					CEDD Director	
2.4	Research and pursue grant opportunities					CEDD Director/Downtown Manager/interns	Ongoing
2.5	Prepare promotion package to recruit new business					CEDD Director	
2.6	Conduct business recruitment and retention program					CEDD Director/Downtown Manager	
2.7	Design and conduct business recruitment and retention strategy					CEDD Director/Downtown Manager	
2.8	Assist with Labor Day festival planning					City Council/Mayor/City Staff	
<b>REDEVELOPMENT REVIEW PROCESS</b>							
2.9	Include review and permit applications on website					City Clerk	
2.10	Activate and use G.I.S. system and train staff					City Manager/CEDD Director	
2.11	Utilize BS&A tracking system to its fullest extent. Link all departments, train staff and incorporate ability to link photographs, maps and construction drawings.					Finance Director/Product Manager	
2.12	Explore joint agreement with another municipality to provide planning services					CEDD Director	
2.13	City self-assess building department review and permitting process in relation to the RRC Best Practice Standards.					Public Services Director/CEDD Director	
2.14	City effect necessary changes to meet the RRC Best Practice Standards					CEDD Director/City Manager	
2.15	Building Department strengthens zoning code enforcement practice					Zoning Code Official/City Manager	

**City of Hamtramck**  
**THREE-YEAR IMPLEMENTATION SCHEDULE - PRELIMINARY**  
**PLANNING AND ZONING PROGRAM**

STRATEGY	TASK	YEAR			LONG RANGE	RESPONSIBLE PARTY	Progress
		2007	2008	2009			
<b>PLANNING</b>							
3.1	Prepare and distribute RFP to update City Master Plan					MSHDA/CEDD Director	
3.2	Prepare and distribute RFP to update City Parks and Recreation master plan					MSHDA/CEDD Director	
3.3	Conduct master plan process and adopt final plan					Plan Commission/CEDD Director	
3.4	Conduct parks and recreation master plan process, adopt final plan and submit plan to Michigan Department of Natural Resources.					Preserve our Parks/City Council Representative	
3.5	Develop five-year capital improvement program					Public Services Director/City Manager	
3.6	Annually update five-year capital improvement program					Public Services Director/City Manager	
3.7	Develop and use design guidelines for the façade improvement program					Downtown Manager	
3.8	Amend DDA plan					Downtown Manager	
3.9	Prepare infill redevelopment strategy					MSHDA/CEDD Director	
3.10	Be active with the planning for the Woody Pontiac redevelopment					MEDC/CEDD Director	
3.11	Be active with the planning for the BASF site redevelopment					MEDC/CEDD Director	
<b>ZONING ORDINANCE</b>							
3.12	Codify zoning ordinance					Private Consultant/City Clerk	
3.13	Extract sign regulations from zoning ordinance and codify in a distinct section.					Plan Commission	
3.14	Review fee schedule and adopt new fee schedule, if necessary					ZBA/Plan Commission/CEDD Director/City Council	
3.15	Review zoning regulations in comparison to the new Zoning Act PA 110 of 2006 and amend ordinance as necessary					ZBA/Plan Commission/CEDD Director/City Council	
3.16	Adopt criteria for conditional rezoning					ZBA/Plan Commission/CEDD Director/City Council	
3.17	Prepare RFP to update Zoning Code					Plan Commission/City Clerk	
3.18	Update Zoning Code					Private Consultant/Plan Commission/City Council	
3.19	Review and update zoning map					Private Consultant/Plan Commission/City Council	