Orlando Milk District Vision Plan

	1				2				3					4				5					6				7				8					9			
	APRIL				MAY				JUNE					JULY				AUG					SEPT				OCT				NOV					DEC			
	6	13	20	27	4	11	18	25	1	8	15	22	29	6	13	20	27	3	10	17	24	31	7	14	21	28	5	12	19	26	2	9	16	23	30	7	14	21	28
TASK 1. PROJECT INITIATION/KICK-OFF MEETING																																							
Task 1.1. Kick-off Meeting																																							
Prep																																							
Attend																																							
Notes																																							
Task 1.2. Project Administration																																							
Bi-weekly meetings for this task																																							
Task 1.3. Project Website & Marketing Materials																																							
Branding																																							
Website set up (survey, interactive map)																																							
Report template																																							
Invitations template																																							
Staff review of materials																																							
Revisions																																							
Task 2. BACKGROUND RESEARCH AND INITIAL PUBLIC INPUT																																							
Task 2.1. Data Collection/Background Research																																							
Data request memo; obtain and organize data																																							
Review land use and zoning																																							
Review current applicable studies																																							
Prepare data summary memo (Tech memo #1)																																							
Staff review of materials																																							
Revisions																																							
Task 2.2. Initial Public Input																																							
Prep for workshop #1 and Business meetings																																							
Facilitate workshop																																							
Workshop summary																																							
Attend business meeting (2 people)																																							
Meeting summary (key issues)																																							
Bi-weekly meetings for this task																																							
Task 3. ANALYSIS AND RECOMMENDATIONS																																							
Task 3.1. Land Use Analysis																																							
Windshield survey of uses																																							
Draft use recommendations																																							
Development review recommendations																																							
Identify commercial to single-family adjacencies																																							
List and map showing potential conflicts																																							
Recommendations Report																																							
Staff review of materials																																							
Task 3.2. Potential Redevelopment Sites – Conceptual Plans																																							
Identify and classify vacant lands																																							
Meet with staff to select 3 opportunity sites																																							
Prepare site plan for each																																							
Prepare 3D for each																																							
Staff review of materials																																							
Revisions																																							
Bi-weekly meetings for this task																																							
Task 4. PUBLIC ENGAGEMENT AND FINAL REPORT																																							
Task 4.1. Public Input																																							
Prep for workshop #2																																							
Facilitate workshop																																							
Workshop summary																																							
Attend 2 business meetings																																							
Summary (key issues)																																							
Bi-weekly meetings for this task																																							
Task 4.2. Vision Plan																																							
Prepare summary report with D&A and Recommendations																																							
Staff review of materials																																							
Revisions																																							
Task 4.3. Municipal Planning Board																																							
Prep for meeting																																							
Present																																							
Revisions																																							

Production
Staff Review
Progress Meetings with Staff
Topic Meetings with Staff
Public Input Meetings
Municipal Planning Board Meeting