



Architects Engineers Constructors

Project Name:
Project Number:

WEEKLY PROGRESS REPORT
City of Milton Comprehensive Plan

1147

Prepared by: John Ford

Report Date: 22 February 2008

No.	Schedule Status:	Current Phase:	3040 Visioning	Completed by:
1.	Behind schedule due to (1) addition of Crabapple meetings to original time frame, (2) CPAC requested more detailed Character areas, and (3) City Council is carefully reviewing the draft documents and made some changes in their meeting schedule - The small amount of extra time built into the schedule has been reduced accordingly			BRPH

No.	Tasks Accomplished this week:	Completed by:
1.	Drafted income level table previous week - waiting on response (if any)	BRPH
2.	We are not aware of any edits requested by City Council or City	BRPH
3.	Drafted revised calendar for next phase based on anticipated adoption date of transmittal letter for Community Assessment & CPP	BRPH
4.	Prepared revised billing for \$4000 to accommodate grant requirements	BRPH
5.	Initiated STWP draft format to track infrastructure and other proposals	BRPH
6.		

No.	Work in progress for next week:	Assigned to:
1.	Prepare for 3/03 City Council Public Hearing regarding Assessment & CPP transmittal	BRPH
2.	Prepare for 3/10 CPAC meeting regarding Community Assessment review	BRPH
3.	Discuss draft calendar with City & CPAC Chair	BRPH
4.		
5.		
6.		

No.	Open issues: may affect project schedule, budget, or function:	Due Date	Assigned to:
1.	Tentative adoption of Community Assessment & CPP resolution	3/03	City Council
2.	Tentative submittal of Assessment + CPP to ARC + DCA	3/06	BRPH
3.	CPAC Meeting to discuss public meeting alternative dates	3/10	BRPH
4.			

No.	Other comments:
1.	
2.	
3.	

Distribution:	Name	Company
Client		
Civil Eng.		
Structural Eng.		
Mechanical Eng.		
Electrical Eng.		
Plumbing Eng.		
Other		
Planner	Clay Cheek	BRPH, Inc.

End of Report

CC: Marshall Wilson, Susan Martin, Tim Pope, File