



TOWN OF RIB MOUNTAIN

Where Nature, Family & Sport Come Together

www.townofribmountain.org

3700 North Mountain Road
Wausau, Wisconsin 54401

(715) 842-0983

Fax(715) 848-0186

PLAN COMMISSION

OFFICIAL NOTICE & AGENDA

A meeting of the Town of Rib Mountain Plan Commission will be held on **Wednesday, January 25th, 2017; 6:30 P.M.** at **3700 North Mountain Road, Town of Rib Mountain Municipal Center**. The Town Board may attend for purposes of gathering information. Subject matter for consideration and possible action follows:

- 1.) Call to Order
- 2.) Roll Call
- 3.) Minutes
 - a. **Approval of minutes from the 12-14-2016 Plan Commission meeting.**
- 4.) New Business:
 - a. **Pre-application conference for potential rezoning and development at the properties addressed 1501 Bluebird Lane and 1506 Robin Lane. Parcel #34.412.003.001.00.00 and #34.032807.016.003.00.00. Docket #2017-01.**
- 5.) Old Business:
 - a. **Discussion on the Rib Mountain Comprehensive Plan Update Project. Docket #2016-41.**
- 6.) Correspondence/ Questions/Town Board Update:
- 7.) Public Comment
- 8.) Adjourn

TOWN OF RIB MOUNTAIN
PLANNING COMMISSION MEETING
December 14, 2016

Acting Chairman, Jay Wittman, called the meeting to order at 6:32 pm. Other Plan Commission members present included Tom Steele, Jim Hampton, and Ann Lucas. Ryan Burnett, Laura McGucken, and Harlan Hebbe were excused. Also present were Community Development Director, Steve Kunst, and Building Inspector / Assistant Zoning Administrator, Paul Kufahl.

MINUTES:

Motion by Tom Steele, seconded by Jim Hampton to approve the minutes of the November 9, 2016 Plan Commission meeting. Motion carried 4-0.

PUBLIC HEARINGS:

- a. Royalty Homes, applicant, requests an amendment to the Rib Mountain Zoning Map (rezoning) for the property legally described as the SW ¼ of the NE ¼, Section 16, Township 28 North, Range 7 East, Town of Rib Mountain, Marathon County, Wisconsin, from Rural Agricultural – 1 to Estate Residential – 1, with the intent to subdivide. Parcel #34.162807.003.000.00.00. Docket #2016-51.*

Community Development Director Kunst opened the discussion by clarifying the location of the subject parcel and noting the proposed zoning district is consistent with the Hall Farm Land Use Study adopted in 2015 and the Town's Future Land Use Map, dating back to 2005. Additionally, Kunst identified the permitted land uses for the proposed Estate Residential – 1 zoning district.

Tom Radenz of REI, applicant representative, indicated the purpose for the rezoning request is to subdivide the parcel, and presented the preliminary plat layout for 'Royal Ridge Estates.' Radenz noted the plat would create eight (8) large residential lots to be served by public sewer and water and two (2) outlots for stormwater management, with extensions of both Begonia and Bellflower Streets.

Bill Shnowske, applicant, also noted they held a neighborhood meeting at Doepke Park to allow residents to provide feedback on the proposed development on November 29th, 2016.

Plan Commissioners asked the following questions related to the proposal. What is the purpose of the long narrow strip of land east of proposed Lot 7? Why does Lot 7 have access from both Begonia and Bellflower Streets? Clarify where the water runoff is directed? Who was involved in the neighborhood meeting? Clarify why the entire 40-acre parcel is being rezoned and not just the 20+ acres of proposed development?

Tom Radenz, noted the narrow strip to the north is to act as a connection for the neighborhood to the State Park and the area adjacent to Lot 7 is for a swale and berm for storm water management. The reason proposed Lot 7 has access from both roads is to allow flexibility in the placement of a residence to allow for a gravity feed sewer. Jim Borysenko, REI Engineer, noted water runoff would be diverted by

the swale and berm to the stormwater pond on proposed outlet 2 and then directed by culvert under Bellflower Street to the existing pond behind the current residents on Bellflower. Radenz noted all residents who were notified by the Town for this public hearing were also notified for the neighborhood meeting. Those residents were encouraged to attend to ask questions and view the proposed development. The applicant and their representatives allowed time at the meeting for one on one conversation, as well as, a formal presentation. Kunst noted rezoning only the proposed development area would create a non-conforming lot with the remnant parcel. Therefore, the entire 40 acres must be rezoned.

Acting Chairman Wittman opened the Public Hearing:

Susan Miller, 3003 Bellflower Rd, stated she has no opposition to the residential development, but is concerned about traffic safety with additional homes and more specifically with construction vehicles. She would prefer a new road connection with South Mountain Road.

John Blume, 5100 Camelia St, also noted a preference for a connection to South Mountain Road and is concerned about construction traffic, as well as water runoff through existing properties.

Jo Bailey, 5006 Camelia St, indicated she is not opposed to the additional residential development, but is concerned about traffic safety for children going to school and water runoff in her backyard.

Margaret Blume, 5100 Camelia St, noted her concern about the potential overflow of the retention ponds and flooding of backyards. She also asked what recourse there would be in the event the proposed stormwater management practices fail.

William Bursaw, Rib Mountain State Park, noted no position on the zoning request, but is opposed to the proposed unrestricted access to the State Park.

Radenz noted the lower density development and potential traffic calming measures like speed bumps and stop signs should minimize the additional number of vehicles and overall all traffic safety on neighborhood roads. Additionally, he noted the recourse for a stormwater management failure would be a civil matter against the developer or other responsible party.

Borysenko mentioned the swales, berms and the stormwater ponds need to be sized for anticipated peak flow events and that State and local requirements do not allow for a development to increase the rates and volumes on adjacent properties.

Shnowske indicated they have and plan to continue to meet with the residents on Camelia Street, to address their water concerns, and they may also help to remedy some existing issues.

Kunst clarified plat and stormwater management review processes, and noted the Town takes an active role in the stormwater management plans and maintenance agreements. Additionally, he noted the Town Board has had discussions about the traffic safety concerns and will likely continue to talk about remedies in the future to alleviate some of the issues.

Ben Quirt, 6209 Magnolia Ave, noted he approves of the development and is considering purchasing a lot in Royal Ridge Estates. He noted he understands the traffic concerns, having 4 kids of his own.

Matt Ruppert, 2506 Sage Ln, indicated his support for the development and is also considering building a new home in the Royal Ridge Estates. He noted Bill Shnowske is very responsible and responsive to the concerns of his clients and neighbors.

Margaret Blume, 5100 Camelia, questioned the total number of lots allowed on the subject property should it be rezoned to ER-1 and whether the proposed development could be changed after the rezoning. Kunst clarified the minimum lot size is 40,000 square feet and that once a preliminary plat is approved, the number of lots cannot change without revisiting the preliminary plat approval process again.

Shnowske stated the proposed 8 lot development is what made the most sense economically and that cul-de-sac length concerns are similar to what was approved for the Woodlawn Pine Subdivision.

Kunst identified three (3) emails received in favor of the development (2 from the South Mountainside neighborhood and 1 from outside the area). He also noted he received a phone call in support of the proposal.

Public Comment was closed.

Commissioners indicated they felt the development was an attractive, logical use of the area and noted a good compromise was achieved from the original proposal, but to be very careful when it comes to the water runoff issues it can present.

Motion by Tom Steele, seconded by Ann Lucas to recommend approval of the rezoning application from RA-1 to ER-1 for the property legally described as the SW ¼ of the NE ¼, Section 16, Town of Rib Mountain. Motion carried 4-0.

- b. Royalty Homes, applicant, requests an amendment to the Rib Mountain Zoning Map (rezoning) for the property addressed 2902 and 2804 South Mountain Road, from Rural Agricultural – 1 to Suburban Residential-2 (SR-2) and Mixed Residential-4 (MR-4) with the intent to subdivide, Parcel #34.162807.016.000.00.00. Docket #2016-52.*

Kunst opened the discussion by clarifying the location of the subject parcel and noting the proposed zoning district is less dense than previously identified in the Hall Farm Land Use Study and is consistent with the Town's Future Land Use Map. Additionally, Kunst listed the permitted land uses of the Suburban Residential -2 and Mixed Residential – 4 zoning districts.

Radenz noted the proposed development would include 32 lots of roughly 0.60 acres each and will feature a dedicated multi-use path linking the proposed neighborhood to the Doepke Park path and will eventually create a safe route to South Mountain School. A temporary road would also be in place on proposed Lots 21 and 22 to create a second ingress/egress option until the western parcel is developed

with a road connecting to South Mountain Road. The MR-4 zoned section is intended to eventually serve an empty nester style community.

Acting Chairman Wittman opened the Public Hearing:

Ann Lucas, Plan Commissioner, questioned the timeline of development for this area in comparison to the previous development proposal. Shnowske indicated the development of both parcels would occur simultaneously. Additionally, he noted no serious concerns were expressed with this development at the neighborhood meeting.

The Public Comment period was closed with no public comment received.

Lucas asked Kunst if any water runoff concerns were associated with this parcel, to which Kunst noted a full stormwater management plan is necessary at the time of a Final Plat. Kunst also mentioned Scott Turner, the Town's Streets and Parks Superintendent, and Mike Heyroth from Rib Mountain Sanitary District have been involved throughout the process.

Wittman stated he liked the inclusion of the temporary road for access and safety, but questioned whether there was a need to rezone the southern portion to MR-4 at this time, considering no specific development is proposed.

Shnowske noted the MR-4 zoning allowed flexibility in designing that area for an anticipated empty nester community. He stated he has no interest in duplex or other dense development. Radenz added by rezoning at this time, it keeps the process moving forward to help maintain realistic development timelines. Also in response to the MR-4 discussion, Kunst noted any future development proposal of land would require similar public hearings, regardless of the zoning district.

Motion by Ann Lucas, seconded by Tom Steele to recommend approval of the rezoning application from RA-1 to SR-2 and MR-4 for the property addressed 2804 and 2902 South Mountain Rd. Motion carried 4-0.

NEW BUSINESS:

- a. *Royalty Homes, applicant, preliminary plat review for Royal Ridge Estates for the property legally described as the SW ¼ of the NE ¼, Section 16, Township 28 North, Range 7 East, Town of Rib Mountain, Marathon County, Wisconsin. Parcel #34.162807.003.000.00.00. Docket #2016-54.*

Kunst began the discussion by noting any approval of the preliminary plats is contingent upon approval of the rezoning request. Radenz gave a brief history of the property and highlighted some of the features of the proposed development as presented earlier.

Wittman asked the applicant if they foresee any parking issues related to the trail connection with the State Park. Radenz noted the intent is to just serve the immediate neighborhood with no "formal" connection to the trail system.

Shnowske stated the road curve on Bellflower and the location of the proposed north/south connection with South Mountain Road should act as a traffic calming feature to naturally slow traffic and help minimize the impact of additional traffic on the Bellflower residents. He also noted they understand water runoff is a major concern and is willing to help current residents mitigate some current runoff issues. Additionally, Shnowske stated currently half of the lots are spoken for and he anticipates a two-year build-out of all eight lots.

Tom Steele asked if there were any concerns about the water supply to the residents given the elevation, to which Radenz and Mike Heyroth both indicated the area would be in an area of “high flow” and should not experience any issues.

Commissioner Hampton asked the applicants to readdress the stormwater management features within the development. Borysenko noted the use of a swale and berm running north and south along the eastern edge of the development would transport water to the pond on Outlot 2, roadside ditching would direct water to the pond on Outlot 1 and an additional berm and swale would redirect water on the south edge of the development.

Shnowske added they intend to impose increased building setbacks to maintain as much vegetation as possible to minimize the impact on the natural resources as well.

Wittman asked Kunst to explain the rationale for the cul-de-sac length and if the proposed diameter is appropriate. Kunst noted the Town’s code allows for an increase in cul-de-sac requirements in unique situations. He indicated the current neighborhood layout only permits a new ingress/egress to the south, outside of the proposed project scope. Kunst noted the economic and natural resources challenges of that north to south connector could be viewed as a unique situation. Kunst also noted the proposed cul-de-sac diameter is 120’, which is larger than the required 100’ diameter.

Motion by Tom Steele, seconded by Jim Hampton to recommend approval of the preliminary plat for Royal Ridge Estates, as presented. Motion carried 4-0.

- b. Royalty Homes, applicant, preliminary plat review for Royal View Estates for the property addressed 2902 and 2804 South Mountain Road. Parcel #34.162807.016.000.00.00. Docket #2016-55.*

Radenz presented the 33-lot development proposal, highlighting the 0.60-acre lot size, multi-use path, temporary road connection, and gravity fed sewer and water supply. Wittman questioned the 81’ right-of-way width on Iris. Radenz noted that is intended accommodate an 8’ paved multi-use trail. Wittman also questioned the maintenance of the trail, to which Kunst noted the Town would likely maintain it. Overall, the Commission noted this was a positive step and liked the multi-use path, lots sizes and overall quality of life this proposal should offer.

Motion by Tom Steele, seconded by Jay Wittman to recommend approval of the preliminary plat for Royal View Estates, as presented. Motion carried 4-0.

- c. *Discussion and recommendation on the Royalty Homes petition to expand the Rib Mountain Sanitary District to include the parcels legally described as the SE ¼ of the SE ¼, the SW ¼ of the SE ¼, the NW ¼ of the SE ¼, and the SW ¼ of the NE ¼, Section 16, Township 28 North, Range 7 East, Town of Rib Mountain, Marathon County, Wisconsin. Docket #2016-53*

Kunst stated all previous discussions related to residential development in this area had included the use of public sewer and water. Town and Sanitary District staff do not recommend allowing private systems in this area. The Rib Mountain Sanitary District approved the expansion in October.

Hampton asked for clarification on document 5c-5 related to the Wausau Urban Area (208) Plan and why the residents to the south of South Mountain Road were included. Kunst explained the application of the 208 Plan and how lands need to be removed from the boundary before adding elsewhere. Kunst noted this form of mapping does not apply to the Sanitary District Boundary.

Motion by Jim Hampton, seconded by Tom Steele to recommend approval of the petition to expand the Rib Mountain Sanitary District Boundary, as presented. Motion carried 4-0.

CORRESPONDENCE / QUESTIONS / TOWN BOARD UPDATE:

1. Kunst indicated the Town Board denied the request for the large detached garage on Swan Ave, as recommended by the Plan Commission in November.
2. Kunst noted a work agreement was approved with the Regional Planning Commission to assist in the Comprehensive Plan update and that a Joint meeting with Town Board will likely occur in February of 2017 to kick off the process.

PUBLIC COMMENT:

Margaret Blume, 5100 Camelia, questioned the cul-de-sac length requirement and why it is a given length and not a product of the number of homes that occupy it. Kunst stated the length requirement found in Town code essentially regulates the number of homes because of the typical requirement of a 100' of lot width.

ADJOURN: Motion by Tom Steele, seconded by Ann Lucas to Adjourn. Motion carried 4-0. Meeting adjourned at 8:37 pm.

Respectfully Submitted,

Paul Kufahl, Building Inspector / Assistant Zoning Administrator

REPORT TO PLAN COMMISSION

FROM: Steve Kunst, Community Development Director

DATE: January 20, 2017

SUBJECT: Pre-Application Conference for Townhouse/Duplex/Twin House Development

APPLICANT: Grunwaldt & Halverson, LLC, agent

PROPERTY ADDRESS(S): 1501 Bluebird Lane & 1506 Robin Lane

REQUEST: Pre-Application conference regarding a potential rezoning application and development of townhouses / duplexes / twin houses.

CURRENT ZONING: Suburban Commercial (SC)

PROPOSED ZONING: Undetermined, but most likely MR-4, UR-8, or UDD – Density Dependent

FUTURE LAND USE DESIGNATION: Commercial

ADJACENT ZONING: SC (West & South), SR-3 (North, South, East & West)

NARRATIVE:

The applicant seeks Plan Commission feedback on the concept of townhouse/duplex style development on the two properties immediately east of the recently approved ‘Lift Athletics’ fitness facility (see attached map). The properties are currently zoned Suburban Commercial, which does not permit residential development, either by right or conditional use. As a result, the property would need to be rezoned in order to be considered for this style development. The Mixed Residential-4 (MR-4) district allows for duplex style development by right, at a density of four (4) dwelling units per acre. The Urban Residential-8 district allows for up to eight (8) dwelling units per acre; however, it requires conditional use approval on top of the rezoning. If the applicant desires a greater density than four (4) units per acre, the UDD process is likely the most realistic option.

POSSIBLE ACTION: No action to be taken. Item is for discussion purposes only.

REPORT TO PLANNING COMMISSION

FROM: Steve Kunst, Community Development Director
DATE: January 25, 2017
SUBJECT: Update to the Rib Mountain Comprehensive Plan 2005

NARRATIVE:

This item is intended to provide a brief update on the Comprehensive Plan update process. The Town Board finalized the Work Agreement (see attached) with North Central Wisconsin Regional Planning Commission (RPC) to lead the project in late 2016. Discussions with Town Board Supervisors on the Work Agreement revealed an interest in having a joint meeting with the Plan Commission to “kick-off” the process. In doing so, the Town can set a unified direction for the plan and its process.

Through coordination with the RPC, Town Board and the regular Plan Commission schedule, the date of Wednesday, February 22nd appears to work best for the joint kick-off meeting.

POSSIBLE ACTION: No formal action to be taken. Item is for general direction.

**WORK AGREEMENT BETWEEN:
TOWN OF RIB MOUNTAIN, MARATHON COUNTY
and
NORTH CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION**

This WORK AGREEMENT is made and entered by and between the NORTH CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION, hereinafter called the "NCWRPC", and the TOWN OF RIB MOUNTAIN, MARATHON COUNTY, hereinafter called the "Local Unit":

I. PURPOSES

The Local Unit hereby retains the professional services of the NCWRPC for the update of the Town's Comprehensive Plan. See Attachment A.

II. ENGAGEMENT OF SERVICES

A. The authority of the NCWRPC to enter into and perform its duties under this Work Agreement is set forth in WI Statutes.

B. NCWRPC will perform the services required under this Work Agreement by utilization of its resident staff or through the services of one or more consultants retained by the NCWRPC.

C. The Local Unit contact shall be: Steve Kunst, Director of Community Development
Town of Rib Mountain
3700 N. Mountain Road
Wausau, WI 54401
Phone: (715) 842-0983

The NCWRPC contact shall be: Dennis Lawrence, Executive Director
210 Mc Clellan Street, Suite 210
Wausau, WI 54403
Phone: (715) 849-5110/Fax: (715) 849-5510

D. To protect the NCWRPC and the Local Unit, and to assure that the NCWRPC's assistance continues to be accepted as objective and impartial by the private and public sectors, it is expressly agreed that the fee for the undertaking of this engagement is in no way dependent upon the specific conclusions reached or the nature of the advice given.

E. It is expressly understood and agreed that the NCWRPC is not authorized or licensed to practice law nor engineering, and as such, the products produced pursuant to this Work Agreement are subject to the review and approval of the Local Unit's attorneys and engineers.

- F. NCWRPC shall not be responsible for determining the possible effect on this project of future federal, state or local legislation, including any environmental or ecological matters.
- G. NCWRPC shall not be responsible for evaluating the effectiveness of Local Unit's management or for future efforts or other management action upon which actual results will depend.

III. SCOPE OF SERVICES

- A. See attached Scope of Work. The NCWRPC may provide the Local Unit with periodic reports of its activities performed under this Work Agreement.
- B. **Period of Performance:** The work to be performed under the terms of this Work Agreement shall commence upon the signing of this agreement and end in approximately twelve months. The NCWRPC shall make a good faith effort to complete its tasks within this timeline; however, the NCWRPC shall not be responsible for delays in performance caused by events beyond its control, including, but not limited to, illness, fire, strike, changes requested by Local Unit, delays by Local Unit or agents of the Local Unit in supplying requested information to NCWRPC, labor disputes/shortages, transportation delays, weather delays, energy shortages, material shortages or acts of God.
- C. **Waiver and Revisions:** To be binding on the parties, all changes to the terms of this Work Agreement must be in writing and signed by both Parties.
- D. **Termination:** Local Unit has the right to terminate this Work Agreement at any time, but expressly agrees to pay the NCWRPC for all services performed and costs incurred prior to the date of termination.
- E. **Assignability:** Neither party to this Work Agreement may assign its obligations under this Work Agreement to another party, except with the written approval of the other party to this Work Agreement.
- F. **Data to be Furnished:** Information, data, charts, tables, reports, policies, and the like, developed by or available from either party prior to, during, or following the period of this Work Agreement, shall be made available without undue delay or charge to the other party.

Except for records that must be disclosed pursuant to state and federal law, no confidential or proprietary information shall be released to the public or to any third party without the mutual consent of the parties to this Work Agreement.

- G. Conclusion of Work: The obligation of the NCWRPC to perform under this Work Agreement ends when the final document is completed and delivered to the Local Unit for adoption. Thereafter, the NCWRPC will have no obligation to revise its findings or report to reflect conditions that occur subsequent to the date thereof. The NCWRPC will, however, be available to discuss the necessity for revisions in view of changes in applicable laws or regulations. In the event that Local Unit becomes involved in a dispute that requires NCWRPC's services beyond the scope of services provided for in this Agreement, including expert testimony, the Local Unit agrees to pay NCWRPC for staff time at the NCWRPC's standard hourly billing rates, plus expenses at cost.

IV. COMPENSATION/METHOD OF PAYMENT

- A. NCWRPC's member fee for this project is a lump sum of ten thousand five hundred and sixty dollars (\$10,560).
- B. Four equal invoices (\$2,640 each) will be submitted for services. Invoice will be submitted approximately quarterly during the planning process.

V. NON DISCRIMINATION

In connection with the performance of the tasks completed under this Work Agreement, the parties hereto agree to fully comply with all state and federal employment laws, including, but not limited to, the Age Discrimination Employment Act, Title VII of the Civil Rights Act of 1964, the Americans with Disabilities Act, the Family and Medical Leave Act, the Employee Retirement Income Security Act, the Wisconsin Fair Employment Law and the Wisconsin Family and Medical Leave Law.

VI. MISCELLANEOUS

- A. Any unpaid portion of invoices remaining due the NCWRPC thirty (30) days after the due date reflected on the invoice may incur interest at the annual rate of twelve percent (12%) per annum until paid.
- B. This Work Agreement with the attachment represents the entire understanding of the parties with respect to the subject matter thereof. All prior correspondence, contracts or agreements are hereby superseded and it is understood that there are no other promises, understandings or agreements, either oral or written, between the parties affecting their relationship except as provided herein.
- C. This Work Agreement shall be governed and construed according to the laws of the State of Wisconsin.

IN WITNESS WHEREOF, the parties have executed this Work Agreement effective December 6th, 2016.

TOWN OF RIB MOUNTAIN

NCWRPC

By: 
Allen Opal, Chairperson

By: 
Dennis Lawrence, Executive Director

Attachment A:

Rib Mountain Comprehensive Plan Update Process

Process Overview:

This is a brief overview of the planning process to update the Rib Mountain Comprehensive Plan with the North Central Wisconsin Regional Planning Commission. This process is much more abbreviated than the process undertaken to create the original plan adopted in 2005.

We will use the existing plan and other recently completed plans as a starting point. The plan will be reformatted to create a new document in a portrait layout. The current 12 chapter Comprehensive Plan is divided into two major sections: an Analysis of Conditions and Issues section that lays out background and Inventory information for each of the chapters and the Goals, Objectives, Policies & Implementation section. We will combine related sections from Conditions and Issues and Goals, Objectives, and Policies sections, to create a unified nine chapter plan. (We can maintain existing 12 if desired). In the new plan, most of the chapters will be presented beginning with a background section, followed by an Inventory section, an Issues section, and finally the goals, objectives and policies section. Maps will be located with each chapter instead of placed at the end of the document.

- There are numerous displays, tables and maps that will be revised or eliminated. Displays and tables will be updated with data from new Census, DWD and other sources.
- Many of the maps are not easily legible because of scale will be reconfigured to make them easier to use. Maps will be updated with the most current information.
- All text, including program information will be reviewed and updated as needed. Some unnecessary text will also be eliminated.
- Working with the committee all of the existing goals, objectives and policies will be reviewed. Some may be removed, others modified, and some added to reflect current needs.

The changes proposed are directed at simplifying the formatting of the plan and making it more user-friendly. The final result will be a new comprehensive plan that will be in place for the next ten years, as required by state statute 66.1001.

Meetings:

This process will involve at four meetings with NCRPC staff to review and update the plan. These meetings will be held with the Plan Commission and will last about 1.5 to 2 hours each.

Meeting 1:

- Overview planning process
- Review existing plan
- Review and recommend a Public Participation Plan (PPP)
- Review demographic information
- Discuss current planning issues and concerns

Meeting 2:

- Follow up from last meeting
- Review updated information for the Natural Resources, Housing, and Utilities and Community Facilities Chapters
- Review chapter related maps
- Review related goals, objectives and policies

Meeting 3:

- Follow up from last meeting
- Review updated information for Transportation, Economic Development, and Land Use Chapters
- Review chapter related maps, in particular Future Land Use
- Review related goals, objectives and policies

Meeting 4:

- Follow up from last meeting
- Review updated information for Intergovernmental Cooperation and Implementation Chapters
- Review related goals, objectives and policies
- Finalize maps
- Discuss Implementation Steps

Following the fourth meeting the draft Plan will be prepared and submitted to the Plan Commission for review. It is recommended that the Plan Commission meet and forward any final edits to the NCWRPC.

The Plan Commission will need to pass a resolution recommending adoption of the Comprehensive Plan. The Town will need to hold a public hearing and following that the Town Board will adopt the plan by Ordinance. NCWRPC will provide guidance for the overall adoption process.

Timeline and Budget:

This planning process will be completed over a 12 month period. The lump sum fee is \$10,560, based on the following breakdown:

Planning	120 hours @	\$65	\$ 7,800
Mapping	24 hours @	\$55	\$ 1,320
Meetings/Admin.	16 hours @	\$65	\$ 1,040
Travel	4 Trips		\$ 75
Other Expenses	Copy, Printing & other		\$ 325
Total Cost:			<u>\$10,560</u>

Deliverables:

10 Draft Plans, 10 Final Plans, Digital Version of the Plan/Maps & Various Handouts