

Vergas Comprehensive Plan – Proposed Scope of Work

Overview

What is a Comprehensive Plan?

A comprehensive plan is a guiding document that functions as a blueprint for local government leaders to better plan for changes to the social, economic, physical, aesthetic, and other conditions that impact the community's quality of life and ability to achieve goals.

What Does a Comprehensive Plan Provide?

- An overall community vision with long-term goals and strategies to achieve the goals.
- A plan for public infrastructure and facilities to handle population needs.
- A plan to protect and enhance the environment, historic structures, and special places.
- A strategy to maintain and expand the commercial and economic base.
- Promotion of housing development to meet community needs.
- Any other specific community needs identified during the planning process.

Advantages of Having an Official Comprehensive Plan

- City Council/Planning commission can review and approve plans for consistency with the Comprehensive Plan.
- Local ordinances must be considered for consistency with Comprehensive Plan.
- State agencies must consider the Comprehensive Plan prior to undertaking any activity that would impact it.
- Projects can move forward more quickly with the use of a Comprehensive Plan.
- It opens the door to grant opportunities.
- A plan makes the development process predictable and straightforward for developers, investors and residents.
- A plan provides continuity in the event of changes in leadership and personnel.

How Comprehensive Plans Provide Future Insight

- Taking inventory of available community assets and resources.
- Identifying deficiencies and needs.
- Identifying growth trends and locations where the population is expected to grow.
- Determining the public facility capacity needs to handle growth in these areas (roads, water, wastewater treatment, schools, etc.).
- Identifying service needs of a growing population (education, transportation, housing, etc.).

How Comprehensive Plans Provide a Vision for the Community's Future

- Giving elected officials, appointed boards, state agencies and community groups an agenda of steps they can work to achieve.
- Helping allocate resources efficiently in order to achieve the vision.
- Giving direction for expenditure of public funds on infrastructure, services, and programs.

Content of a Comprehensive Plan

Executive Summary

Planning Process

- What is a comprehensive plan?
- History of planning in Vergas
- The planning process for this comprehensive plan
- Public Process

Community Profile

- Location and regional setting
- Regional maps
- History
- Demographics
- Opportunities and challenges

The Future of Vergas

- Community Vision:

Planning Topics – each section includes an **overview** and **goals and strategies**

- Land Use and Zoning
 - Zoning
 - Future Land Use Map
- Housing
 - Housing Data
- Parks, Recreation and Natural Resources
 - Inventory of trails, campgrounds and parks
 - Map of all trails, campgrounds and parks in town
- Economic Development
 - Economic development data – employers and labor force
- Public Infrastructure, Facilities, and Services
 - Inventory of all publicly owned buildings
- Transportation
 - Inventory of transportation related infrastructure
- Community Vitality
 - Summary of community partners, organizations and events

Implementation

- Using the Plan
- Prioritization
- Action Plan**
 - A matrix of all the goals and strategies
- Tools and Resources

Proposed Schedule

The process will take approximately 6 months to complete.

Months 1-3:

Data and research to complete the community profile and overview for each topic area.

Maps to be created (if GIS files are available):

- Existing Land Use/Zoning
- Future Land Use
- Parks, trails and campgrounds

Identify Comprehensive Plan Task Force (P/Z Commission?) to meet with periodically during the process.

Meeting 1 (Council or Planning/Zoning Commission): Introduction to comprehensive planning, review meetings, discussing public process, review of community survey, identification of issues

Conduct community survey

Conduct public meeting(s) (if desired by city/task force)

Meeting 2: Public meeting

Meeting 3 (Task Force): Review survey and public meeting information, draft vision statement, review data research

Months 3-6

Meet with Task Force to review goals and strategies

Meeting 4 (TF): Goals and strategies: Housing

Meeting 5 (TF): Goals and strategies: Economic development, Infrastructure

Meeting 6 (TF): Goals and strategies: Land use, transportation

Draft Plan

Meeting 7 (TF): Review draft plan

Months 10-12

Present final plan to public. Open house/public hearing

Adoption of the Plan

Meeting 8: Public review

Meeting 9: City Council meeting for adoption

Roles and Responsibilities

City Staff Commitment

Meeting space and refreshments for public meetings
Publish official notice of meetings and public hearing
Broadly advertise public meetings
Provide RNDC with copies of relevant studies, plans and data
Provide available GIS data for map development
Distribute copies of the draft plan to the community as needed
Make plan available on the city website

WCI Commitment

Incorporate a public participation component as directed by the Task Force. Public participation is typically gained by the use of a community survey or community meetings. The Task Force is to determine the method to be used to obtain public participation.

Attend and facilitate up to 10 meetings that include:

- 1 Intro and review community profile/data, discuss public process
- 5 Task force meetings;
- 1-2 Public meetings to develop plan goals and objectives;
- 1 Public hearing/City Council Meeting to review draft comprehensive plan;
- 1 Final draft after public review

Cost of Services

Planning

Mapping (using current data available provided by the City)
Background research and updates
Updating and developing goals and strategies
Developing implementation plan

Meetings

1 Intro and review community profile/data, discuss public process
5 Task Force meetings
1-2 Community Meetings
1 Meeting to review draft with planning commission/city council
1 Public hearing/open house with presentation materials and displays

Document Preparation

Drafting chapters
Document design

Plan Cost:

\$6,750

20 hours of meetings

20 hours of collaborative communication outside of meetings

50 hours of research, drafting, and design

Mileage/travel:

\$450

Anticipated total:

\$7,200