CITY OF ANTIGO

CITY PLAN COMMISSION MEETING

MULTI-PURPOSE ROOM	Tuesday, October 04, 2016
CITY HALL	6:00 PM

Call to Order

Discussion and Action May Occur on Any of the Following Agenda Items:

1. Approval of the minutes from the July 5 and September 6, 2016 meetings
2. Innovative Industries Expansion Project Update - Relinquish Rescind Request for the City-owned 2 Acre Parcel East of Proposed Project
3. Innovative Industries Expansion Project Update - Review of the revised project plans and reconsideration of the transfer of the City-owned 2 acre parcel east of the existing Innovative Industries Site
4. Update to the City Wide Comprehensive Plan; Consideration of Proposal/Contract with North Central Wisconsin Regional Planning Commission

Any Other Matters Authorized by Law to be Considered

Adjournment

Upon reasonable notice, efforts will be made to accommodate disabled individuals through appropriate aids and services. For additional information, contact Jaime Horswill, 700 Edison Street, Antigo, Wisconsin 54409. (715) 623-3633 extension 100. Members of and possibly a quorum of members of other governmental bodies may be in attendance to gather information. Any governmental body other than that specifically referred to above will take no action.

DATE MAILED: September 30,2016 BILL BRANDT

"Antigo Area on the go"

To: Mayor and City Council

From: Mark Desotell, Director of Administrative Services

Date: October 04, 2016

Re: Innovative Industries Expansion Project Update - Review of the revised project plans and reconsideration of the transfer of the City-owned 2 acre parcel east of the existing Innovative Industries Site

I was contacted by Andrew Hessedal of Innovative Industries and was notified that the expansion project scope has changed from the originally proposed 9,000 square foot addition to a 3,000 square foot facility attached to their existing north building. This revision was precipitated by a lean operations study completed in cooperation with the University of Wisconsin Stout campus.

The downsizing of the newly constructed space can be completed upon the existing property site of Innovative Industries and as a result the City-owned 2 acre parcel located immediately east of their facility is no longer needed for the expansion effort. Innovative Industries has indicated their appreciation to this Committee and to Council for their prior commitments towards this expansion project and have subsequently relinquished their desire for ownership of the 2 acre parcel.

It is my recommendation that the City Plan Commission approve the revised plans for the downsizing of the expansion project and to concur in the removal of the 2 acre parcel from being transferred to Innovative Industries.

As part of the project development process the City-owned 2 acre parcel was rezoned from Industrial 1 (I-1) to Industrial 2 (I-2) and it is my recommendation to maintain this zoning in order to better accommodate any future expansion efforts of Innovative Industries or others that might express future interest in this parcel.

SHEET INDEX

A3.0 WALL SECTIONS
C1.0 SITE PLAN
A1.0 EXISTING PLANS & ELEVATIONS
A1.1 FLOOR PLAN
A2.0 ELEVATIONS
A2.1 3D
T2.0 SPECIFICATIONS

PROJECT INFORMATION

APPLICABLE BUILDING CODE

2009 INTERNATIONAL BUILDING CODE (WITH WISCONSIN AMENDMENTS)
ASHRE STANDARD 90.1-2007

BUILDING CONTENT

BUILDING & FIRE AREA SQUARE FOOTAGES

FLOOR AREAS	EXISTING	NEW	SUB-TOTAL
SECOND FLOOR	------ S.F.	------ S.F.	------ S.F.
FIRST FLOOR	17,550 S.F.	3,930 S.F.	21,480 S.F.
CANOPIES (COLUMN SUPPORTED)	------ S.F.	------ S.F.	------ S.F.
BASEMENT	------ S.F.	------ S.F.	------ S.F.
BUILDING AREA SUB-TOTALS	17,550 S.F.	3,930 S.F.	21,480 S.F.
MEZZANINES	------ S.F	------ S.F	------ S.F
FIRE AREA TOTALS	17,550 S.F.	3,930 S.F.	21,480 S.F.

HIGH PILE STORAGE NO
FIRE ALARM SYSTEM NO

OCCUPANCY

B, S-2, F-1, & F-2
NON SEPARATED

CONSTRUCTION CLASSIFICATION

TYPE IIB CONSTRUCTION
SPRINKLED NO
FIREWALL OPTIONS YES

ALLOWABLE AREA

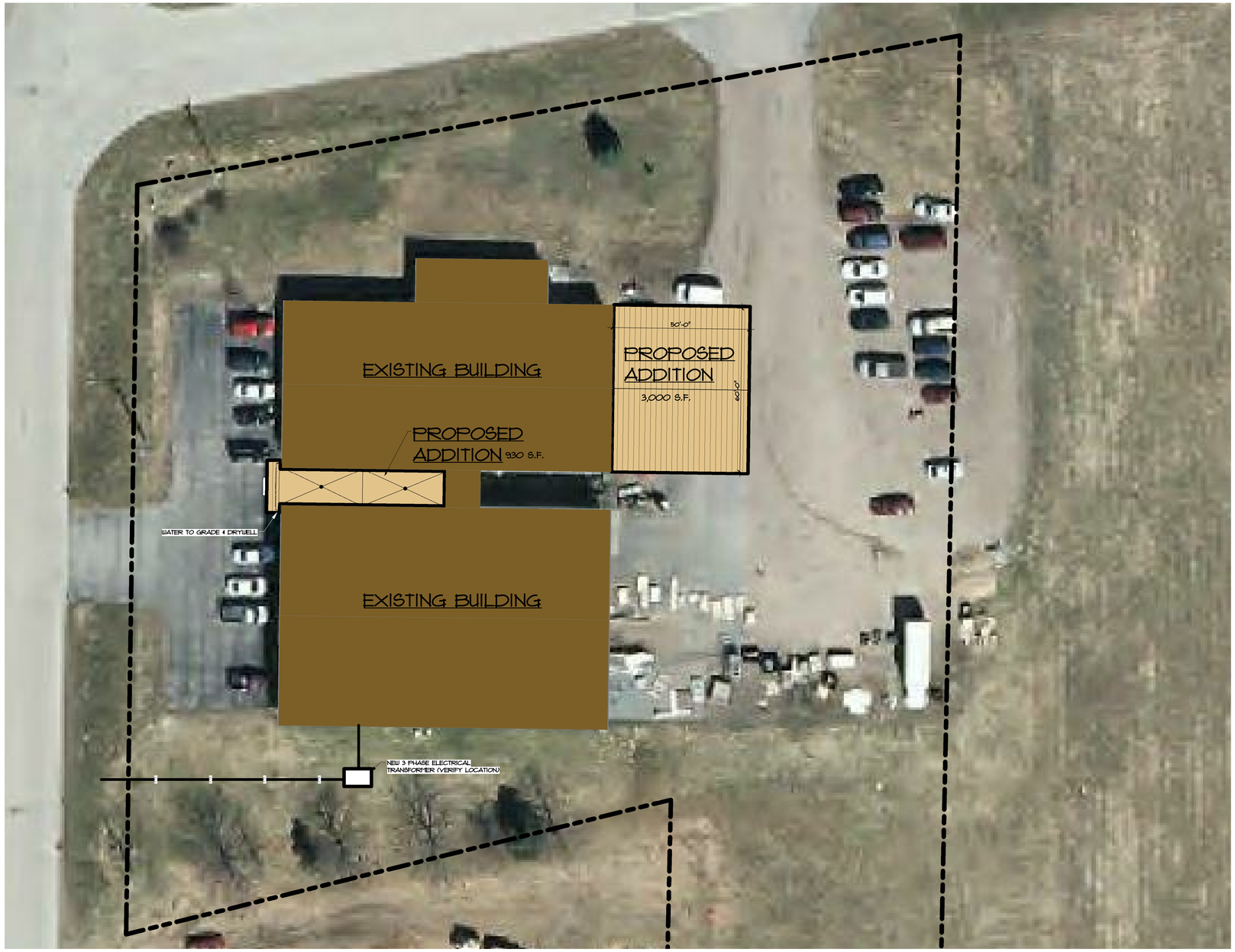
TABULAR FLOOR AREA: XXX,XXX S.F.
FRONTAGE INCREASE: XXX,XXX S.F.
SPRINKLER INCREASE: XXX,XXX S.F.
TOTAL ALLOWABLE AREA: XXX,XXX S.F.
ALLOWABLE FIRE AREA: XX,XXX S.F.

BUILDING/SITE CONTENT

BUILDING SIZE XXX,XXX S.F. XX.X%
HARD SURFACE XXX,XXX S.F. XX.X%
GREEN SPACE XXX,XXX S.F. XX.X%
PARCEL SIZE (APPROX.) XXX,XXX S.F. X.XX ACRES
PARKING PROVIDED XX STALLS (1 STALL/XXX.X S.F.)

ZONING INFORMATION

ZONING: X
FRONT YARD SETBACK: XX'-X"
SIDE YARD SETBACK: XX'-X"
REAR YARD SETBACK: XX'-X"



NOTE: 0'-0" SETBACK

NORTH

CONCEPTUAL SITE PLAN
1" = 20'-0"

THE LOT DIMENSIONS AND BEARINGS SHOWN ON THIS PLAN ARE INTERPRETED VALUES. FOLLOW UP INVESTIGATION WITH STATE AND LOCAL AUTHORITIES AND/OR WITH CERTIFIED SURVEY MAP DATA WHEN AVAILABLE IS REQUIRED.

PROPOSED FOR:

INNOVATIVE INDUSTRIES

ANTIGO, WISCONSIN

Keller
PLANNERS | ARCHITECTS | BUILDERS

FOX CITIES
N216 State Road 55
P.O. Box 620
Kaukauna, WI 54130
PHONE (920) 766-5795 / 1-800-236-2534
FAX (920) 766-5004

MADISON
711 Lois Dr.
Sun Prairie, WI 53590
PHONE (608) 318-2336
FAX (608) 318-2337

MILWAUKEE
W204 N11509
Goldendale Rd
Germantown, WI 53022
PHONE (262) 250-9710 1-800-236-2534
FAX (262) 250-9740

WAUSAU
5605 Lilac Ave
Wausau, WI 54401
PHONE (715) 849-3141
FAX (715) 849-3181

www.kellerbuilds.com

PROPOSED FOR: INNOVATIVE INDUSTRIES ANTIGO, WISCONSIN

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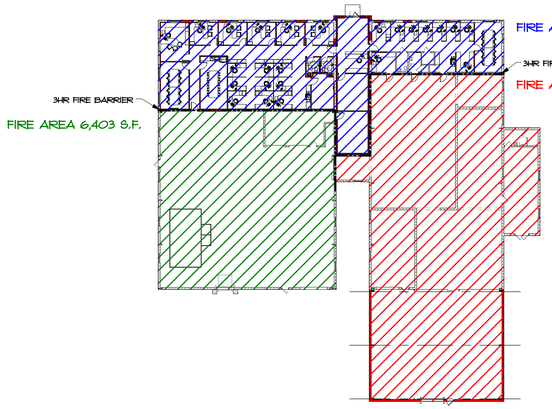
REVISIONS
R1 06.21.2016 JJL
R2 07.15.2016 JJL
. .
. .
. .

PROJECT MANAGER: J. ELRICK
DESIGNER: S. KLESSIG
DRAWN BY: J. LEHMANN
EXPEDITOR: ------
SUPERVISOR: ------
PRELIMINARY NO: P16162
CONTRACT NO: ------
DATE: 04.28.2016
SHEET: C1.0

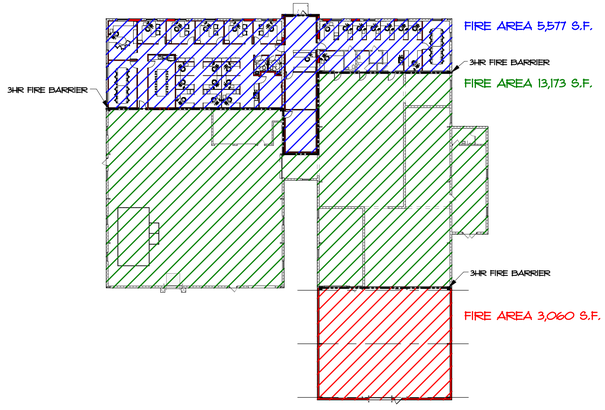
PRELIMINARY - NOT FOR CONSTRUCTION

Attachment: INNOVATIVE INDUSTRIES REVISED SITE PLAN - OCTOBER 2016 (1160 : Innovative Industries Expansion Project Update)



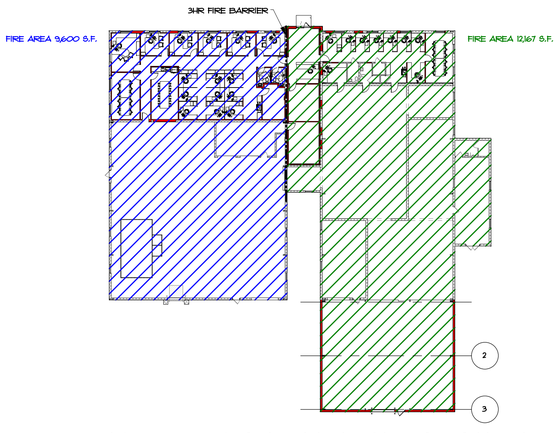
FLOOR PLAN - FIRE SEPARATION BASE DESIGN

1/32" = 1'-0"



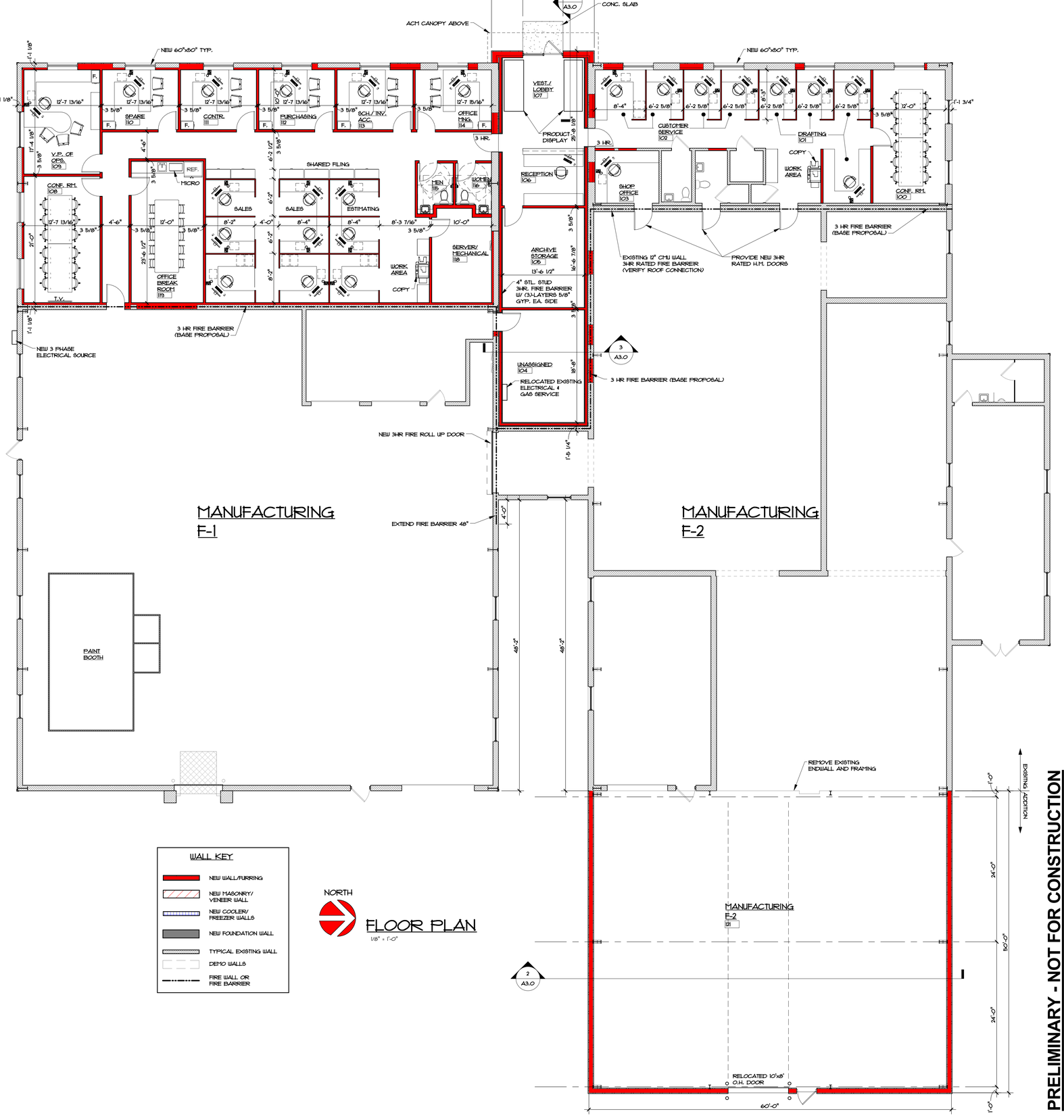
FLOOR PLAN - FIRE SEPARATION ALTERNATE #1

1/32" = 1'-0"



FLOOR PLAN - FIRE SEPARATION ALTERNATE #2

1/32" = 1'-0"



WALL KEY

- NEW WALL/FURRING
- NEW MASONRY/ VENEER WALL
- NEW COOLER/ FREEZER WALLS
- NEW FOUNDATION WALL
- TYPICAL EXISTING WALL
- DEMO WALLS
- FIRE WALL OR FIRE BARRIER

NORTH

FLOOR PLAN

1/8" = 1'-0"

Keller
PLANNERS | ARCHITECTS | BUILDERS

FOX CITIES
N216 State Road 55
P.O. Box 620
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PROPOSED FOR: INNOVATIVE INDUSTRIES ANTIGO, WISCONSIN

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PRELIMINARY - NOT FOR CONSTRUCTION

"Antigo Area on the go"

To: Mayor and City Council

From: Mark Desotell, Director of Administrative Services

Date: October 04, 2016

Re: Update to the City Wide Comprehensive Plan; Consideration of Proposal/Contract with North Central Wisconsin Regional Planning Commission

The current City of Antigo Comprehensive Plan was finalized in 2005 by MSA Professional Services, Inc. and is subsequently overdue for its 10-year required update. We reached out to MSA, North Central Wisconsin Regional Planning Commission (NCWRPC) and to Ayres Associates to solicit proposals for the updating of the plan.

Attached you will find two proposals (Ayres @ $9,625 & NCWRPC @ $10,000) that are seperated by $375 for completed services. I consider both proposals as capable of serving our needs but recommend the NCWRPC proposal based on the following:

1. Greater familiarity with the region and the communities surrounding the City of Antigo

2. Prior involvement in the preparation and development of Comprehensive Plans serving Langlade County and other communities in Langlade County.

3. Closer proximity to Antigo for travel considerations if key participants would need to attend any meetings (i.e. Wausau versus DePere).

4. Working relationship on other efforts that currently exists between Langlade County Economic Development and NCWRPC

5. Ability to realize potential cost savings and local collaboration by seeking to coordinate our Comprehensive update with that of Langlade County (i.e. Consider minor updates to our Comprehensive Plan 2 years from now when the County is required to update their plan). In speaking with NCWRPC this should be attainable.

I am seeking the Committee's support in the selection of NCWRPC and recommendation to enter into a professional service agreement with them upon review and comment by our City Attorney.

This expenditure was approved as part of our original 2016 budget process and any unexpended funds will be part of our carryovers into the 2017 budget accordingly. The meeting process relative to future involvement of the Plan Commission is detailed in the attached NCWRPC proposal with the entire process anticipated to be complted within the next 12 months.

CITY OF ANTIGO
COMPREHENSIVE PLAN UPDATE - PROPOSAL:

1. Overview

The North Central Wisconsin Regional Planning Commission provides planning assistance throughout a ten county region, including Langlade County. That assistance includes updating comprehensive plans. Outlined below is a proposed process to update the City's Comprehensive Plan.

2. Update Process

The goal of the planning process is to develop a document that identifies the overall direction for the City of Antigo for the next ten years. The plan should set goals and develop strategies to accomplish those goals. It should also be a document that is used to inform future decisions, especially those related to land use.

The process involves four primary tasks.

Task 1.0: Oversight

The Plan Commission will provide oversight to the plan development. We would recommend four meetings with the Plan Commission to update the plan and a fifth meeting with the City Council for the Public Hearing/Adoption. Plan Commission meetings would require about 1.5 hours.

Meetings would be held about every two to three months.

Task 2.0: Public Input

Public input is desirable for the planning process. The Public Participation Plan that was adopted as part of the previous Comprehensive Plan process will need to be revised and updated for this effort. Several items will be identified to encourage public input in the planning process, such as posting draft text and maps to a website and maintaining a display in City Hall. A Public Hearing is required as part of the process.

Attachment: Comp Plan Proposal from NCWRPC- October 2016 (1123 : Update to the City Wide Comprehensive Plan)

Task 3.0: Plan Development

Plan Development is divided into two phases: the Initial Draft Phase and the Final Draft Phase. Both of these phases are detailed below:

- Initial Draft Phase

The current Comprehensive Plan is divided into thirteen sections, and includes numerous tables, charts and maps. We propose reformatting the plan into nine basic sections to more closely follow the state planning statue. Most of the new chapters would be presented beginning with a background section, followed by an inventory section, an issues section, and finally a goals, objectives and policies section.

We will use what we can from the current plan, update what is outdated, add what is needed, and review the goals and objectives to create a new plan. Many of the tables will be maintained; however, some will be modified or eliminated. Census, DOA, and other sources will be used to update data. Program information would be reviewed and updated as needed.

Plan Commission: Meeting One. Review plan process and new demographic information. Review and approve Public Participation Plan and begin review of existing goals and discuss issues.

Plan Commission: Meeting Two. Review remaining goals and Initial Draft chapters, including Natural Resources, Housing, Community Facilities, and Transportation. Examine maps.

Plan Commission: Meeting Three. Review of Initial Draft chapters, including Economic Development, Intergovernmental Cooperation, Land Use, and Implementation. Examine Maps.

We anticipate about a nine month timeframe to make edits, update document, revise program information, and prepare maps. A Draft Plan will be prepared at this point and provided to the City for review. It is recommended that the Plan Commission meet and review independently to discuss in preparation for the next meeting.

- Final Draft Phase

This is the final phase where the last revisions are made from the previous meetings and any other changes identified.

Plan Commission: Meeting Four. Plan Commission would review and make any final changes to the Final Draft Plan and maps. If recommended for adoption by Resolution, a public hearing would be set. Once all final changes are made the Recommended Draft would be prepared for distribution.

Attachment: Comp Plan Proposal from NCWRPC- October 2016 (1123 : Update to the City Wide Comprehensive Plan)

Public Hearing/City Council: Final Meeting. A public hearing would be held before a City Council meeting to hear any final comments from the public. At the City Council meeting the plan would be adopted by ordinance. Once adopted the Approved Plan would be prepared and distribution would take place.

We anticipate about a three to four month timeframe for preparing the Final Draft Plan and adoption process.

Task 4.0: Mapping

Over the course of the planning process we will be creating, editing and modifying the maps related to the Comprehensive Plan. We would maintain the 11 x 17 format for the plan maps.

Several maps will be prepared, including two major mapping efforts. The first is the creation of a new detailed 2015 Existing Land Use coverage, which we would complete using 2015 air photos and other information. The second is the development of the Future Land Use Map with Plan Commission.

3. Timeline

NCWRPC would have a completed Comprehensive Plan delivered to the Plan Commission in about 12 months. The adoption process may require extra time.

4. Budget

The lump sum fee to complete the comprehensive plan as outlined will be $10,000. That fee would be broken into multiple payments over the planning period.

The cost reflects the proposal as presented; however, we are willing to work with the City to modify the plan process (scope, timeline, budget) as needed to better meet your needs.

Attachment: Comp Plan Proposal from NCWRPC- October 2016 (1123 : Update to the City Wide Comprehensive Plan)

5. Qualifications

The North Central Wisconsin Regional Planning Commission (NCWRPC) has extensive knowledge of Langlade County. We have prepared comprehensive plans for numerous towns in the County, as well as the County Comprehensive Plan. In all, we have completed nearly 85 comprehensive plans/updates in our ten county region. Our website provides a variety of information and contains links to many projects that have been completed by the NCWRPC. Visit www.ncwrpc.org.

The NCWRPC has over 40 years of experience working with communities related to community planning, land use, comprehensive planning, economic development, and transportation. Staff has great diversity and expertise in the areas of community development, land use, economic development, transportation, GIS, and intergovernmental cooperation. Over the years the organization has completed a wide variety of studies, plans, and reports from aesthetic codes to zoning ordinances and everything in between.

(5/15)

Attachment: Comp Plan Proposal from NCWRPC- October 2016 (1123 : Update to the City Wide Comprehensive Plan)

AYRES ASSOCIATES

Attachment: Comp Plan Proposal from Ayres Associates - October 2016 (1123 : Update to the City Wide Comprehensive Plan)

June 30, 2016

Mark A. Desotell, PE
Director of Administrative Services
City of Antigo
700 Edison Street
Antigo, WI 54409

Re: Proposal for Comprehensive Plan Update

Dear Mr. Desotell:

Thank you for the opportunity to submit a proposal for preparing an update to the City's comprehensive plan. Ayres Associates has completed many planning projects, serves as a staff resource to communities for planning and engineering, and is ready to provide a plan update for the City of Antigo.
Ayres Associates offers:

- **Strength in planning and design.** Our team offers you an experienced planner and support expertise in engineering, landscape architecture, and other services should the need arise.

- **Strength in collaboration.** Our team is committed to communication with our clients, dedicated to listening to all stakeholders and helping you reach consensus for the desired vision.

Thank you for considering our proposal. We look forward to working with you to complete the City of Antigo's comprehensive plan update. If you have any questions, please contact me.

Sincerely,

Elizabeth Runge

Elizabeth Runge
Planner/Project Manager
920.498.1200
RungeE@AyresAssociates.com

Hire Smart®

Project Understanding

Ayres Associates has provided planning and design to many communities. We are confident we can provide an update in a timely manner to meet the City's needs. The Ayres team has experience in planning, funding, civil, and transportation services – all components to be assessed in the comprehensive planning process.

Additionally, Ayres Associates' geospatial division has worked with both the City of Antigo and Langlade County in the WROC program, producing aerial photography data for our use in this comprehensive plan process.

To provide the City with the services requested, Ayres Associates has established a project team of a planner, a CADD designer, and an engineer to consult when needed. Our team members and approach are below.

Project Manager and Team Members

Elizabeth Runge is a municipal planner and grant writer in our Green Bay office. She will serve as project manager and will be responsible for communicating with you, leading and completing the project. Elizabeth has 22 years of planning experience in land use, park and recreation planning, site planning, economic development, and project funding.

Jon Shallow will provide mapping services for the project. He has extensive mapping and CADD design experience.

Craig Schuh, PE, a civil engineer in our Green Bay office, will provide expertise in any necessary site analysis, stormwater management, and civil engineering matters.

Project Approach

Task 1: Kickoff Meeting, Issues and Opportunities, and Existing Land Use

The first meeting will serve as a kickoff meeting, and planning work will begin. Expectations and project timeline will be addressed. Then, population updates, existing goals, issues and new opportunities, and existing land uses will be discussed. A review of the public participation plan will also occur.
Meeting: No. 1

Task 2: Existing Land Use, Housing, Economic Development, Transportation, and Natural, Cultural, and Agricultural Resources

The housing and economic development chapters will include a review of the current housing stock. Economic development trends and opportunities will be assessed as well as the transportation system as it relates to the community and region. Natural, cultural, and agricultural resources will be studied to determine resources available to residents and visitors to the City.
Meeting: No. 2

Task 3: Utilities and Community Facilities and Future Land Use

Ayres Associates will update the inventory of community facilities. Water, sanitary sewer, and stormwater management systems' condition will be evaluated. The City's current and future utility demands and service provisions will be assessed. Future land use needs will be identified for community growth and development.
Meeting: No. 3

Task 4: Review of Intergovernmental Cooperation & Continue with Future Land Use Map Review

A review of any intergovernmental agreements with neighboring communities will occur. The preliminary land use map, recommendations, and all chapters will continue to have feedback and be reviewed by stakeholders.
Meeting: No. 4

Task: 5 Review and Adoption Process

Ayres Associates has experience in providing opportunities for plan review and adoption. We gather feedback throughout the planning process and will work with the City to facilitate the adoption process by the City Council.
Meeting: No. 5

Deliverable

Ayres Associates will provide one bound hard copy and a digital copy of the final plan.

Estimate

City of Antigo Comprehensive Plan Update: $9,625.00

Alternative Proposal:
Comprehensive Outdoor Recreation Plan (CORP) Update 2017 – 2021
Included with the City of Antigo Comprehensive Plan and Jointly Adopted as 1 document: $13,100.00

Attachment: Comp Plan Proposal from Ayres Associates - October 2016 (1123 : Update to the City Wide Comprehensive Plan)

Attachment: Comprehensive Plan NCWRPC Proposed Professional Services Agreement (1123 : Update to the City Wide Comprehensive Plan)

WORK AGREEMENT BETWEEN:
CITY OF ANTIGO, LANGLADE 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 CITY OF ANTIGO, LANGLADE COUNTY, hereinafter called the "Local Unit":

I. PURPOSES

The Local Unit hereby retains the professional services of the NCWRPC for the update of the City'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:

Mark Desotell, Director of Administrative Services
City of Antigo
700 Edison Street
Antigo, WI 54409
Phone: (715) 623-3633, Ext. 155

The NCWRPC contact shall be:

Dennis Lawrence, Executive Director
210 Mc Clellan Street, Suite 210
Wausau, WI 54403
Phone: (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.

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.

Attachment: Comprehensive Plan NCWRPC Proposed Professional Services Agreement (1123 : Update to the City Wide Comprehensive Plan)

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 Dollars ($10,000).

B. Four equal invoices ($2,500 each) will be submitted for services. One invoice will be submitted upon signing the agreement, two during the planning process, and the final upon completion.

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.

Attachment: Comprehensive Plan NCWRPC Proposed Professional Services Agreement (1123 : Update to the City Wide Comprehensive Plan)

IN WITNESS WHEREOF, the parties have executed this Work Agreement effective June _____, 2016.

CITY OF ANTIGO	NCWRPC
By:_____	By: _____
Bill Brandt, Mayor	Dennis Lawrence, Executive Director

Attachment: Comprehensive Plan NCWRPC Proposed Professional Services Agreement (1123 : Update to the City Wide Comprehensive Plan)

Attachment A:

CITY OF ANTIGO
COMPREHENSIVE PLAN UPDATE

1. Overview

The North Central Wisconsin Regional Planning Commission provides planning assistance throughout a ten county region, including Langlade County. That assistance includes updating comprehensive plans. Outlined below is a proposed process to update the City's Comprehensive Plan.

2. Update Process

The goal of the planning process is to develop a document that identifies the overall direction for the City of Antigo for the next ten years. The plan should set goals and develop strategies to accomplish those goals. It should also be a document that is used to inform future decisions, especially those related to land use. The updated plan will be streamlined and reformatted into a user friendly document.

The process involves four primary tasks.

Task 1.0: Oversight

The Plan Commission will provide oversight to the plan development. We would attend four meetings with the Plan Commission to update the plan, and a fifth meeting with the City Council for the Public Hearing/Adoption. Plan Commission meetings would require about 1.5 hours. Meetings would be held about every two to three months.

Task 2.0: Public Input

Public input is desirable for the planning process. The Public Participation Plan that was adopted as part of the previous Comprehensive Plan process will need to be revised and updated for this effort. Several items will be identified to encourage public input in the planning process, such as posting draft text and maps to a website and maintaining a display in City Hall. A Public Hearing is required as part of the process.

Attachment: Comprehensive Plan NCWRPC Proposed Professional Services Agreement (1123 : Update to the City Wide Comprehensive Plan)

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Task 3.0: Plan Development

Plan Development is divided into two phases: the Initial Draft Phase and the Final Draft Phase. Both of these phases are detailed below:

- Initial Draft Phase

The current Comprehensive Plan is divided into thirteen sections, and includes numerous tables, charts and maps. We propose reformatting the plan into nine basic sections to more closely follow the state planning statue. Most of the new chapters would be presented beginning with a background section, followed by an inventory section, an issues section, and finally a goals, objectives and policies section.

We will use what we can from the current plan, update what is outdated, add what is needed, and review the goals and objectives to create a new plan. Many of the tables will be maintained; however, some will be modified or eliminated. Census, DOA, and other sources will be used to update data. Program information would be reviewed and updated as needed. (The City will provide the NCWRPC a digital Word file of the existing plan).

Plan Commission: Meeting One. Review plan process and new demographic information. Review and approve Public Participation Plan and begin review of existing goals and discuss issues.

Plan Commission: Meeting Two. Review remaining goals and Initial Draft chapters, including Natural Resources, Housing, Community Facilities, and Transportation. Examine maps.

Plan Commission: Meeting Three. Review of Initial Draft chapters, including Economic Development, Intergovernmental Cooperation, Land Use, and Implementation. Examine Maps.

We anticipate about a nine month timeframe to make edits, update document, revise program information, and prepare maps. A Draft Plan will be prepared at this point and provided to the City for review. It is recommended that the Plan Commission meet and review independently to discuss in preparation for the next meeting.

- Final Draft Phase

This is the final phase where the last revisions are made from the previous meetings and any other changes identified.

Plan Commission: Meeting Four. Plan Commission would review and make any final changes to the Final Draft Plan and maps. If recommended for adoption by Resolution,

a public hearing would be set. Once all final changes are made the Recommended Draft would be prepared for distribution.

Public Hearing/City Council:. A public hearing would be held before a City Council meeting to hear any final comments from the public. At the City Council meeting the plan would be adopted by ordinance. Once adopted the Approved Plan would be prepared and distribution would take place.

We anticipate about a three to four month timeframe for preparing the Final Draft Plan and adoption process.

Task 4.0: Mapping

Over the course of the planning process we will be creating, editing and modifying the maps related to the Comprehensive Plan. Some unnecessary maps would be eliminated or combined together. We would maintain the 11 x 17 format for the plan maps.

Several maps will be prepared, including two major mapping efforts. The first is the creation of a new detailed 2015 Existing Land Use coverage, which we would complete using 2015 air photos and other information. The second is the development of the Future Land Use Map with Plan Commission.

3. Timeline

NCWRPC will complete the Comprehensive Plan in about 12 months. The adoption process may require extra time.

4. Budget

The lump sum fee to complete the comprehensive plan as outlined will be $10,000. That fee would be broken into multiple payments over the planning period.

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