

## 2002 Comprehensive Planning Grant Application Form

### PART I: GENERAL INFORMATION Please complete all of the following information:

1. Plan Title: *St. Croix Heartland Planning Project*

2. Lead government unit applying:

*Town of Hammond*

3. County(ies) within the plan area:

*St. Croix*

Space for Office Use:

4. List all additional government units applying (if a multi-jurisdictional application):

- *Town of Baldwin*
- *Town of Cylon*
- *Town of Erin Prairie*
- *Town of Pleasant Valley*
- *Town of Stanton*

5. Contact Person and Address:

*Ellen Denzer, St. Croix County Planning Department*

*1101 Carmichael Road*

*Hudson, WI 54016*

Phone #: (715) 386-4673

Email

Address:

[ellend@co.saint-croix.wi.us](mailto:ellend@co.saint-croix.wi.us)

6. Application prepared by:

*St. Croix County Planning Department*

Phone: (715) 386-4673

Email Address: [ellend@co.saint-croix.wi.us](mailto:ellend@co.saint-croix.wi.us)

7. Comprehensive Plan will be prepared:

In house

By private consultant

Other (Please identify): *St. Croix County Planning Department*

8. If located within an Metropolitan Planning Organization (MPO) planning area please indicate:

MPO: *N/A*

Contact Person: *N/A*

Phone: *N/A*

9. As part of the development or update of the comprehensive plan, the applicant (s) is committed to complying with the requirements defined in s. 66.1001 Stats:

Yes.

No. If answered No, this application will not be considered for a grant.

10. SIGNATURE OF LEAD GOVERNMENT UNIT (Adopted resolutions from each county, town, city or village must be included):

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: *Kenneth Peterson*

Title: *Chairperson, Town of Hammond*

**Existing Plans:** Please answer all questions. Indicate N/A where necessary.

**11. Is this project part of an *update* of an existing plan (master plan, development plan, land use plan, etc.)?**

Yes. Please identify plan(s) below.  No. *Please go to question 12.*

**a. Title of existing plan (or plans if multi-jurisdictional effort) and plan prepared by:**

**b. Was the existing plan(s) adopted by the community's elected officials:**

Yes.  No. Date of Adoption:

**c. What was the approximate cost for developing the plan:**

**d. Please list existing plans separately, if multi-jurisdictional project:**

*None of the towns have existing plans.*

**12. Have other components of a comprehensive plan been developed such as Agriculture Preservation Plan, Comprehensive Outdoor Recreation Plan, etc. ?**

Yes.  No.

**If Yes, please list:**

**13. Please list other existing plans and dates that also cover and/or govern land use in this community? (Examples: County Development Plan, Regional Transportation Plan, etc...)**

*St. Croix County Development Management Plan, March 2000; St. Croix County Outdoor Recreation Plan, April 2000;  
St. Croix County Natural Resource Management Plan, September 2000.*

**Implementation Efforts:** Please answer all questions. Indicate N/A where necessary.

**14-A. Has the community adopted the following planning implementation tools? Please indicate the adoption year and, if applicable, the year of the most recent update. Town of Hammond**

Zoning Ordinances	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Year adopted: <u>1974</u>	Last update: <u>In Progress</u>	Administered by: <u>St. Croix County</u>
Exclusive Ag Zoning	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Year adopted:	Last update:	Administered by:
Land Division Ordinances	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Year adopted:	Last update:	Administered by:
Building Code	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Year adopted:	Last update:	Administered by:
Highway Access Control	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Year adopted:	Last update:	Administered by:
Official Map	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Year adopted:	Last update:	Administered by:
Site Plan Review	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No			

**14-B Has the community adopted the following planning implementation tools? Please indicate the adoption year and, if applicable, the year of the most recent update. Town of Baldwin**

Zoning Ordinances	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Year adopted: <u>1974</u>	Last update: <u>In Progress</u>	Administered by: <u>St. Croix County</u>
Exclusive Ag Zoning	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Year adopted: <u>1983</u>	Last update: <u>N/A</u>	Administered by: <u>St. Croix County</u>
Land Division Ordinances	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Year adopted: <u>1981</u>	Last update: <u>N/A</u>	Administered by: <u>Town</u>
Building Code	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Year adopted:	Last update:	Administered by:
Highway Access Control	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Year adopted:	Last update:	Administered by:
Official Map	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Year adopted:	Last update:	Administered by:
Site Plan Review	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No			

**14-C.. Has the community adopted the following planning implementation tools? Please indicate the adoption year and, if applicable, the year of the most recent update. Town of Cylon**

Zoning Ordinances	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Year adopted: <u>1974</u>	Last update: <u>In Progress</u>	Administered by: <u>St. Croix County</u>
Exclusive Ag Zoning	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Year adopted: <u>1985</u>	Last update: <u>N/A</u>	Administered by: <u>St. Croix County</u>
Land Division Ordinances	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Year adopted: <u>1978</u>	Last update: <u>N/A</u>	Administered by: <u>Town</u>
Building Code	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Year adopted:	Last update:	Administered by:
Highway Access Control	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Year adopted:	Last update:	Administered by:
Official Map	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Year adopted:	Last update:	Administered by:
Site Plan Review	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No			

**14-D. Has the community adopted the following planning implementation tools? Please indicate the adoption year and, if applicable, the year of the most recent update. Town of Erin Prairie**

Zoning Ordinances	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Year adopted: <u>1974</u>	Last update: <u>In Progress</u>	Administered by: <u>St. Croix County</u>
Exclusive Ag Zoning	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Year adopted: <u>1985</u>	Last update: <u>N/A</u>	Administered by: <u>St. Croix County</u>
Land Division Ordinances	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Year adopted:	Last update:	Administered by:
Building Code	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Year adopted:	Last update:	Administered by:
Highway Access Control	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Year adopted:	Last update:	Administered by:
Official Map	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Year adopted:	Last update:	Administered by:
Site Plan Review	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No			

**14-E. Has the community adopted the following planning implementation tools? Please indicate the adoption year and, if applicable, the year of the most recent update. Town of Pleasant Valley**

Zoning Ordinances	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Year adopted: <u>1974</u>	Last update: <u>In Progress</u>	Administered by: <u>St. Croix County</u>
Exclusive Ag Zoning	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Year adopted: <u>1977</u>	Last update: <u>N/A</u>	Administered by: <u>St. Croix County</u>
Land Division Ordinances	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Year adopted: <u>1977</u>	Last update: <u>N/A</u>	Administered by: <u>Town</u>
Building Code	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Year adopted:	Last update:	Administered by:
Highway Access Control	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Year adopted:	Last update:	Administered by:
Official Map	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Year adopted:	Last update:	Administered by:
Site Plan Review	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No			

**14-F. Has the community adopted the following planning implementation tools? Please indicate the adoption year and, if applicable, the year of the most recent update. Town of Stanton**

Zoning Ordinances	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Year adopted: <u>1974</u>	Last update: <u>In Progress</u>	Administered by: <u>St. Croix County</u>
Exclusive Ag Zoning	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Year adopted: <u>1982</u>	Last update: <u>N/A</u>	Administered by: <u>St. Croix County</u>
Land Division Ordinances	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Year adopted: <u>1996</u>	Last update: <u>N/A</u>	Administered by: <u>Town</u>
Building Code	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Year adopted:	Last update:	Administered by:
Highway Access Control	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Year adopted:	Last update:	Administered by:
Official Map	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Year adopted:	Last update:	Administered by:
Site Plan Review	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No			

**15. Please indicate other implementation tools not listed above:**

*The towns have not adopted implementation tools other than those listed under Question 14. However, in addition to the County Zoning Ordinance and Exclusive Ag Zoning identified under Question 14, the towns are also under the jurisdiction of the following St. Croix County ordinances which will also be used to implement their plan:*

- *Shoreland/Wetland/Floodplain Zoning Ordinances (1974)*
- *Subdivision Regulations with Erosion Control/Stormwater Management Provisions (1974/1991)*
- *Nonmetallic Mining Ordinance (1989/2001)*
- *Animal Waste Ordinance (1985)*
- *Tire Management Ordinance (1985)*

**16. State statute, s. 66.1001, requires that the following actions and programs must be consistent with an adopted comprehensive plan. Please check applicable boxes where these programs or actions may apply to your community.**

- Municipal incorporation procedures under s. 66.012, 66.013 or 66.014.
- Annexation procedures under s. 66.021, 66.024 or 66.025.
- Cooperative boundary agreements entered into under s. 66.023.
- Consolidation of territory under s. 66.02.
- Detachment of territory under s. 66.022.
- Municipal boundary agreements fixed by judgment under s. 66.027.
- Official mapping established or amended under s. 62.23 (6).
- Local subdivision regulation under s. 236.45 or 236.46.
- Extraterritorial plat review within a city's or village's extraterritorial plat approval jurisdiction, as defined in s.236.02(5).
- County zoning ordinances enacted or amended under s. 59.69.
- City or village zoning ordinances enacted or amended under s. 62.23 (7).
- Town zoning ordinances enacted or amended under s. 60.61 or 60.62.
- An improvement of a transportation facility that is undertaken under s. 84.185.
- Agricultural preservation plans that are prepared or revised under subch. IV of chapter 91.
- Impact fee ordinances that are enacted or amended under s. 66.55.
- Land acquisition for recreational lands and parks under s. 23.09 (20).
- Zoning of shorelands or wetlands in shorelands under s. 59.692, 61.351 or 62.231.
- Construction site erosion control and storm water management zoning under s. 59.693, 61.354 or 62.234.
- Any other ordinance, plan or regulation of a local governmental unit that relates to land use.

**For multi-jurisdictional plans, please list separately:**

*The actions or programs checked above apply uniformly to all six towns included in this application.*

17. Please list all groups which the applicant will coordinate the development of the comprehensive plan including but not limited to: neighboring jurisdictions; county(ies) of jurisdiction; school, utility and other special districts; other groups and organizations, and where applicable, the Regional Planning Commission of jurisdiction; and the Metropolitan Planning Organization (MPO).

Neighboring Jurisdictions:

- *City of New Richmond*
- *Villages of Baldwin, Deer Park, Hammond, Star Prairie & Woodville*
- *Towns of Eau Galle, Emerald, Forest, Kinnickinnic, Richmond, Rush River, Springfield, Star Prairie & Warren*
- *Pierce and Polk Counties*

County of Jurisdiction:

- *St. Croix County*

School Districts:

- *School Districts of Amery, Baldwin-Woodville, Clear Lake, Glenwood City, New Richmond, River Falls & St. Croix Central*

Fire and Rescue Districts:

- *Clear Lake, Deer Park, Glenwood City, New Richmond, River Falls, Roberts & Warren, Spring Valley & United Baldwin/Woodville/Hammond*

Utilities:

- *Excel Energy & St. Croix Electric Cooperative*

Regional Planning Commission:

- *West Central Wisconsin Regional Planning Commission*

Other Groups and Organizations:

- *St. Croix Economic Development Corporation*
- *St. Croix Alliance of Sportsmen's Clubs*
- *Western Prairie Habitat Restoration Project (WDNR)*
- *Kinnickinnic River and Lakes Cluster Priority Watershed Projects*
- *Wisconsin Department of Natural Resources-Western District Office & Baldwin Service Center*
- *Wisconsin Department of Transportation-District 6*

<b>PART II: FUNDING INFORMATION</b>		
<b>SECTION C: Proposals for Multi-Jurisdictional Plans</b>		
<b>Governmental Unit</b> (Town, Village, City, County or RPC) List Each.	<b>Population</b> (Use the DOA year 2001 pop. Estimate)	<b>Base funding for each government unit</b> (See schedule page 6 of instructions.)
Town of Hammond	977	\$20,000
Town of Baldwin	906	\$20,000
Town of Cylon	634	\$20,000
Town of Erin Prairie	664	\$20,000
Town of Pleasant Valley	446	\$20,000
Town of Stanton	1,009	\$20,000
	<b>Base Funding</b>	= \$120,000
	<b>50% of Base Funding</b>	\$60,000
	<b>10% Incentive of Base Funding for Each Community</b>	+\$12,000
	<b>Grant Award</b>	= \$72,000
	<b>Local Match (Base Funding minus Grant Award)</b>	\$48,000
	<b>List Sources of Local Match</b>	Annual Budget/In-Kind Services
<b>SECTION D: Plan Costs and Grant Request Summary</b>		
All applicants must fill out this section. Information is from the above Table in PART II, SECTION C.		
<b>1. Total Base Funding: \$ 120,000</b>	<b>2. Grant Award: \$ 72,000</b>	<b>3. Local Match: \$48,000</b>
<b>4. Total Comprehensive Plan Costs</b> (May be the same or different than the base funding level):		
\$189,648		

**PART IV: PROJECT BUDGET**

Please complete the worksheet below. You may expand on this information by attaching additional detail regarding work products within the elements including individual product costs. Budget information is not included in the page limit for the application. **All applicants must complete both budget worksheets in Part IV.**

**OVERALL BUDGET WORKSHEET**  
(includes Transportation Activity Costs)

	<b>Preparation and Products</b>	<b>Timeframe for Completion</b>	<b>Overall Costs</b> (Include cost of consultant, in-kind & LTEs)
<b>Issues Identification</b> <ul style="list-style-type: none"> <li>▪ Visioning</li> <li>▪ Goal/Objectives Development</li> <li>▪ Intergovernmental Coordination Activities</li> </ul>	<ol style="list-style-type: none"> <li>1. Issues &amp; Priorities identified in Kick Off Meeting and refined in first Open House.</li> <li>2. Goals &amp; Objectives developed from all forms of public input and analysis of trends.</li> <li>3. Initiate Intergovernmental Councils.</li> </ol>	<ol style="list-style-type: none"> <li>1. Mid-2002</li> <li>2. 2002</li> <li>3. 2002</li> </ol>	\$10,812
<b>Data and Inventory</b> <ul style="list-style-type: none"> <li>▪ Data Gathering</li> <li>▪ Data Development</li> </ul>	<ol style="list-style-type: none"> <li>1. Gather/develop data for elements requiring little or no Census data.</li> <li>2. Gather/develop appropriate Census data.</li> </ol>	<ol style="list-style-type: none"> <li>1. 2002</li> <li>2. 2003</li> </ol>	\$38,840
<b>Mapping Activities</b> <ul style="list-style-type: none"> <li>▪ Base Mapping Activities</li> <li>▪ Element Plan Map</li> </ul>	<ol style="list-style-type: none"> <li>1. Create/convert digital map series for each town.</li> <li>2. Develop land use and infrastructure plan maps.</li> </ol>	<ol style="list-style-type: none"> <li>1. 2002</li> <li>2. 2003</li> </ol>	\$12,584
<b>Public Participation Activities</b> <ul style="list-style-type: none"> <li>▪ Educational Activities</li> <li>▪ Meetings</li> <li>▪ Surveys, Focus Group Sessions</li> <li>▪ Intergovernmental Coordination Activities</li> </ul>	<ol style="list-style-type: none"> <li>1. Develop/Adopt local version of model Public Participation Plan summarized in Part III, Section E.</li> <li>2. Implement all activities in adopted Public Participation Plan and any optional activities deemed necessary during the process.</li> </ol>	<ol style="list-style-type: none"> <li>1. Early 2002</li> <li>2. Ongoing-2004</li> </ol>	\$53,595
<b>Development of Plan Alternatives (Draft and Final Plans)</b> <ul style="list-style-type: none"> <li>▪ Plan Document Preparation</li> <li>▪ Plan Distribution</li> </ul>	<ol style="list-style-type: none"> <li>1. Drafts of all plan elements for town and public review.</li> <li>2. Publish hard copy and digital versions of complete plan for physical, digital and internet distribution.</li> </ol>	<ol style="list-style-type: none"> <li>1. Mid 2003</li> <li>2. Early 2004</li> </ol>	\$62,057
<b>Plan Implementation</b> <ul style="list-style-type: none"> <li>▪ Plan Approval Process</li> <li>▪ Program Review</li> <li>▪ Ordinance Review, Revisions &amp; Additions</li> <li>▪ Cooperative Agreements</li> </ul>	<ol style="list-style-type: none"> <li>1. Develop process for approval/update of plan.</li> <li>2. Develop program of actions by towns, county &amp; others.</li> <li>3. Develop needed revisions to town and county ordinances.</li> </ol>	Mid 2003	\$11,760
<b>Other Activities</b> <ul style="list-style-type: none"> <li>▪ Purchase of Computer Hardware, Software</li> </ul>	N/A	N/A	N/A
<b>TOTAL PLAN COSTS</b>			N/A
(This figure should be the same costs indicated in PART II under SECTION E and should include transportation activity costs as identified in Transportation Activity Budget Worksheet.)			\$189,648

**PART IV: PROJECT BUDGET (CONTINUED)**

Please complete the worksheet below for Transportation Activity Budget. You may expand on the information by attaching additional detail including individual product costs. Budget information is not included in the page limit for the application. **All applicants must complete this budget worksheet as part of the funding requirements.**

**TRANSPORTATION ACTIVITY BUDGET WORKSHEET**

<b>Transportation Activity Portion of Total Budget ONLY</b>	<b>Preparation and Products</b>	<b>Timeframe for Completion</b>	<b>Overall Costs</b> (Include cost of consultant, in-kind & LTEs)
<b>Transportation Issues Identification</b> <ul style="list-style-type: none"> <li>▪ Visioning</li> <li>▪ Goal/Objectives Development</li> <li>▪ Intergovernmental Coordination Activities</li> </ul>	<ol style="list-style-type: none"> <li>1. Issues &amp; Priorities identified in Kick Off Meeting and refined in first Open House.</li> <li>2. Goals &amp; Objectives developed from public input and analysis of transportation trends.</li> <li>3. Comparison of local issues/trends to related state, county and local transportation plans.</li> </ol>	<ol style="list-style-type: none"> <li>1. Early 2002</li> <li>2. 2002</li> <li>3. Ongoing-2003</li> </ol>	\$1,200
<b>Transportation Data and Inventory</b> <ul style="list-style-type: none"> <li>▪ Data Gathering</li> <li>▪ Data Development</li> </ul>	<ol style="list-style-type: none"> <li>1. Inventory/analyze multi-modal data.</li> <li>2. Update functional classification.</li> </ol>	2002	\$2,700
<b>Mapping Activities</b> <ul style="list-style-type: none"> <li>▪ Base Mapping Activities</li> <li>▪ Transportation Plan Map</li> </ul>	<ol style="list-style-type: none"> <li>1. Integrated map of multi-modal features.</li> <li>2. Develop Transportation Plan Map.</li> </ol>	2002	\$2,150
<b>Public Participation Activities (Percentage of Effort)</b> <ul style="list-style-type: none"> <li>▪ Educational Activities</li> <li>▪ Meetings</li> <li>▪ Surveys, Focus Group Sessions</li> <li>▪ Intergovernmental Coordination Activities</li> </ul>	<p>Transportation planning issues will be integrated with the overall Public Participation Plan summarized in Part III, Section E. We estimate transportation issues to comprise 10.5% of the overall public participation effort.</p>	Ongoing-2004	\$5,600
<b>Development of Plan Alternatives (Draft and Final Plans)</b> <ul style="list-style-type: none"> <li>▪ Transportation Element Preparation</li> <li>▪ Document Distribution</li> </ul>	<ol style="list-style-type: none"> <li>1. Draft Transportation Element for town and public review.</li> <li>2. Publish hard copy and digital versions of the final Transportation Element for physical, digital and internet distribution.</li> </ol>	<ol style="list-style-type: none"> <li>1. 2002</li> <li>2. Late 2003 or Early 2004</li> </ol>	\$6,800
<b>Plan Implementation</b> <ul style="list-style-type: none"> <li>▪ Transportation Related Program Review</li> <li>▪ Transportation Related Ordinance Review, Revisions &amp; Additions</li> </ul>	<ol style="list-style-type: none"> <li>1. Identify issues for local resolution and those requiring coordination with others.</li> <li>2. Develop appropriate local policies and recommendations for county ordinance revisions.</li> </ol>	<ol style="list-style-type: none"> <li>1. 2002</li> <li>2. 2003</li> </ol>	\$1,300
<b>Other Activities</b> <ul style="list-style-type: none"> <li>▪ Purchase of Computer Hardware, Software for Transportation Element</li> </ul>	N/A	N/A	N/A
<b>TRANSPORTATION ACTIVITY RELATED COSTS</b>			\$19,750
(This figure should be part of the total costs reported in Overall Budget Worksheet.)			

**Part IV: Budget Information.**

**Budget**

**Total Budget**

The Total Project Budget is \$189,648 to be funded as follows:

Grant Award		\$ 72,000
Local Match		\$117,648
Local Finance	\$60,000	
In-Kind Contribution	\$57,648	

The six towns will each contribute \$10,000 as a cash contribution. The County Planning Department and UW-Extension Office will provide the in-kind contribution for most of the administrative and public participation costs.

**Detailed Costs**

The attached Budget Worksheets show project costs for each category of project activities. Administrative costs have been distributed within each category according to the established work effort for each category. More detailed project costs are as follows:

Map Development/Conversion		\$ 11,016
Data Development/Analysis		\$ 33,864
Plan Writing/Development		\$ 54,264
Public Participation		\$ 46,824
UWEX Staff	\$26,880	
Planning Staff	\$ 7,344	
Survey Processing	\$12,600	
Administrative Costs		\$ 43,680
Project Mgt.	\$19,200	
Clerical Support	\$11,040	
Postage	\$ 1,440	
Copy Expense	\$ 900	
Map Plots	\$ 5,100	
Printing	\$ 3,000	
Travel	\$ 3,000	
<b>Total</b>		<b>\$189,648</b>

## **Work Products**

The mapping work will include the development of twelve new maps for each town and the conversion of 22 existing county map files. The process will result in a digital town map series of 34 maps for each town that will be plotted at poster size for open house displays and long-term use by each town.

Plan documents that meet State planning standards will be prepared. We will print 50 copies of the final plan for each town. We will

also prepare digital versions of the plan documents that can be distributed on compact disc and posted as PDF files on the County's website.

Public participation activities will include an Organizational Workshop, Kick Off Meetings, Community Surveys, three Open Houses, optional Focus Groups and Public Hearings. The budget includes processing costs for new or updated community surveys in each Town.

## **Timeline**

We are planning a 30-month timeframe for the project. The specific timeframe for some work products will be dependent upon the timing of the availability of 2000 Census data for the project area.

### **2002 Activities**

We will start off the project with an organizational workshop for all local officials in the project area in early 2002. An Issues & Opportunities Workshop will then be held for the general public to identify and prioritize community issues. Based on the results of these activities, we will design and conduct or update each town's community survey.

We will focus our 2002 planning efforts on those plan elements that are not dependent on Census data. We will hold the first Open House in late 2002 to review draft results of those elements and the community surveys, and get community feedback.

### **2003 Activities**

Our 2003 planning efforts will include developing plan elements that require 2000 Census data and information from previous work. We will hold a second Open House late in the first half of 2003 to review results and solicit community feedback.

We will complete the Implementation Element and any outstanding policy issues in the second half of 2003. We will then conduct the third Open House on the entire plan, followed by formal public hearing. Once the public hearings are complete, the final timeframe will depend upon adoption actions from each town.

