



Bayfield County Administrator
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Mark Abeles-Allison, *County Administrator*
Kristine Kavajecz, *Human Resources Director*
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August 20, 2021

Dear Bayfield County Town, City and Village Officials:

Bayfield County will be updating our Comprehensive Plan beginning in 2022 and 2023. Bayfield County plans to work with Northwest Regional Planning Commission (NWRPC) on this effort.

In 2010 many Bayfield County towns joined with the county's contractor to update their plans and we were able to reduce costs by working together.

We have asked NWRPC for a cost for municipalities that might be interested in updating Comp Plans at the same time as the counties.

Below please find a summary Jason Laumann with NWRP that could be used for budget purposes. Bayfield County is planning on splitting our plan budget over two budget years, 2022 and 2023. The estimates on the attached sheet may go down based on number of units participating.

Please contact Jason directly for details and specifics for your community.

Thank you!

Sincerely,

Mark Abeles-Allison
Bayfield County Administrator
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715 373 6181

MUNICIPAL COMPREHENSIVE PLAN PROPOSAL

Updating of an existing comprehensive plan in original format

COMPREHENSIVE PLAN UPDATE (UPDATE REQUIRED ELEMENTS)

This work plan would address the statutorily required elements for a comprehensive plan update. The intent is to revise (update) the required statistical data, related strategic and key narrative elements within the existing plan.

STEP 1: UPDATE CRITICAL PLAN STATISTICS (REQUIRED COMPONENTS ONLY)

- A. Population statistics and projections (20-year)
- B. Housing statistics and projections (20-year)
- C. Land use projections in 5-year increments for residential, commercial, industrial and agricultural land
- D. Existing & Future Land Use update mapping
- E. Update tables associated with required components (forecasts, population, households and housing units). A cost estimate for updating all tables and charts is included below.

STEP 2: REVIEW AND REVISE VISIONING FRAMEWORK AND IMPLEMENTATION

- A. The Town will be responsible for making any desired edits to the plan visioning and goals
- B. NWRPC will edit the plan to incorporate visioning and goals as provided by the town

DELIVERABLES

Update plan document statistics, maps and related narrative. The Town will be responsible for reviewing and editing outside narrative. Hard copies can be provided by NWRPC at an additional rate of \$2.50 per black and white printed copy and \$25.00 per colored printed copy. (NWRPC will provide a digital Microsoft Word file of narration, tables and a full PDF copy at no cost)

MEETINGS (3)

Under this proposal, NWRPC would meet (in-person or virtual) with each plan commission up to three times over the planning window.

COST

\$5,000 to \$8,000, depending on the complexity of the plan document and the edits (beyond required components) desired by the town. Assumes document is available in a formatted, editable framework (Word). Conversion of PDF files may require reformatting at additional cost.

In looking at the “brochure” plan models, I’d estimate that the revision costs would be in the neighborhood of \$2,500 each. These costs would primarily reflect the time necessary to consult with towns on implementation mechanisms, future land use map updates and meetings.

Jason K. Laumann, Deputy Director, Northwest Regional Planning Commission, (715) 635-2197

TIMEFRAME

Core elements of individual plans would be completed within 4 months of project initiation. Finalization and consistency analysis would be completed within 6 months.