



OFFICIAL NOTICE AND AGENDA

Notice is hereby given that a public meeting will be held on the date, time and location shown below. Upon attaining a quorum of members, all items listed on the agenda shown below may be considered (discussed and/or acted upon).

Regular / Special Meeting: ***Planning Commission and Economic Development/Business Park Committee***

Date and Time: ***Monday, February 20, 2023 at 6:15 pm***

Location: ***Deerfield Community Center, 10 Liberty Street, Deerfield, WI***

Members: Scott Tebon, Greg Frutiger, Arnold Evensen, David Riesop, Gary Wieczorek,
Jeffery Quamme, Christopher Frutiger
(Number of Members needed to meet quorum requirements: 4)

1. Roll Call
2. Announcements
 - a. The next regularly scheduled meeting is March 20, 2023
3. Approval of February 20, 2023 Planning Commission and Economic Development/Business Park Committee Agenda.
4. Minutes of the January 16, 2023 Meeting.
5. New Business
 - a. Request of Candace Lauby, N4291 Poplar Avenue, Cambridge, WI 53523 – Owner, for approval of a Land Division of property tax keys 117/0712-281-7120-3 and 117/0712-281-7142-7 by a certified survey map (NE ¼ of Sec. 28).
 - b. Review and Recommendation for engagement with Dane County Regional Planning Commission for services in connection of updating the Village of Deerfield Comprehensive Plan.
6. Adjournment

Todd Will Village Administrator/Treasurer

Notice Posted: Thursday February 16, 2023 at 2 pm

ANY PERSON WHO HAS A QUALIFYING DISABILITY AS DEFINED BY THE AMERICANS WITH DISABILITY ACT THAT REQUIRES THE MEETING OR MATERIALS TO BE IN AN ACCESSIBLE LOCATION OR FORMAT, MAY CONTACT THE VILLAGE CLERK AT (608) 764-5404 OR 4 N. MAIN ST FOR ACCOMMODATIONS. REQUESTS FOR ACCOMMODATIONS FOR MEETINGS SHOULD BE MADE AT LEAST THREE (3) BUSINESS DAYS IN ADVANCE OF THE MEETING. EVERY EFFORT WILL BE MADE TO ARRANGE ACCOMMODATIONS FOR ALL MEETINGS.

Note: It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information; no action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to in this notice.



MINUTES OF AN OFFICIAL MEETING:

Regular / Special Meeting: Planning Commission & Economic Development/Business Park Committee

Date and Time: Monday, January 16, 2023 at 6:15 pm

Location: Deerfield Community Center, 10 Liberty Street, Deerfield, WI 53531

Members Present: Scott Tebon, Arnold Evensen, David Riesop, Gary Wieczorek, Jeffery Quamme, Greg Frutiger, Christopher Frutiger

Members Excused: n/a

Others Present: Todd Willis – Village Administrator/Treasurer

1. Roll Call

Member Tebon noted a quorum present and called the Planning Commission to order at 6:15 pm.

2. Announcements

- a. The Next Regularly Scheduled meeting will be held on February 20, 2023

3. Approval of the January 16, 2023 Planning Commission & Economic Development/Business Park Committee Meeting as Amended with the Addendum Agenda.

Motion by Member Evensen, seconded by Member Tebon to approve the January 16, 2023 Planning Commission & Economic Development/Business Park Committee agenda. Motion Carried 6 – 0 unanimously.

4. Minutes of the November 21, 2022 Meeting

Motion by Member Evensen, second by Member Quamme to approve the minutes of the November 21, 2022 Planning Commission. Motion carried 7 – 0 unanimously.

5. Public Hearing

- a. Request by Aidan Holmes for a Conditional Use Permit at 323 N. Main St., Deerfield, WI 53531 – c/o Michael Hall to Allow an Accessory Structure Greater than 200 Square Feet.

Aiden Holmes, 323 N. Main St., Deerfield, WI 53531 spoke in favor of the Conditional Use Permit. She had visited the Deerfield Historical Society, and estimates the shed is about 80 years old. The shed itself matches the house and the time period of the house and would like to maintain it until it is no longer useful.

David Borgrud, 315 N. Main St., Deerfield, WI 53531 expressed support for the Conditional Use Permit by agreeing with the previous comments made.

Motion by Member Evensen, seconded by Member Quamme to close the Public Hearing for 323 N. Main St., Deerfield, WI 53531 Conditional Use Permit Request. Motion Carried 7 – 0 unanimously.

6. New Business

- a. Request by Aidan Holmes for a Conditional Use Permit at 323 N. Main St., Deerfield, WI 53531 – c/o Michael Hall to allow for an accessory structure greater than 200 square feet.

Motion by Member Wieczorek, seconded by Member Evensen to approve a Conditional Use Permit at 323 N. Main St., Deerfield, WI 53531 to allow for an accessory structure greater than 200 square feet. Motion carried 7 – 0 unanimously.

- b. Review and Approval of Updated Plan Commission Checklist and Fees.

The Plan Commission reviewed the proposed Plan Commission Checklist and fees. The Plan Commission discussed using a development project escrow account to handle any review fees that may be applied to a project, specifically the attorney fees. It was believed that this may be mentioned in the Village code. Member Evensen asked for clarification on the deadline for the submittal of completed Plan Commission materials being 17 calendar days prior to meeting. Mr. Willis explained that while an original submission needs to be submitted to the Village 35 calendar days prior to the desired Plan Commission meeting, the complete submission of required submittals needs to be complete 17 days prior to the Plan Commission meeting. It was requested that the “4:30 to 6:30” portion of the Part C be removed or updated to reflect the times listed in the rest of the document.

Motion by Member Tebon, seconded by Member Evensen to approve Plan Commission Checklist and fees as amended. Motion Carried 7 – 0 unanimously.

7. Adjournment

Motion by Member Tebon, second by Member Evensen to adjourn the meeting at 6:40 pm. Motion carried 7 – 0 unanimously.

Respectfully Submitted:
Todd Willis
Administrator/Treasurer



STAFF REPORT:

To: VILLAGE OF DEERFIELD PLAN COMMISSION
From: TODD WILLIS, VILLAGE ADMINISTRATOR
Date: FEBRUARY 20, 2023
Topic: 5A. – REQUEST OF CANDACE LAUBY, N4291 POPLAR AVENUE, CAMBRIDGE, WI 53523 – OWNER, FOR APPROVAL OF A LAND DIVISION OF PROPERTY TAX KEYS 117/0712-281-7120-3 AND 117/0712-281-7142-7 BY A CERTIFIED SURVEY MAP (NE ¼ OF SEC. 28)

Report

1. The applicant is requesting approval of a Land Division Review Application (**Attachment 1**) with the proposed certified survey map (CSM) (**Attachment 2**) received January 3, 2023. If approved by the Plan Commission and the Village Board, the CSM will need to be recorded with the Dane County Register of Deeds.
2. The lot reconfiguration depicted in the Certified Survey Map is consistent with the necessary requirements of the Village of Deerfield Code to be approved by the Plan Commission. Town & Country Engineering has reviewed the Land Division Review Application and proposed CSM, and Staff finds no grounds to deny approval of the CSM and the execution and recording of this document.

Recommendation: The Plan Commission approves, and recommends the Village Board approve, the certified survey map for the land division of property tax keys 117/0712-281-7120-3 and 117/0712-281-7142-7 subject to:

1. Technical corrections to the final Certified Survey Map that includes updating the surveying date to 2023.

Attachments:

Land Division Review Application.pdf

117/0712-281-7120-3 and 117/0712-281-7142-7 CSM 01-05-2022.pdf

Village of Deerfield
ATTN: Clerk/Treasurer
4 N. Main St., PO Box 66
Deerfield, WI 53531
Phone: (608) 764-5404
Fax: (608) 764-5807

RECEIVED

JAN 03 2022



Village of Deerfield
Land Division Review Application

Property Owner Information

Additional Owners

(If more than 2, please list on separate page and attach)

Name: Candace Lauby

Name: _____

Address: N4291 Poplar Avenue

Address: _____

Cambridge, WI 53523

Email Address: candyann258@gmail.com

Email Address: _____

Phone Number: 608-235-3235

Phone Number: _____

In signing this application, the property owner(s) certifies that he/she has no outstanding personal property or real estate taxes, or any other unpaid obligations due to the Village of Deerfield as of this date and that all information contained within is true and correct to his/her knowledge.

Property Owner Signature: _____

Property Information

Legal Description: Part of Lot 9 and all of Lots 10-13, Block 1,
Simonson's Add. to Deerfield in part of the SE 1/4 of the
(Lot number, Subdivision name, CSM, etc.)

NE 1/4 (or G.L. _____), of Section 28, T 07 N, R 12 E

Parcel Number(s): 117/0712-281-7120-3 and 117/0712-281-7142-7

Size of Parent (Existing) Parcel: 45,436 sq. ft / 1.043 ac (acres or square feet)

Existing Zoning District

☐ A-1 (Agriculture)

☐ R-2 (Single-Family)

☐ C-2 (Highway Business)

☐ CO-1 (Conservancy)

☐ R-3 (Two-Family)

☐ CM-1 (Business Park) M-

☐ E-1 (Estate SF)

☐ R-4 (Multifamily)

☐ M-1 (Industrial)

☒ R-1 (Single -Family)

☐ C-1 (Community Business)

☐ PUD (Planned Unit Dev)

☐ Other

☐

Requested Land Division

Total number of lots, building sites, or units being created: 2

Briefly describe the proposed use of the lots, building sites or units being created:
to create 2 lots out of the 4 lots as platted, one lot will acomodate the existing home without having part of the structure over lot lines, the other lot will be for new home construction.

Land Division Review Application

Attachments

Detailed information will be needed to help the Plan Commission and Village Board make an informed decision on the proposed land division. It is strongly advised that before making a formal application for a land division, that an applicant meet with the Plan Commission with two copies of the sketch plan or conceptual plan for a preliminary consultation. This optional step is strongly advised for subdivision plats. The following submittals are required for various stages in the review process:

Certified Surveys

For land divisions that result in less than 5 lots, building sites, or units:

- ☒ 10 copies of a Certified Survey Map (CSM)
- ☐ 2 copies of the certified soil test for septic system suitability (if applicable).

Subdivision Plats

For land divisions that result in 5 or more lots, building sites, or units:

- ☐ 10 copies of the preliminary plat of subdivision
(10 copies of the final plat will also be required later in the review process).
- ☐ 2 copies of the soil testing data relative to septic system suitability.

And as applicable, two copies of construction and other detailed plans:

- ☐ Street plans and profiles
- ☐ Grading, drainage, and erosion control plans
- ☐ Storm water management plans
- ☐ Draft covenants

Notices

Note that surrounding property owners will be notified and public comments will be required by the Plan Commission for major subdivisions and land divisions that involve a rezone. Completion of this application form shall authorize the Village Board, Plan Commission, Village agents, and representatives to access the subject property for the purpose of reviewing the proposed land division.

Village Use Only

- | | |
|--|---|
| <input type="checkbox"/> Application fee(s) paid
(See Village Fee schedule) | <input type="checkbox"/> Application complete (all required materials and payment provided prior to the 1 st of the month) |
| <input type="checkbox"/> Attachments provided | <input type="checkbox"/> Request placed on agenda only after application is complete |

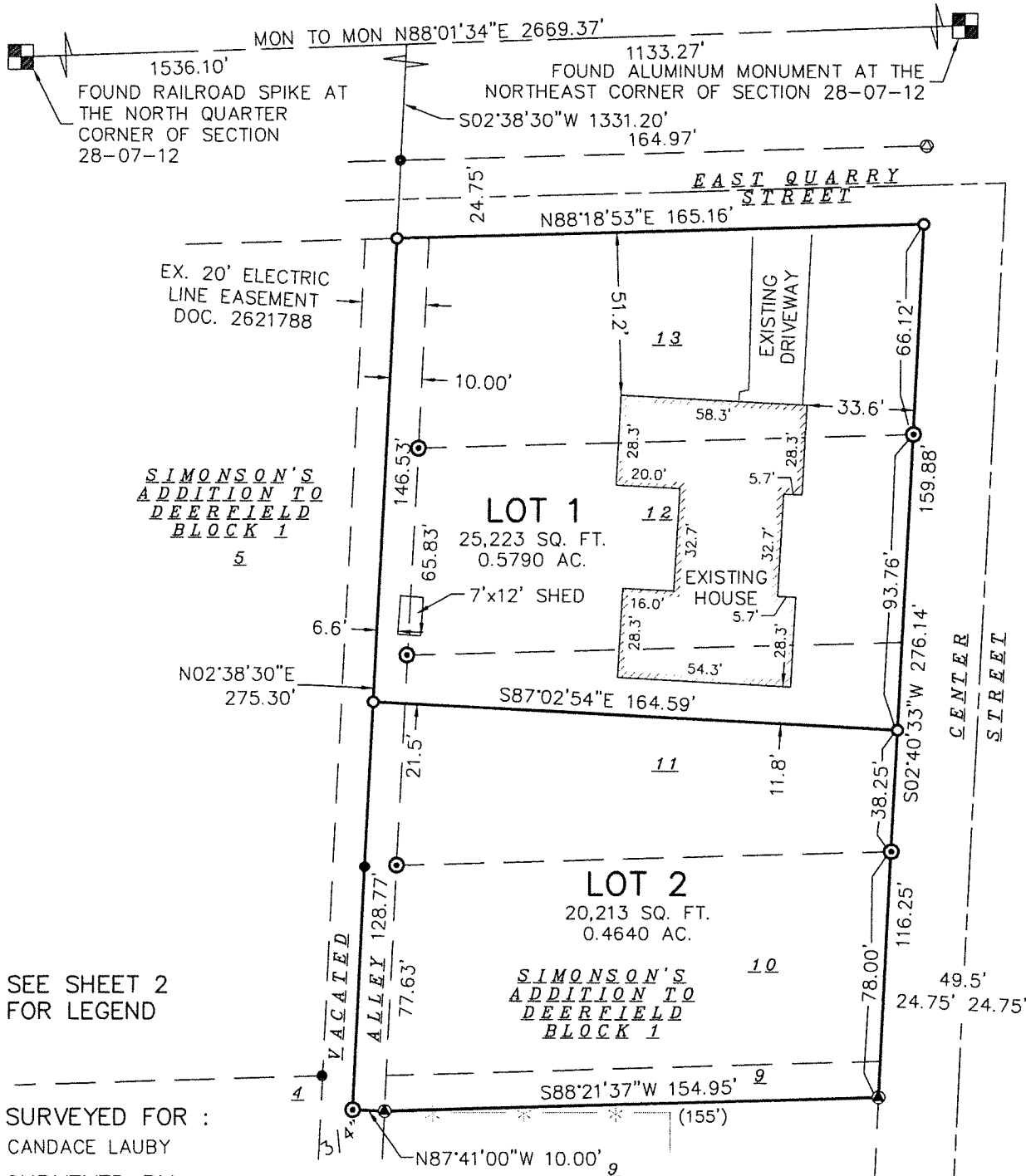
CERTIFIED SURVEY MAP No.

PART OF LOT 9 AND ALL OF LOTS 10-13, BLOCK 1, SIMONSON'S ADDITION TO DEERFIELD, AS RECORDED IN VOLUME 2 OF PLATS, ON PAGE 50, AS DOCUMENT NUMBER 248668, DANE COUNTY REGISTRY AND PART OF A VACATED ALLEY, LOCATED IN THE SOUTHEAST QUARTER OF THE NORTHEAST QUARTER OF SECTION 28, TOWNSHIP 07 NORTH, RANGE 12 EAST, VILLAGE OF DEERFIELD, DANE COUNTY, WISCONSIN



SCALE : ONE INCH = FIFTY FEET

GRID NORTH
BEARINGS ARE BASED
UPON THE WISCONSIN
COUNTY COORDINATE
SYSTEM (DANE ZONE)



SEE SHEET 2
FOR LEGEND

SURVEYED FOR :
CANDACE LAUBY
SURVEYED BY :

Burse

surveying & engineering inc

2801 International Lane, Suite 101
Madison, WI 53704 608.250.9263
Fax: 608.250.9266
email: mburse@bse-inc.net
www.bursesurveyengr.com

MAP NO. _____

DOCUMENT NO. _____

VOLUME _____ PAGES _____

Date: January 05, 2023

Plot View: CSM

\\BSE2673\\dwg\\Survey\\BSE2673 Survey v2018.dwg



CERTIFIED SURVEY MAP No. _____

PART OF LOT 9 AND ALL OF LOTS 10-13, BLOCK 1, SIMONSON'S ADDITION TO DEERFIELD, AS RECORDED IN VOLUME 2 OF PLATS, ON PAGE 50, AS DOCUMENT NUMBER 248668, DANE COUNTY REGISTRY AND PART OF A VACATED ALLEY, LOCATED IN THE SOUTHEAST QUARTER OF THE NORTHEAST QUARTER OF SECTION 28, TOWNSHIP 07 NORTH, RANGE 12 EAST, VILLAGE OF DEERFIELD, DANE COUNTY, WISCONSIN

LEGEND

- 1" IRON PIPE FOUND
- 3/4" SOLID IRON ROD FOUND
- 3/4" X 18" SOLID IRON RE-ROD SET, WT. 1.50 lbs./ft.
- ⦿ 1-1/4" IRON PIPE FOUND
- X FOUND CHISELED "X" IN CONCRETE
- ⦿ DRILL HOLE FOUND
- () INDICATES RECORDED AS

DISTANCES ARE MEASURED TO THE NEAREST HUNDREDTH OF A FOOT. BUILDINGS ARE MEASURED TO THE NEAREST TENTH OF A FOOT.

VILLAGE OF DEERFIELD APPROVAL:

This certified survey, including any dedications shown thereon, has been duly filed with and approved by the Village of Deerfield, Dane County, Wisconsin.

Dated this ____ day of _____, 202__.

SURVEYOR'S CERTIFICATE:

I, Michelle L. Burse, Professional Land Surveyor No. 2020, hereby certify that I have surveyed, divided, and mapped Part of Lot 9 and all of Lots 10-13, Block 1, Simonson's Addition to Deerfield, as recorded in Volume 2 of Plats, on page 50, as Document Number 248668, Dane County Registry and part of a Vacated Alley by Document Number 2632162, located in the Southeast Quarter of the Northeast Quarter of Section 28, Township 07 North, Range 12 East, Village of Deerfield, Dane County, Wisconsin, more fully described as follows: Commencing at the North Quarter corner of said Section 28; thence North 88 degrees 01 minute 34 seconds East, 1536.10 feet; thence South 02 degrees 38 minutes 30 seconds West, 1331.20 feet to the south right of way of East Quarry Street, also to the Point of Beginning; thence North 88 degrees 18 minutes 53 seconds East along said south right of way, 165.16 feet to the west right of way of Center Street; thence South 02 degrees 40 minutes 33 seconds West along said west right of way, 276.14 feet; thence South 88 degrees 21 minutes 37 seconds West, 154.95 feet; thence North 87 degrees 41 minutes 00 seconds West, 10.00 feet; thence North 02 degrees 38 minutes 30 seconds East, 275.30 feet to the Point of Beginning, under the direction of Candace Lauby, owner of said land. I further certify that the map on sheet one (1) is a correct representation of the exterior boundaries of the lands surveyed, and that I have fully complied with the provisions of Chapter 236.34 of the State Statutes, and the Land Division Ordinance of the Village of Deerfield in surveying, dividing, and mapping the same.

Dated this 5 day of JANUARY, 2022

Signed: Michelle L. Burse
Michelle L. Burse, P.L.S. No. 2020

SURVEYED BY :

Burse
surveying & engineering
2801 International Lane, Suite 101
Madison, WI 53704 608.250.9263
Fax: 608.250.9266
email: mburse@bse-inc.net
www.bursesurveyengr.com

MAP NO. _____

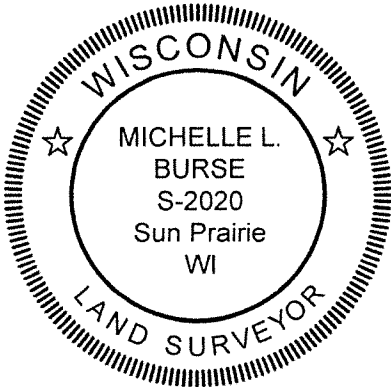
DOCUMENT NO. _____

VOLUME _____ PAGES _____

Date: January 05, 2023

Plot View: CSM

\\BSE2673\\dwg\\Survey\\BSE2673 Survey v2018.dwg



CERTIFIED SURVEY MAP No. _____

PART OF LOT 9 AND ALL OF LOTS 10-13, BLOCK 1, SIMONSON'S ADDITION TO DEERFIELD, AS RECORDED IN VOLUME 2 OF PLATS, ON PAGE 50, AS DOCUMENT NUMBER 248668, DANE COUNTY REGISTRY AND PART OF A VACATED ALLEY, LOCATED IN THE SOUTHEAST QUARTER OF THE NORTHEAST QUARTER OF SECTION 28, TOWNSHIP 07 NORTH, RANGE 12 EAST, VILLAGE OF DEERFIELD, DANE COUNTY, WISCONSIN

OWNER'S CERTIFICATE

Candace Lauby, as owner, does hereby certify that I have caused the land described on this Certified Survey Map to be surveyed, divided, mapped, and dedicated as represented on sheet 1. I also certify that this Certified Survey Map is required by s.236.34 to be submitted to the following for approval or objection.

Village of Deerfield

WITNESS the hand and seal of said owners, this ____ day of _____, 202__.

Candace Lauby

State of Wisconsin)
)ss.
County of Dane)

Personally came before me this ____ day of _____, 202__, the above named Candace Lauby, to me known to be the person who executed the foregoing instrument and acknowledged the same.

Notary Public: _____

My commission expires/is permanent: _____

CONSENT OF MORTGAGEE

Thompson Kane & Company, LLC, a banking association duly organized and existing under and by virtue of the State of Wisconsin, mortgagee of the above described land, does hereby consent to the surveying, dividing, mapping, and dedication of the land described on this Certified Survey Map, and does hereby consent to the above owner's certificate.

IN WITNESS WHEREOF, the said Thompson Kane & Company, LLC, has caused these presents to be signed by _____, its _____, at _____, Wisconsin, this _____ day of 20__.

Authorized Representative


State of Wisconsin)
)ss.
County of Dane)

Personally came before me this ____ day of _____, 20__, _____, its _____ of the above named banking association, and acknowledged that they executed the foregoing instrument as such officers as the deed of said banking association, by its authority.

Notary Public: _____

My commission expires/is permanent: _____

SURVEYED BY :

Burse
surveying & engineering 

2801 International Lane, Suite 101
Madison, WI 53704 608.250.9263
Fax: 608.250.9266
email: mburse@bse-inc.net
www.bursesurveyengr.com

MAP NO. _____

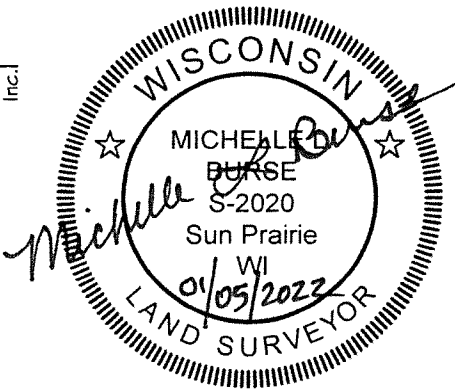
DOCUMENT NO. _____

VOLUME _____ PAGES _____

Date: January 05, 2023

Plot View: CSM

\\BSE2673\\dwg\\Survey\\BSE2673 Survey v2018.dwg



Office of the Register of Deeds

_____ County, Wisconsin

Received for Record

_____, 20__ at

_____ o'clock __M as

Document No. _____

in _____

Register of Deeds



STAFF REPORT:

To: VILLAGE OF DEERFIELD PLAN COMMISSION
From: TODD WILLIS, VILLAGE ADMINISTRATOR
Date: FEBRUARY 20, 2023
Topic: 5B. – REVIEW AND RECOMMENDATION FOR ENGAGEMENT WITH DANE COUNTY REGIONAL PLANNING COMMISSION FOR SERVICES IN CONNECTION OF UPDATING THE VILLAGE OF DEERFIELD COMPREHENSIVE PLAN.

Report

1. The Village of Deerfield last adopted an update to its Comprehensive Plan on May 14, 2007. As part of ACT 9 (1999) or Wisconsin's Smart Growth Law, and as a result Local Government Units (LGU's) were not required to adopt a Comprehensive Plan, but if LGU's wanted to regulate land use after January 1, 2010 a plan would have to be adopted, and land use decisions had to be consistent with the adopted plan. The goal of these adopted plans was to provide long-range goals and objectives in a minimum of 9 key areas over 20 years. It should be expected that these plans be updated every 10 years in order to ensure that any decisions being made are using reliable and relevant information.
2. Village Staff has reviewed the current Village Comprehensive Plan, and is requesting to engage with the Village's regional planning partners to have an update to the 2007 version completed. The update to the current plan is the centerpiece to other goals and planning initiatives the Village will need to undertake over the next 12-15 months (i.e. Park & Open Space Plan, Official Map, Zoning Updates, etc.). A review of the current plan was completed by the Capital Area Regional Planning Commission (CARPC) at the request of staff, and detailed a cost estimate with explanations for the estimate in an email dated January 19, 2023. **(Attachment 1)**
3. Included in the email is a list of notable communities in the region that CARPC has done Comprehensive Planning work for, the number of hours, and the cost to the community. With limitations of staff and time to complete an update to the current plan, and the amount that it can cost to outsource a plan update, the CARPC estimate based on previous work completed, appears to be the most competitive on a cost basis.

4. If the Village approves moving forward with CARPC for services related to updating the Comprehensive Plan, the Village (Plan Commission and Village Staff) would take the lead on any public outreach and engagement needed throughout the process. This would include: planning sessions, informational meetings, public hearings, etc..

Recommendation: The Plan Commission approves, and recommends the Village Board approve, Village Staff to engage with the Capital Area Regional Planning Commission to prepare and create an update to the 2007 Village of Deerfield Comprehensive Plan.

Todd Willis

From: Sean Higgins <seanh@capitalarearpc.org>
Sent: Thursday, January 19, 2023 11:11 AM
To: Todd Willis
Cc: Caitlin Shanahan
Subject: RE: Overview of Planning Service and Costs

Follow Up Flag: Follow up
Flag Status: Flagged

Hi Todd,

Based on our (my colleague Caitlin took a look as well) read-through, this is probably a more intensive effort. It would most likely be in the 250 hour/\$25,000 range. That assumes the Village would take the lead on public outreach and engagement. Here are some of the major changes we foresee and why we estimate that this is more of a rewrite:

1. Background information in the existing document could be reused, but still would need to be moved into current software/have its formatting updated, e.g. historical context, natural resources, and other plan elements that don't change much, if at all.
2. Federal data from Census and BLS cited is mostly 2000. Since 15 to 20 years have passed, depending on the data, changing the charts and graphs is no longer just a matter of adding a column to show how a trend identified back in 2007 has progressed. A new series of figures may be warranted that cover other emergent issues.
3. There is in-depth coverage of funding sources, plans, and agency programs that should be reviewed. I saw a few programs that don't exist anymore. An updated version of this information can be a good resource for the community if the effort is expended to link what parts of non-Deerfield plans and which funding streams are used locally.
4. One major change we would recommend is reframing discussion of trends and planning context from the state level to the county or regional level, i.e. housing. That analysis may not have been available at the time the plan was written, but it is being conducted now.
5. The intergovernmental cooperation chapter could really be beefed up at this point. There has definitely been a regional shift in thinking towards collaboration. I'd like to see Deerfield follow that momentum.
6. The plan's coverage of implementation was actually very good. I appreciate that the plan articulates by whom and by when various steps meant to achieve the plan objectives would be accomplished. Often with the smaller communities that section is more of a "well, if it happens, it happens" or "we'll see" sort of thing. Spelling out who does what, when it gets accomplished, and which objectives and goals it advances is crucial and well worth the time and effort.

Let me know if there is anything else you need from us for Monday's discussion. It might be helpful in scoping this project out to hear which sections of the plan the Village Board/Planning Commission would like to prioritize and have them mark up portions of the narrative that they feel aren't accurate any longer or that they would like community feedback on.

Take Care,

Sean

From: Todd Willis <twillis@deerfieldwi.com>
Sent: Wednesday, January 18, 2023 10:15 AM

municipal staff were responsible for so you can get an idea of where we might end up in terms of splitting work to complete a project in Deerfield. Also, attached is our “menu” of planning services.

Village of Mazomanie Comprehensive Plan, 2020

Hours of work: 163

Cost: \$20,500 (Jan. 2023 rates)

Work included: Reviewed area plans, updated and revised charts and tables in existing plan, produced land use maps, completed graphic design for final document, produced outdoor recreation and natural resources maps, designed a summary poster, and advised on planning issues/best practices.

Work not included: CARPC partnered with CCL Consulting, LLC for this project. The private consultant handled community outreach (including a survey), managing meetings and communications, drafted all language contained in the document, and generally made the executive decisions surrounding what was included in the document and how it was organized.

Village of Blue Mounds Comprehensive Plan, 2020—2021 [Executive Summary Attached]

Hours of work: 182

Cost: \$17,500 (Jan. 2023 rates)

Work included: Revised goals, objectives, policies, and Action Plan, compiled progress made/recommendations completed since the original plan was written, reviewed and updated public participation plan, updated and revised charts and tables in existing plan, compiled and interpreted survey results, created and updated Future Land Use Map, revised plan text and formatted Comp Plan, and attended Commission and Board meetings for work on Comp Plan update (seven meetings).

Work not included: This project was not a rewrite of their existing plan so much as an update. The existing plan was written recently enough—and conditions had not changed significantly in the interim—that only a refresh was necessary. The Village Planning Commission took responsibility for surveying the community on their attitudes towards growth and development, etc.

Village of Rockdale Comprehensive Plan, 2020-2021

Hours of work: 149

Cost: \$11,500 (Jan. 2023 rates) *Note that fees were waived due to financial hardship

Work included: Reviewed recommendations to check for any completed since the original plan was written, reviewed and updated public participation plan, updated and revised charts and tables in existing plan, updated Future Land Use Map, revised plan text and reformatted Comp Plan into an editable text file, and attended Commission and Board meetings for work on Comp Plan update. In general, this was a very minor and atypical update. Conditions in the community had not changed and were not anticipated to change anytime soon.

Work not included: None. CARPC was solely responsible for updating document content and guided by Village input.

Village of Marshall Comprehensive Plan, 2022—2023

264 hours of work

Cost: \$24,500 (Jan. 2023 rates)

Work included: Reviewed area plans, updated and revised charts and tables in existing plan, produced land use maps, completed graphic design for new final document and summary poster, authored subject area chapters (i.e. not vision, goals, and objectives or intergovernmental relations) and advised on specific planning issues/best practices e.g. stormwater management, natural resources protection, and transportation.

Work not included: Public outreach, survey design, managing the planning process, communications with Village staff and electeds.

Town of Bristol Comprehensive Plan, 2023-2024

Hours of work: 224 (Estimated)

Cost: \$24,500 (Estimated)

This will be a solo CARPC effort. Anticipated work includes reviewing relevant area plans, reassessing current Town goals and objectives, surveying the community, conducting public outreach/hearings, and then designing and drafting the final document. We are anticipating a moderate-high cost effort. Low being updating data and text and checking back in with the community on its feelings before readopting the updated plan. High being writing a new comp plan for a small/medium sized village. The Bristol project might otherwise be a high cost project (\$30,000-\$35,000+) were it not for the small size of the community and rural character.

Village of Shorewood Hills Comprehensive Outdoor Recreation Plan, 2023-2024

Hours of work: 149 (Estimated)

Cost: \$15,000 (Estimated)

This will also be a solo CARPC effort. This plan type includes fewer topic areas than a Comp Plan and is mostly limited to discussing improvement/upkeep of existing facilities. The Village of Shorewood Hills is landlocked and there are no vacant/redevelopable lots at this time. So we are anticipating a much lower cost to complete this project. Document contents will include a comprehensive survey of facilities, demand analysis, and recommendations for upkeep and improvement with specific reference to funding sources.

Mapping

The past few large projects have ranged from 12 hours/\$1,500 to 21 hours/\$2,500. For a general idea of the subject areas of the maps we can generate, visit our [Open Data Portal](#). I'm mentioning the two projects below to give you an idea of the level of detail we're asked for on most of the maps where we need an agreement in place. One-off maps for local communities don't typically cost anything if I have all the data at hand.

Town of Dunkirk Farmland Online Map, 2021

Online map to evaluate applications to their Purchase of Development Rights (PDR) program using map layers. CARPC staff created an ArcGIS Online map with widgets to assist the Town. Users select parcels where an owner is interested in selling development rights and assess how well those parcels meet their PDR program ranking criteria. Some of the criteria they can assess with their map include:

- Distances to features like waterbodies, current development, and other environmental resources
- Percent of land comprised of "prime" agricultural soils
- Percent of land by soil productivity classification

Town of Springfield Farmland Split Map [See Attached 1 of 4 maps]

This was another cooperative effort with MDROffers Consulting. Our responsibility was to create a very involved map of existing and past boundaries of farms and labels indicating ownership and remaining development rights.

Feel free to reach out if you have questions. After you've had a chance to digest the information about, let me know and I will submit a few general options with pricing. I look forward to talking to you again soon.

All the Best,



Sean Higgins
SENIOR COMMUNITY PLANNER

(608) 474-6018

capitalarearpc.org

[Newsletter](#) | [Facebook](#)