

City of West Branch Comprehensive Plan Scope of Services

East Central Intergovernmental Association (ECIA) will update the City of West Branch's existing Comprehensive Plan. ECIA staff anticipates working in conjunction with the City's Planning and Zoning Commission, City Administrator, City Staff and the City Council.

Scope of Services:

Phase 1: Initial Meeting: Meet with the City of West Branch Planning and Zoning Commission to confirm scope of services and timeline. Set tentative meeting public meeting dates and locations. At this meeting the comprehensive plan update will begin by reviewing the existing conditions of the City. The Planning and Zoning Commission will be asked to review previous and existing plans to determine what is still relevant for the City of West Branch.

ECIA staff plan to attend the Planning and Zoning Commission meetings quarterly to provide updates, answer questions and to provide face to face accessibility to the ECIA staff.

Phase 2, Data Gathering: During this phase, ECIA staff will gather and compose demographic data including but not limited to:

- Population
- Employment
- Income
- Economic
- Education
- Housing
- Natural/Cultural Resources

Data will be presented in a visual format for easy reference. Data such as population will be projected using several methods to determine a more accurate picture of the future growth with the City. A windshield survey of the existing land use within the City will be completed if needed. This phase will also include the completion of the existing land use map for the City.

Phase 3, Public Input Meeting: This meeting will be planning work sessions with the public to determine both long term and short term goals, objectives and vision for the future of the City of West Branch.

Phase 4, Develop and Administer Community Wide Survey: Based on the information gathered in Phases 3 and 4 a community wide survey will be given to gain buy-in as well as determine the priority of the goals and objectives. The Planning and Zoning Commission will be asked to review a draft of the survey to ensure all necessary questions are asked. The Planning and

Zoning Commission will also be asked to provide input into how the surveys should be distributed to the public (web based, pick-up points, etc).

Phase 5, Tabulate Community Wide Survey & Prepare Preliminary Future Land Use Map: The survey results will be tabulated. A preliminary future land use map will be developed from information gathered in phases 1-5. This information will be presented to the Planning and Zoning Commission for review. This information may be displayed for public viewing. This phase also includes developing other useful maps for the comprehensive plan.

Phase 6, Draft Comprehensive Plan: ECIA staff will create a draft City of West Branch Comprehensive Plan. The City of West Branch Comprehensive Plan will include the following chapters:

Chapter 1: Introduction

- a. Purpose of the Plan
- b. Comprehensive Planning
- c. Elements of the Comprehensive Plan
- d. Public Involvement

Chapter 2: Vision: State Goals & Objectives and Policy Statements

Chapter 3: Sustainability Principals

Chapter 4: Community Profile

- a. Population
- b. Employment
- c. Income
- d. Economy
- e. Education
- f. Housing
- g. Natural/Cultural Resources

Chapter 5: Land Use

- a. Existing Uses
 - i. Agricultural
 - ii. Residential
 - iii. Commercial
 - iv. Industrial
 - v. Institutional
 - vi. Recreation/Conservation
- b. Proposed Future Uses
 - i. Agricultural
 - ii. Residential

- iii. Industrial
- iv. Institutional
- v. Recreation/Conservation

Chapter 6: Housing

- a. Existing
- b. Needed

Chapter 7: City Districts

- a. Existing
- b. Envisioned

Chapter 8: Water System

- a. Existing System
- b. Proposed System

Chapter 9: Sewer System

- a. Existing System
- b. Proposed System
- c. Storm Water Management

Chapter 10: Transportation System

- a. Existing System
- b. Proposed System

Chapter 11: Recreational Facilities/Programs

- a. Existing Facilities/Programs
- b. Proposed Facilities/Programs

Chapter 12: Public Facilities/Services, Finance, Intergovernmental Relations & Image

- a. Existing Facilities/Services
- b. Proposed Facilities/Services
- c. Finance
- d. Intergovernmental Relations
- e. Image

Chapter 13: Telecommunications Systems & Utilities

Chapter 14: Strategies for Implementation

- a. On-Going
- b. Short-Term
- c. Long-Term

Chapter 15: Mechanisms for Plan Implementation

- a. Use of the Comprehensive Plan
- b. Coordinated Use of Development Controls
- c. Programming of Capital Improvements
- d. Cooperation and Assistance of Other Governmental Agencies

Phase 7, Presentation of Draft City of West Branch Comprehensive Plan: The Draft City of West Branch Comprehensive Plan will be presented to the Planning and Zoning Commission. Discussion and any suggestions for refinements and clarifications will be included in this phase. Completion of any requested refinements in preparation of the formal public hearing, review and final approval process will conclude this phase for which one to two meetings are envisioned.

Phase 8, Public Hearings: ECIA staff will schedule a least two public hearings (one public hearing for the Planning and Zoning Commission and one public hearing for the City Council).

Phase 9, Final Plan Adoption: The final City of West Branch Comprehensive Plan will be presented to the Planning and Zoning Commission for approval and recommendation to the City Council for adoption. Then the final City of West Branch Comprehensive Plan will be presented to the City Council for adoption.

Project Products:

1. ECIA will provide necessary draft copies of working documents and maps for planning sessions.
2. ECIA will provide 20 copies of the final Comprehensive Plan document. Any additional copies requested by the City in the future will be provided by ECIA at the appropriate cost of publication.
3. ECIA will provide two color wall size Future Land Use Maps.
4. ECIA will provide the Comprehensive Plan document and map in a digital format acceptable to the City.

Timeline:

Task	Timeframe
Phase 1: Initial Meeting	Month 1
Phase 2: Data Gathering	Months 1-3
Phase 3: Public Input Meetings	Months 4-5
Phase 4: Develop and Administer Community Wide Survey	Months 5-8
Phase 5: Tabulate Community Wide Survey & Prepare Preliminary Future Land Use Map	Month 8-10
Phase 6: Draft Comprehensive Plan	Months 10-14
Phase 7: Presentation of Draft City of West Branch Comprehensive Plan	Month 15
Phase 8: Public Hearings	Months 16-17
Phase 9: Final Plan Adoption	Month 18

Budget:

Task	Timeframe
Phase 1: Initial Meeting a. Including attendance quarterly at Planning and Zoning Commission Meetings	\$750 City Staff Cover: \$0
Phase 2: Data Gathering a. Windshield survey b. Data tabulation (Charts, Graphs, Maps, etc.) c. Existing Land Use Map	With windshield survey: \$7,000 Without windshield survey: \$3,500
Phase 3: Public Meeting	\$750 City Staff Cover: \$0
Phase 4: Develop and Administer Community Wide Survey a. Develop survey b. Distribute survey	\$1,000
Phase 5: Tabulate Community Wide Survey & Prepare Preliminary Future Land Use Map a. Survey tabulation b. Maps including future land use and other necessary maps	\$1,500
Phase 6: Draft Comprehensive Plan	\$5,000
Phase 7: Presentation of Draft City of West Branch Comprehensive Plan a. Work session with the Planning and Zoning Commission to refine the comprehensive plan	\$750 City Staff Cover: \$0
Phase 8: Public Hearings a. Planning and Zoning Commission b. City of West Branch City Council	\$400 City Staff Cover: \$0
Phase 9: Final Plan Adoption a. Planning and Zoning Commission b. City of West Branch City Council	\$400 City Staff Cover: \$0
Total:	With windshield survey: \$17,050 Without windshield survey: \$14,050 City Participation: \$11,000