

Vilas County Land Use Plan

Local Town/City Process

Vilas County and participating local municipalities will prepare countywide and local land use plans to guide land use and development over the next ten to twenty years.

Following is a general outline of the proposed process. Tasks to be completed by the planning consultants, Vilas County, and local municipalities are identified.

Scope of Work

Tasks identified for each group are identified as follows: CT=Consultant Team; VC=Vilas County staff/Land Use Plan Subcommittee; LM=Local municipality elected officials/local land use plan committees.

PHASE 1 - PROJECT ORIENTATION

Task 1.1: The consultant will hold an initial meeting with the Vilas County Land Use Planning Subcommittee and with each of the participating local municipal land use plan committees to refine the organization of the project and review existing data and on-going planning activities. The consultants will identify unique local processes and revise the project scope of work and timeline in conjunction with and approval from the participating municipalities and Vilas County.

(Note: If a local municipality desires additional planning assistance from the consultant beyond this described process, the local community will need to negotiate directly with the consultant and pay the costs for those services.)

PHASE 2 - BACKGROUND INVENTORY

Task 2.1: Vilas County will prepare digital base maps, paper copies and acetate overlays by municipality and countywide for the following:

- Planimetric base map with hydrographic features (lakes, rivers, streams), municipal boundaries, and roads.
- Digital orthophotos
- WDNR Wetlands Inventory Maps (Purchase updated versions approx. spring 1999)
- Soils map
- Digitized groundwater elevation map (from WGNHS)
- Public (County, State, Federal)/tribal lands
- WDNR Land Coverage Maps - forest, grasslands, etc.(from DNR)

Task 2.2: Vilas County will prepare digital maps and acetate overlays of the Current Zoning Districts

Task 2.3: The consultant will prepare/digitize the following new maps and features compatible with the Vilas County GIS system. Print paper/acetate overlay maps (5 D-size maps each) for each municipality and countywide (All Municipalities):

- Lands in Forest Crop Law/Forest Management Act

- Unique and endangered habitats

- Cultural/historical/archaeological sites

- Community facilities, services and utilities as listed below (see Task 3.4)

Task 2.4: Vilas County will prepare elevation/contour map using USGS digital quads.

Task 2.5: The local planning committee will inventory and map existing land uses for their municipality. The consultant will coordinate the overall mapping/inventory strategy. Field identification and mapping will be conducted by local committees. Digitizing of existing land uses from the base map will be conducted by Vilas County.

PHASE 3 - TREND ANALYSIS

Task 3.1: Demographics and Housing

The consultant will inventory and analyze demographics and housing data for each local municipality and Vilas County as a whole based on 1990 Census data and 1998 Wisconsin Department of Administration population estimates. This will include an analysis of seasonal population (including tourists) and all types of housing.

Task 3.2: Natural Resource Analysis

The consultant will prepare an analysis of existing natural resources and trends based on available resource technical data. Include the following:

- Topography and soils

- Surface water

- Floodplain

- Wetlands (including loss rates)

- Groundwater

- Woodlands (including changes in land availability for forest management for private lands only)

- Areas of critical environmental sensitivity

Task 3.3: Land Use Analysis

The consultant will prepare an analysis of changes in land uses and land coverage that have occurred in each municipality and Vilas County based on zoning permit information, subdivisions of land, sales transactions or other data. Include a determination of "conversion rates" documenting land use changes for various categories of land use.

Task 3.4: Community Facilities, Services and Utilities

The consultant will prepare an inventory, analysis and needs/expansion projection of community facilities and services provided in each participating municipality and by Vilas County including the following components: existing and planned public and parochial schools (K-12); public libraries; public parks and recreational facilities (including snowmobile, bicycle and hiking trails); indoor public recreation facilities and community centers; solid waste and recycling facilities; fire and EMS services and facilities; sanitary sewer service areas and wastewater treatment facilities; public water utility service areas and planned and existing wells and reservoirs; three-phase power availability; natural gas availability.

Task 3.5: Economic Development

The Wisconsin Department of Transportation and Vilas County UWEX will prepare an analysis of economic and labor data based on existing information available from State and Vilas County economic development agencies and organizations including the following: a description of major public and private employers; labor data by sector; unemployment data; income and sales data; industrial and business development site inventory; and tourism (including visitor trends).

Task 3.6: Transportation Analysis

The Wisconsin Department of Transportation will prepare an analysis of the transportation system countywide including the following components:

- Highway traffic volumes including trends based on DOT data.
- Description of existing and planned bikeway and pedestrian trails/corridors along streets and highways (in addition to recreational trails above).
- Description of existing and planned airport services and facilities.
- Description of expansion plans for any state, county or town/city roadways.
- An analysis/review of the land use-related impacts of any of the above transportation component trends.

Task 3.7: Existing Land Use Plans/Processes

The consultant will assemble and evaluate existing land use plan documents including city and town plans completed or in progress, park and recreation plans, transportation plans (including state, county, local), economic development plans and other long-range planning documents.

Task 3.8: Background Analysis, Trends & Projections Report

The consultant will prepare an interim summary report (to also be included in the final plan documents) highlighting the analysis of the above components and trends or projections for the following: population growth; economic projections; and land demand projections for single family residences, multi-family residences, commercial and industrial lands.

PHASE 4 - LOCAL COMMUNITY PLANNING PROCESS

Task 4.1: Selection of Local Planning Committees

Each local municipality interested in participating in the process will identify elected officials and citizen volunteers to serve on the local planning committee.

Task 4.2: Local issues identification workshops (nominal group process)

Land Use Issue Identification Workshops will be conducted in each local community as the first phase in public input. Publicity and site arrangements will be the responsibility of the Local committee and Vilas County. The consultant will take the lead role for workshop facilitation, with assistance from Vilas County. A summary report of the prioritized results will be prepared by Vilas County UW-Extension.

Task 4.3: Inventory of Existing Local Land Uses (see Task 2.5)

The local committee members will conduct the field identification and mapping of existing land uses in each municipality.

Task 4.4: Municipal Household Surveys (Optional)

If desired, local committees will work with Vilas County UW-Extension (UWEX) to prepare household community planning surveys to generate additional local public input into the planning process. UWEX will work with local committees to develop the questionnaire based on results of the issues identification workshops. The consultant will review and provide input into the survey questions. Local municipalities will be responsible for the costs associated with printing and mailing the surveys, follow-up correspondence or computer data input (if desired). Local committees will provide volunteers to tabulate the survey results with guidance from UWEX. UWEX will compile the tabulations, and prepare and present a summary report of the survey results.

Task 4.5: Town Meetings on Background, Trends and Analysis

The consultant will present to each local municipality the background analysis (including maps), trends and projections, and local preferences/priorities based on public input workshops and/or surveys.

Task 4.6: Draft Vision Statements, Plan Goals and Objectives

The consultant will work with the local committees in a public process to develop draft vision statements, goals and objectives.

Task 4.7: Public Input on Vision, Goals, Objectives

The consultant will present the draft vision statements, plan goals and objectives, and solicit public input. The drafts will be revised based on the input received in each municipality.

Task 4.8: Proposed Local Land Uses

The consultant will work with the local committees to develop descriptions and maps of proposed local land uses, including existing conditions and desired future conditions. A consensus process will be used to identify recommended permitted and conditional uses

for each proposed land use, and any specific size or other limitations deemed appropriate for each proposed land use.

Task 4.9: Vilas County will digitize maps of proposed local land uses and produce paper map drafts for each participating community and Vilas County.

Task 4.10: Vilas County will produce 100 copies of 8.5"x11" full color maps of the proposed local land uses along with summary descriptive information. The local municipality will be responsible for distribution of the 8.5"x11" copies. Municipalities will have the option of reproducing and distributing additional copies at their cost.

Task 4.11: Public Input on Proposed Land Uses

The consultant will conduct public input/map review sessions on the proposed land uses for each municipality. The consultant will work with each local committee to revise the proposed land uses and maps based on the input received.

Task 4.12: Identification of Implementation Tools/Strategies

The consultant will identify a variety of implementation tools and other strategies to achieve the proposed land uses. These will include recommendations for zoning map changes using existing zoning districts, or suggestions for new zoning districts.

Task 4.13: Final Local Plan Development and Adoption

The consultant will prepare final land use plan document and maps, and present those to the local committee and town board, city council or other designated body prior to adoption by each municipality.

PHASE 5 - COUNTYWIDE LAND USE PLAN DEVELOPMENT

Task 5.1: Review of Local Land Use Plans, Maps and Zoning Ordinances

The consultant will compile and analyze all local land use plans and maps, and review them for compatibility along municipal boundaries. For towns without land use plans, the existing zoning map should be used to determine compatibility with adjacent municipalities. The consultant will provide a summary analysis of significant differences between local municipal ordinances and current Vilas County zoning and subdivision ordinances.

Task 5.2: Countywide Background and Trends

The consultant will compile the information on background inventory, trend analysis, and projections countywide (as defined in Task 3.8). The consultant will identify common local issues generated during local plan issue identification workshops, as well as issues unique to various local communities that the countywide plan may not address (ex. areas of Town or City jurisdiction, or where they may want to be more restrictive than the County).

Task 5.3: Focus Groups on Countywide Issues

The consultant will facilitate a series of 3-5 focus groups to explore land use issues of countywide significance. The topics will be selected by the Vilas County Land Use Subcommittee (examples could be forest management on private lands, tourism, resorts, industrial development, or could be targeted to a specific interest groups such as lake associations, realtors or builders).

Task 5.4: Countywide Vision Statements, Plan Goals and Objectives

The consultant will work the with Vilas County Land Use Subcommittee and staff to generate draft vision statements, plan goals and objectives.

Task 5.5: Alternative Development Scenarios

The consultant will develop 5-10 initial alternative development scenarios based on the input from the Focus Groups and other local plan input to examine alternative planning and development concepts for Vilas County. After review and input from the Land Use Plan Subcommittee and staff, the alternatives will be refined to three or four viable alternative development scenarios. These alternative development scenarios and other background maps and data will be rendered and designed in an educational display format. The materials will be colored and mounted in a form that can be displayed in the Vilas County Courthouse or in various public meeting places throughout the County.

Task 5.6: Public Input on Trends, Vision, Goals & Objectives, and Alternative Development Scenarios

The consultant will conduct least four public meetings/open houses to present information on the trends analysis and draft vision statements, goals and objectives, to explain the alternative scenarios, and to request public input on these plan components.

Task 5.7: Review of Vilas County General and Shoreland Zoning Ordinance

The consultant will review the Vilas County zoning ordinance for comparison with local proposed land uses and recommended development scenarios, and provide recommendations for zoning ordinance revisions that would allow the local municipalities to achieve their proposed land uses and provide better direction for development that would achieve the desired scenarios.

Task 5.8: Recommendations for Other Implementation Tools

The consultant will prepare recommendations for revision or adoption by Vilas County of other implementation tools (subdivision ordinance, land acquisition, incentives, etc.) that would allow the local municipalities to achieve their proposed land uses and provide better direction for development that would achieve the desired scenarios. The consultant will also provide an assessment of and recommendations for administrative procedures and policies for the Vilas County zoning office to better accomplish the land use plan objectives.

Task 5.9: Draft Countywide Land Use Plan Document and Maps

The consultant will prepare a draft Vilas County Land Use Plan document and supporting maps. The consultant will present the draft land use plan and maps at no less than four

public hearings for final public input. The consultant will make revisions recommended by the Land Use Plan Subcommittee, and provide copies of the revised draft for County Board review. The consultant will present this draft to the Vilas County Board prior to adoption.

Task 5.10: Production of Final Plan Document, Maps and Poster Plan

The consultant will produce copies of the final land use plan document, and sets of the E-size countywide land use map. The consultant will prepare and produce copies of a four-color poster plan.

PHASE 6 - PLAN IMPLEMENTATION/ZONING ORDINANCE REVISION

Note: This phase is optional for this Request for Proposals, but may be included in the proposal if the consultant would like to be considered for this implementation phase.

Task 6.1: Legal assistance will be contracted to provide formal drafting of revised Vilas County zoning ordinance text based on land use plan recommendations.

Task 6.2: New draft zoning district maps will be developed for each municipality that requests changes based on their land use plans. The new maps will be prepared in paper and digital formats (compatible with the Vilas County GIS system)

Task 6.3: The consultant will present ordinance text revisions and map amendments at no less than four public hearings conducted by the Vilas County Zoning Committee prior to adoption by the full County Board. The consultant will prepare any final text and map revisions after approval by the Vilas County Board, and will prepare camera-ready copy of the final ordinance. The consultant will produce approved new zoning maps for each municipality with zoning map changes.

Task 6.4: Vilas County Land Use Subcommittee and Zoning Committee will review plan recommendations for other implementation tools and strategies, and decide on future priorities and schedule for development.

*Prepared by:
Bryan Pierce
Vilas County UW-Extension
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