

TO: Mayor, Common Council, Reviewing Committees and Residents

FROM: Nan Fey, Consultant

RE: Comprehensive Plan Update "Final Draft" for Review

DATE: November 5, 2018

As you are all aware, the City of Bayfield has been working to update its 2001-2021 Comprehensive Plan since the beginning of 2017. On October 23, 2018, the Plan Commission reviewed a full set of draft chapters and maps, made some additional suggestions, and passed a Resolution recommending review of a "final draft" by the Common Council for potential adoption by the end of the year. The draft plan is being introduced to the Council along with an Ordinance that, when passed, will adopt a final version that becomes the guiding plan for the next ten years. On November 5th, the Common Council will refer the draft plan to various city committees for review and recommendations by the end of the month.

When studying the "draft plan" it's important to remember that this document is not designed for reading from cover-to-cover. The comprehensive plan is intended to be used by policy and decision-makers who will turn to the chapter(s) that seem most likely to offer guidance on whatever issue they're considering; some information and concerns are relevant to more than one issue, as a result, similar statements and references may appear in more than one chapter. As you review the draft plan, please make note of the following for discussion during your meetings:

1. Questions about content
2. Additions or corrections to consider

The draft plan begins with an overall **Introduction** to provide context for this update of the city's comprehensive plan, followed by an **Issues & Opportunities Chapter** that includes some background information, definitions, and explanations of what the reader can expect to find in the sections of the topical chapters that follow; the Guiding Principles section is new, so an explanation is provided of how the updated vision statement and two new overall goals should be considered in every substantive chapter. Many terms and concepts are explained in the **Glossary**; data and other resources are noted in the **Appendix**.

Each of the **Seven Topical Chapters** contains five sections; relevant **Maps** are also noted in each chapter, and collected into one section. Several photos and graphics for each chapter will be available for consideration by the Plan Commission and Common Council in December. The **Implementation Chapter** describes the process that will be followed to develop the Actions required for each topical chapter.

The seven topical chapters are:

- Agriculture, Cultural & Natural Resources
- Utilities & Community Facilities
- Transportation
- Economic Development
- Housing
- Land Use
- Intergovernmental Cooperation

Each of these chapters is organized into the following sections:

Introduction provides general context for each chapter.

Concerns/Issues present public input received throughout the Comp Plan Update process from members of the community at the Pavilion in April, and from city committees and local civic organizations over the past 18 months.

Existing Conditions present relevant information gathered from current research by groups including the Northwest Regional Planning Commission, the Center for Rural Communities Survey, county, state and national census tools; this data provides background on the situation in which the current update is being written. Resources and links can be found in the Appendix.

Guiding Principles discuss how the Vision and Overall Goals, described in the Issues & Opportunities Chapter, apply to the topic of each chapter.

Goals & Objectives take the same form they did in the previous plan. Actions will be added by City boards and committees and adopted as an amendment to the adopted comprehensive plan in 2019.

Committees should be sure to include Public Comment and Comp Plan Review on their November agendas. Staff attending meetings of reviewing committees will capture both public testimony and the input of members to share with the Plan Commission on December 6th and the Common Council on December 10th, 2018.