



**AGENDA  
SPECIAL CITY COUNCIL MEETING  
COUNCIL CHAMBERS, MUNICIPAL BUILDING  
101 NORTH MAIN STREET  
FORT ATKINSON, WISCONSIN  
TUESDAY, JULY 10, 2018 - 4:30 P.M.**

1. Call meeting to order.
2. Roll call.
3. Kickoff meeting with City Council and Planning Commission to begin Comprehensive Plan update.
4. Adjournment

CC: Matt Trebatoski, City Manager  
Michelle Ebbert, City Clerk  
David Westrick, City Attorney  
News Media

If you have special needs or circumstances which may make communication or accessibility difficult at the meeting, please call (920) 563-7760. Accommodations will, to the fullest extent possible, be made available on request by a person with a disability.

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VANDEWALLE &  
ASSOCIATES INC.

April 6, 2018

Matt Trebatoski, City Manager  
City of Fort Atkinson  
101 N. Main Street  
Fort Atkinson, WI 53538

RE: Scope of Services for Ten-Year Update of City of Fort Atkinson Comprehensive Plan

Dear Matt:

Per your request, please find attached a scope of services for the Ten-Year Update of the City of Fort Atkinson Comprehensive Plan. As you are aware, Wis. Stats. 66.1001 requires that every city, village, town, and county government that uses zoning and/or land division regulations must adopt a full update of its Comprehensive Plan every ten years. The City's Comprehensive Plan is facing its ten-year deadline for the required update.

Thank you for your insights and directions in designing this project. As a result, the attached scope of services complies with all statutory requirements *and* has been customized to best reflect the City's needs. This scope has been modified to reflect the Community Visioning work recently undertaken by the City. The Plan will incorporate the findings of that effort.

The attached scope also includes the ability to select optional tasks as needed. These optional tasks could be added as needed during the course of the project.

Finally, this project will be attentive to our concurrent work with the City on tax increment finance districts and related economic and redevelopment plans and projects.

We appreciate your interest in continuing to work with our firm. If you have any questions or need more information, please do not hesitate to contact me at 608-255-3988 or at [m Slavney@vandewalle.com](mailto:m Slavney@vandewalle.com).

Sincerely,

Mike Slavney, FAICP  
Principal Planner  
Vandewalle & Associates

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## **ATTACHMENT A: Scope of Services**

### **City of Fort Atkinson Ten-Year Comprehensive Plan Update April 6, 2018**

Vandewalle & Associates will undertake the following tasks in conducting the Ten-Year Comprehensive Plan Update for the City of Fort Atkinson. All work will be conducted on a cost-not to exceed \$32,459, with the option to add a planning meeting for the cost of \$1,037.

The Scope of this Project Includes:

- I. Collection of Background Information:
  1. An Audit of the current version of the Comprehensive Plan
  2. Preparation of a Base Map for the City and for its Exterritorial Planning Area
  3. Inventory of Existing Land Uses
  4. Review of other City Plans, Policies, & Ordinances related to the Comprehensive Plan
- II. Public Participation:
  1. Public Participation Plan required by Wisconsin Statutes
  2. Project Kick-Off Meeting with Plan Commission and Common Council
  3. Two Joint Plan Commission and Common Council Working Sessions
  4. Draft Plan Open House
  5. Joint Plan Commission and Common Council Public Hearing and Plan Adoption Meeting
- III. Document Preparation:
  1. Draft 1 of the full Comprehensive Plan
  2. Draft 2 of the full Comprehensive Plan
  3. Draft 3 of the full Comprehensive Plan
  4. Production and distribution of the Adopted Comprehensive Plan
- IV. Optional Tasks:
  1. One additional Planning Meeting with City Staff, Plan Commission, or Common Council; as determined by the City during the course of the project.

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