



PROPOSAL FOR LAPEL COMPREHENSIVE PLAN UPDATE

ms consultants, inc. is delighted to present a proposal for your consideration for an update to the existing Lapel's Comprehensive Plan.

After several discussions with the town officials and committees, the consultant found a need to add several topics to the Comprehensive Plan to deepen Lapel's land use policy, provide guidance on specific changes to the zoning regulations and find development policy guidelines and steps that can empower economic development in Lapel.

FOCUS AREAS & TOPICS

The proposed scope of work will result in creating records, detailed plans and policy recommendations in the following areas:

- **Economic Development of the Focus Area South of SR 38.** A detailed breakdown, depiction and description of the recommended uses for the area south of SR 38 with the goal to turn this area into an economic and employment powerhouse.
- **Visual Corridors.** There is a need to establish a certain character along SR 13 and SR 38. During this project, the consultant will explore what the desired character is and provide policy recommendations on how to guide its creation.
- **Residential Development.** The consultant will explore the possibilities of expanding residential development further out from the current Lapel core, including various options for 2+ unit developments.
- **Wellhead Protection Area.** Add the approximate extent of the wellhead protection areas and recommended uses in its vicinity to protect water quality. This section will give examples of wellhead protection policies from other jurisdictions.
- **Utilities.** Location and capacity of the public and private utilities throughout Lapel's planning jurisdiction.

WORK SCOPE

The project will go through a few phases described below. We also propose an approximate timeline for completion of this project and an approximate cost.

1. Project Preparation

At this stage, the consultant and the community agree on a work plan, resources and people needed to successfully execute project. We will establish a timeline, pick a steering committee, focus groups, agree on public engagement strategy and a general communications strategy.

2. Background Research and Analysis

The consultant will conduct background research of available data and find or request the data if it's not publicly available. This is the time to create preliminary findings on some topics that will help in creating activities for the public engagement and focus topic workshops.

3. Focus Topic Workshops

This project has a few “focus area” plans. It would be useful to create groups devoted to a specific topic and gather their input before creating major policy ideas. This phase also includes one public engagement activity to get input on the residential uses.

4. Ideation

ms team will take input from background research, public engagement feedback, and focus group workshops and create policy ideas. The consultant will also test these ideas with the focus group(s) and/or steering committee before including them into the plan.

5. Plan Creation

ms team will write the plan.

6. Finalization

The consultant will present the final plan and prepare the final version for adoption after receiving the last feedback. The consultant will present the plan during the public hearings and meetings.

TIMELINE AND COST

PHASE	NOV	DEC	JAN	FEB	MAR	APR	MAY	COST
Preparation	■							\$1,300
Background Research	■	■						\$4,000
Workshops			■	■				\$8,000
Ideation				■	■	■		\$14,000
Plan Creation					■	■	■	\$19,000
Finalization							■	\$3,300
							TOTAL:	\$49,600