

**City of Bigfork Comprehensive Plan**  
Scope of Work and Timeline Summary-UPDATED  
November 2010

**Step 1: Project Start-up** (Meeting 1-3)

Summary: ARDC will work with the City to determine if the project will be guided by a Planning Committee formed just for this process or an existing Planning Commission. ARDC will meet with the Planning Committee (Commission) and review the planning process, schedule the public visioning session and discuss the strategy for incorporating planning of the infrastructure engineering project into the process. ARDC will also gather existing plans and documents for review.

Benchmarks/Deliverables: ARDC will develop a background document and finalize the scope of work.

Timeline: Step 1 will be completed by December 31, 2010.

**Step 2: Community Visioning** (Meeting 4)

Summary: ARDC will work with Planning Committee (Commission) to plan and facilitate a public visioning meeting to create a community Vision Statement. ARDC (with City input) will develop the agenda and meeting materials. The session will begin with presentations on current planning trends and strategies for future land use, zoning ordinances, transportation and water and sewer infrastructure with extra time spent on the current engineering project if needed. Attendees will then be split into small groups to identify community assets, draft vision statement phases and determine issues which threaten community assets. The list of assets, issues and vision statement phases will be documented and become the focus of the community's Comprehensive Plan.

Benchmark/Deliverable: ARDC will develop a meeting summary and draft a written community vision, draft section goals and with City Engineering create preliminary mapping for infrastructure project

Timeline: Step 2 will be complete by the end of January 31, 2011.

**Step 3: Strategy Development**

Summary: ARDC will use the community's Vision Statement and list of goals, assets, and concerns to draft basic community strategies in the areas of housing, transportation, utilities and community facilities, natural and cultural resources, economic development, intergovernmental cooperation and land use. The strategies will include detailed action steps that the community should undertake in order to implement their strategies and meet their goals and vision. ARDC will meet with the Planning Committee (Commission) to further develop community goals and strategies associated with each section (Meeting 5).

Benchmark/Deliverable: ARDC will provide a draft set of strategies and action steps.

Timeline: Step 3 will be complete by the end of February 28, 2011.

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**Step 4: Community Review**

Summary: ARDC will discuss each section of strategies and action steps with the City Planning Committee (Commission) (Meeting 6). The meetings will result in changes or additions to the strategies and action steps.

Benchmark/Deliverable: ARDC will publish a set of refined strategies and action steps for the City.

| Timeline: Step 4 will be complete by March 31, 2011.

**Step 5: Documentation**

Summary: ARDC will develop a report for the City which documents the planning process and lists vision, goals, strategies and action steps. The sections will be incorporated into a final Comprehensive Plan and include an implementation checklist. ARDC will then facilitate a public meeting to review the final Plan and collect any final comments during a public comment period (Meeting 7).

Benchmark/Deliverable: ARDC will produce a Bigfork Comprehensive Plan draft document.

Timeline: Step 5 will be complete by April 30, 2011.

**Step 6: Adoption and Evaluation**

Summary: ARDC will present the final draft plan to the City Council. Any requests for changes will be addressed. ARDC will develop an adoption checklist for the City Council that will describe the adoption process that should be followed. Finally, ARDC will develop a document that outlines a suggested method for the continued review and evaluation of the plan into the future.

It will then be the responsibility of the City of Bigfork to adopt and maintain the Comprehensive Plan.

Benchmark/Deliverables: ARDC will produce a final Bigfork Comprehensive Plan Final Document, an adoption checklist, and the evaluation sheet.

Timeline: Step 6 will be complete by May 31, 2011.

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