

# TOWN OF ANCRAM STRATEGIC PLAN SCOPE OF SERVICES

8/13/08

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This Project Plan outlines the scope of services for the Town of Ancram's Community Development (CDBG) Strategic Plan. The CDBG Strategic Plan is funded by a Technical Assistance Grant from the Office of Small Cities, and is intended to support the priorities established in the Ancram Comprehensive Plan in the areas of hamlet revitalization, housing and economic development. This CDBG Project Plan will identify next steps in the implementation of the hamlet revitalization, housing and economic development priorities of the Town's Comprehensive Plan, and will also identify sources of additional grant funds to assist the Town to achieve its goals in these areas.

## PHASE I - PROJECT INITIATION

### **Task 1.1: Planning Information Meeting**

This initial meeting with the CDBG Project Team and Comprehensive Plan Committee (CPC) will set the stage for the development of the community development strategic plan. The planning scope, schedule, and budget will be reviewed and refined. The key issues will be discussed, including a summary of the Town's preliminary conclusions about its economic development, housing and hamlet revitalization goals based on work already done via the workshops, the survey, community meetings, the 2030 Vision and supporting Goals, and other already drafted Comprehensive Plan elements. In preparation for this meeting, consultants shall review existing planning documents and come prepared with a list of additional information and data that may be needed for this project.

#### ***Deliverables:***

- Written meeting summary outlining agreements/understandings reached.
- Attendance of scoping meeting.
- Final scope of services.
- List of additional needed resources and demographics for completion of the inventory portion of the Strategic Plan Elements
- Data and statistics for incorporation into the Strategic Plan Elements

## PHASE II - AFFORDABLE HOUSING STRATEGIC PLAN ELEMENT

The purpose of this element of the Strategic Plan is to identify what the affordable housing needs of the Town are and will be, and how to best meet these needs. Ancram has a variety of buildings which could be converted into affordable housing for singles, young families and senior citizens.

### **Task 2.1: Town-wide Housing Demographic Analysis**

The consultant team will review existing demographic data and information collected and included in the Town of Ancram Profile Document. Additional information or demographics will be collected to either fine tune the original data, or add to it as needed to answer the following housing questions: 1) how much of a demand is there likely to be now and in the next 10-20 years for affordable housing for seniors and for residents whose income is below the Town's median income; 2) how many rental or for purchase housing units will likely be needed in the future to meet this need; and 3) at what price points. The demographics analyses of this task will be oriented to trying to answer these questions and ultimately, added to the Town Profile as part of the Plan.

#### ***Deliverables:***

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- Updated Demographic and Statistical Analysis summary report with affordable housing needs projections

**Task 2.2: Hamlets of Ancram, Boston Corners and Ancramdale Building Assessment**

This task entails a windshield visual field survey and review. The objective is to record existing conditions of all structures within the hamlets. The ranking criteria for residential properties shall follow the HUD/NYS OCR standards and definitions for building condition criteria. The results of the housing analysis can be used to leverage future grant funding sources for housing rehabilitation projects within the Town for the next 24 months. During the windshield survey, the consultant team will simultaneously conduct a building inventory of all vacant structures and commercial buildings per HUD/NYS OCR guidelines. As feasible, this task will identify structures which could be used for future affordable homes for singles, new families and senior citizens.

***Deliverables:***

- This information will be detailed via a summary chart and narrative, windshield surveys, tally map and photographs and can be used future grant applications.

**Task 2.3: Review/Revise Goals and Recommendations to Develop Affordable Housing Element of the Strategic Plan**

Using the information gathered from the Housing Trend Analysis, the Hamlets Building Analyses, a review of existing data, the 2030 Vision and supporting Goals and Strategies from the Draft Town of Ancram Comprehensive Plan, the consultant team will formulate a series of additional activities and recommendations for revising and enhancing existing Goals and Strategies. This task will not repeat what is already in the Comprehensive Plan, but will build on and fine tune those Goals and Strategies. In addition to revising Goals and Strategies, the recommendations in this element will also include additional activities to support housing needs, and will identify funding strategies to assist in implementing the Town's housing strategies. This task will result in a draft Affordable Housing Element of the Strategic Plan.

**PHASE III - HAMLET ECONOMIC DEVELOPMENT AND REVITALIZATION ELEMENT**

Economic development in Ancram will be driven by revitalizing the center of the Town by solving the problems of the run-down buildings, inadequate septic and the dangerous intersection. Solving these problems is a precondition to attracting the commercial, retail and residential investment in the center of the Town. The purpose to this element of the Strategic Plan is to determine how best to accomplish these goals.

**Task 3.1: Review of Dangerous Buildings and Intersections:**

- a. This task entails a half day site visit to the 82/7 intersection in Ancram and a visit to the Route 8/3/82 intersection in Ancramdale by a transportation engineer of the consultant team, review of pertinent traffic and accident data, and the development of broad preliminary recommendations for future analysis and refinement of these intersections.
- b. Preliminary visual inspections and structural assessments will be done of up to three deteriorated buildings in the center of Ancram to determine the extent of decay and feasibility of repair.

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**Task 3.2: Review of Sewer/Septic Alternatives in the hamlet of Ancram:**

This review would include a site visit to the area to define the service area and identify known problem areas, describe alternative types of systems which could meet the Town's needs, lay out a possible system that would be appropriate for the area, provide gross estimates of the cost to implement a public sewer system, and provide approximate annual user costs. Priority will be given to solving the septic problems of the buildings in the center of Ancram.

**Task 3.3: Hamlet Revitalization, Visual Guidelines and Zoning Recommendations:**

The consultant team, with the assistance of landscape architects from Synthesis, will conduct a hamlet assessment process with emphasis on the hamlet of Ancram. It is anticipated that Synthesis efforts in this element will be 70% for the hamlet of Ancram, 15% for Ancramdale and 15% for Boston Corners. This will include a full day site visit to conduct an inventory of existing conditions and discuss opportunities and constraints with Town members, prepare base mapping that utilizes aerial photography, develop color rendered concept plans of the three hamlet areas with photographic examples of envisioned development and site, and develop a sketch-up model of primary hamlet area to create Character Sketch views related to the proposed vision. Design guidelines could be incorporated into the Towns zoning, subdivision and site plan land use regulations. It is anticipated that illustrations will be developed only for the hamlet of Ancram, but that the consultant team will provide general guidelines for hamlet improvement for Boston Corners and Ancramdale as well. Included in this task is one meeting with the CDBG Committee to review draft ideas and documents and a final formal presentation of results.

**Task 3.4: Development of Hamlet Revitalization and Economic Development Element**

The consultant team will review and revise as needed hamlet and economic development oriented goals and strategies from the Town of Ancram Draft Comprehensive Plan based on the above efforts, identify next steps and funding opportunities, and develop a final draft Hamlet Revitalization and Economic Development Element of the Strategic Plan. As part of this, the consultants will review draft Comprehensive Plan goals and strategies and update both as appropriate to develop provide new insight and economic development approaches for the hamlets. The consultant team will identify any grant and/or loan programs applicable for implementation of the Towns goals in these areas.

**PHASE IV - DEVELOPMENT OF DRAFT AND FINAL PLAN**

**Task 4.1: Development of Draft Community Development Strategic Plan**

Review all plan elements with CPC and CDBG Project Team. All of the major report components, maps, and graphics produced will be incorporated in the full plan. The consultants will format the written plan utilizing graphs and photos to make it easier for residents, landowners, and businesses to read and understand the plan's contents. GIS elements shall be compatible with the GIS data base already developed for the Town. Each of the above three sections will be developed in a way that they can be meshed into the rest of the Comprehensive Plan. After the plan is drafted, the consultant team will present the strategic plan to a town-wide meeting.

***Deliverables:***

- Draft strategic plans, strategies, maps, and associated graphics in a format to be consistent with the rest of the Comprehensive Plan document being developed by the CPC.
- Final Community Strategic Plans.

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- 1-Electronic Copy of the Plan on Compact Disk.

**TASK 4.2 Project Administration**

The consultant team will assist with preparing the necessary materials for the Environmental Review Record.