

Potential Planning Services for the Town of Ancram

Special points of interest:

- CP & EA has over 25 years of experience helping small and rural communities.
- CP & EA has produced several state and national award-winning plans.
- Principal Planner Nan Stolzenburg is a Certified Planner from the American Institute of Certified Planners and a Certified Environmental Planner.
- Our GIS program includes innovative GIS planning applications such as buildout analysis.
- CP & EA has been the primary consultant with over 70 different municipalities throughout New York

Submitted By

Community Planning & Environmental Associates

About Community Planning & Environmental Associates

Community Planning & Environmental Associates (CP&EA) was founded in 1992 to provide specialized professional consulting and planning services to New York State's local communities. CP&EA has extensive experience in comprehensive land use and environmental planning for municipalities, organizations and individuals and concentrates on the unique needs of small and rural communities. We offer services ranging from land use planning, zoning and land use regulation development; visioning workshops; geographic information systems and analysis; and environmental impact assessments; to community involvement efforts.

CP&EA is a sole proprietorship and a New York State Certified Woman-Owned Business.

In addition to our planning services, we offer a full-service team of associated professionals that can provide specialty services in the areas of hydrogeology, environmental engineering, traffic engineering, economic development, landscape architecture, and land use law. A wealth of professional experiences has provided our firm with the right combination of technical skills and the ability to work with people of all walks of life. Our approach allows us to customize a technical team of experts to meet the specific needs and budget of your community. Our team will only include those professionals needed for the specific project. In that way, we can provide our services in a cost-effective manner.

CP&EA has extensive experiences in helping small rural communities deal with changes in their communities. CP&EA is considered a leader in the field of rural and small community planning and can provide Ancram with specific planning and community development tools designed to work in rural areas. We can uniquely help the Town understand the positive and negative impacts of growth and change, the planning tools legally available to you, and the revitalization of options you can take advantage of.



Rural County Road in Springfield, Otsego County where we are working to maintain this rural character.



Community Planning & Environmental Associates

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A. Overall Approach to Comprehensive Plan Update

The overall approach to doing a plan review and update is the same as for a new plan—we work to answer three major planning questions as outlined below. The answers to these questions will inform the Town as to changes and trends that need addressing and validate (or change) the plan’s long-term direction.

1. **What are the current conditions in the Town of Ancram?** This step is to update the inventory and analysis of the planning “database” that is in the current plan. This information will assist the Town in identifying current strengths, weaknesses, opportunities, threats (SWOT), and issues that may need to be addressed in the plan. This step requires a re-look at current resources and conditions such as land uses, demographics, and growth patterns that have occurred since adoption of the first plan, as well as an evaluation of the status of implementation of the earlier Plan.
2. **Where does the Town want to “be” in 10 to 15 years and how will they interact?** This phase uses information from step 1 and public input to evaluate if any changes are needed to be made to the original Plan vision and goals. They will be updated as needed to address any new needs or changes to the vision statement.
3. **What will the Town need to do to attain that future vision?** This phase results in an update to the set of actions, strategies, programs, and policies Ancram should implement. Relevant strategies from the earlier Plan will be maintained and new recommendations will be presented, if needed, to address current needs.

CP&EA uses the APA Comprehensive Plan Best Practices Guidance to ensure that each of our plans meets the highest standards for comprehensive planning as established by the American Planning Association.

Potential Project Deliverables

American Planning Association Audit for Best Comprehensive Plan Practices

Summary of new Public Input

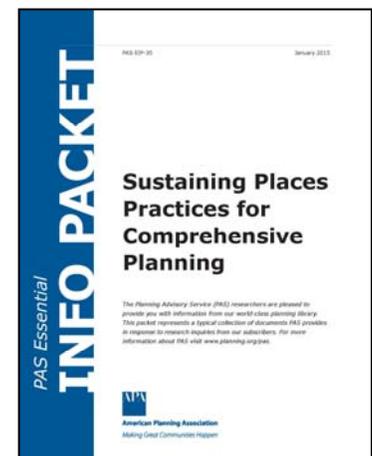
Updated SWOT Analysis

Updated Profile and Inventory, and maps

Update Vision and Goal Statements, if needed

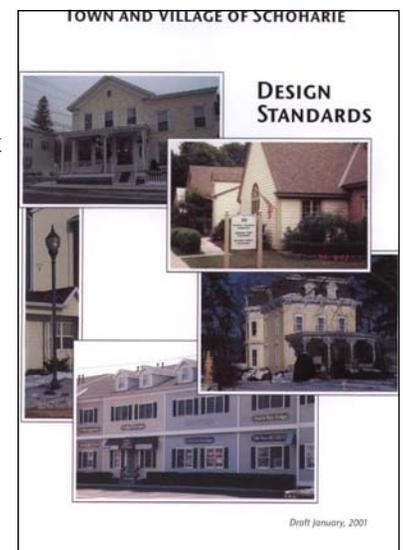
Updated Recommended Strategies and Actions

Draft and Final Plans



B. Recommended Tasks Needed to Update the Comprehensive Plan, In Suggested Order:

1. Review the 2010 Town of Ancram Comprehensive Plan. Complete APA Best Practices for Comprehensive Plan Audit. This will identify any areas that should be addressed that may have not been adequately addressed in the 2010 Plan.
2. Work with a Committee (or the Town Board) to identify what strategies and actions from the old plan have been accomplished.
3. Update all demographic information with 2010 Census data to ensure we have information on trends. This could include, but is not limited to: population (tables; pop data, % pop/age class, pop projections, pop comparisons), economic data (income, occupations, employment data, and poverty status), housing, regional demographics, education, traffic counts, tax parcels, etc.
4. Evaluate existing maps. Most maps will still be valid and not needing any changing. The maps that may need updating because things have changed in the intervening years are: Property Class, Ag Districts, Preserved Properties, Zoning (2012 is the latest map), aerial, and latest natural heritage program data. The update may also consider any additional biodiversity work done in town that should be considered, updates to the farmland identification map, if desired, or a town-level broadband map.
5. Stakeholder Engagement: Conduct one public planning meeting at the beginning of the process to gain information on whether the vision and goals need updating, or other issues of concern since the 2010 plan. This workshop would be a facilitated workshop to validate and collect new public input. It is also recommended that we hold one joint meeting of the Town Board, Planning Board, ZBA, Code Enforcement, CAC, and Farmland committees to understand issues and opportunities from those involved with local government. As an optional task, conduct a town-wide survey to involve the community in identifying new issues and concerns. Analyze all information collected.
6. Update SWOT, vision and goals as needed.
7. Provide recommendations for new planning implementation strategies that may be needed.
8. Write new text and tables where necessary. Develop new report with results from all above steps.
9. Concentrate on a new action plan of items the Town should implement with a timeline.
10. Provide draft of proposed update—which would include any new information, summary of public input, strategies, and action plan. This could be a stand alone report to be adopted as an update or as an appendix to the 2010 plan.
11. Assist with the required public hearing(s), adoption process, and SEQR documentation. If the Town Board appoints a committee to work on this, there will need to be two hearings. If the Town Board coordinates this effort themselves, only one hearing is needed.



C. Costs

CP&EA Fees are based on the following Fee Schedule

Principal Planner	\$100.00 per hour
GIS Planner	\$100.00 per hour
Expenses	At cost, No mark-up
Mileage	\$.51 per mile
Travel	\$50.00 per hour for all travel beyond 1 hour travel time from Berne, NY

NOTE 1: All scope of work items and fees shall be finalized and agreed upon at time of hiring. All changes to the agreed upon scope shall be initiated only after a contract change-order is signed by both CP&EA and the Town of Ancram.

Note 2: Non-Discrimination Requirements: In accordance with Section 220-e of the Labor Law, Sections 291-299 of the Executive Law, and the Civil Rights Law, the Consultant will comply with equal opportunity requirements and not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, sex, disability, genetic predisposition or carrier status, or marital status. The Consultant represents that it is certified by New York State as a woman-owned business.

Community Planning & Environmental Associates holds a business owners general liability policy that meets the limits of liability for insurance, and Professional Liability insurance. An Insurance Certificate can be supplied to the Town of Ancram indicating the Town as an additional insured party upon signing of a contract, if requested.

We also hold a professional liability policy that meets or exceeds normal New York State contract requirements.

We are not required to provide workers compensation coverage due to the business structure of Community Planning & Environmental Associates.



CP & EA is a Woman-Owned Business Certified by New York State

D. Personnel

Qualifications of Key Personnel

Nan Stolzenburg, AICP has been the principal consultant on over 70 different comprehensive planning projects throughout eastern and central New York. Her work concentrates on small and rural communities. She has also been the principal consultant to develop or amend land use regulations for over a dozen communities. Ms. Stolzenburg has been the award winner of several state and national planning awards. She has a BS in Environmental Biology from SUNY College of Environmental Science and Forestry, a MS in Wildlife Biology from University of Massachusetts, Amherst, and a MRP in Regional Planning from the University at Albany. She is a certified planner and a certified environmental planner. Her areas of expertise include

- *Land use and environmental planning techniques for rural and small communities
- *Comprehensive plan development, subdivision and zoning law drafting, farmland protection
- *Community involvement strategies, visioning exercises
- *Environmental and ecological assessment; on-site surveys, impact statements, SEQRA
- *Project management
- *Public involvement strategies and meeting facilitation

Don Meltz is a planner and GIS specialist who provides expertise in land use planning and sophisticated GIS analysis related to environmental planning. In addition to his extensive work with CP&EA, Don has worked with the Columbia Land Conservancy and the Open Space Institute. His expertise is also with small and rural communities and has participated with Nan Stolzenburg on several award winning plans. Mr. Meltz has a BA from Franklin Pierce College in Environmental Biology and an MRP in Regional Planning from the University at Albany. He is a certified planner. His areas of expertise include

- *Using GIS technology to evaluate the unique challenges facing small towns and rural areas.
- *Creation of GIS planning databases
- *Analyzing land use potential (agriculture, open space, residential, commercial, etc.)
- *Build-out analysis
- *Land Prioritization (LESA Model)
- *Open Space and Environmental Planning

Celeste Roeller Harp is a planner with an MRP in regional planning and provides expertise in all aspects of planning including development of demographic data and trends analysis. Celeste would serve as assistant planner.

E. Estimated Costs

Task	Time Frame (Hours)	Estimated Cost
1. Review 2010 Plan; Use APA Audit of Best Practices.	8 hours	\$800
2. Identify strategies from 2010 Plan already completed.	3 hours (Note this step would need to be largely accomplished locally. My time would be to make a checklist and tool for that local review).	\$300
3. Update demographic and census with available information .	15 hours	\$1500
4. Evaluate existing maps, update parcel and Ag District Map.	8 hours	\$800
5. Conduct one planning workshop and one Joint Meeting.	Preparation for workshop: 4 hours Conduct workshop: 3 hours Results of workshop: 5 hours Preparation for joint mtg: 2 hours Conduct joint meeting: 2 hours Results of meeting: 3 hours	\$2000
6. Conduct town-wide survey	(See steps outlined next page); Town would cover postage, printing and labels for post card.	\$2000 to \$2500
6. Update SWOT, vision and goals, as needed.	8 hours	\$800
7. Develop new planning strategies to address needs.	15 hours	\$1500
8. Develop new written document to update Plan with results of previous steps.	20 hours	\$2000
9. Develop new action plan.	8 hours	\$800
10. Full draft plan, and when completed, a final update document.	8 hours	\$800
11. Attend two public hearings, SEQR, County Planning Board review, resolutions.	Public Hearings: 4 hours SEQR: 4 hours Other assistance: 4 hours	\$1200
Committee or Board meetings to facilitate above steps (not including public meetings or hearings). To be held after each major phase, above.	8 meetings plus mileage (\$122 miles per meeting)	\$800 meeting time \$500 mileage
Total	8-10 months, Starting in October 2017	\$15,800 to \$16,300

Potential Steps for Development of a Survey (V indicates a volunteer could help with this)

1. Develop survey questions, from old draft and from committee input 5 hours plus 1 meeting with Committee.
2. Input survey questions to survey monkey (V)
3. Develop post card to advertise survey - to be sent to all landowners/residents, This would include printing, labels and postage. I could develop a post card but Town would need to budget for printing, labels, and postage. (V), plus Town expenses for printing and postage.
4. Have paper copies for those without computer. We often get 25-50 paper versions. The paper version comes from the online version, but it takes someone to enter those surveys. Might be good for a volunteer to do (V). Otherwise we could enter them
5. Get results from survey monkey (V).
6. Summarize survey results.
7. Interpret survey results and categorize into an updated SWOT (Strengths, weaknesses, opportunities, threats)

Total cost estimated \$2000 to \$2500