

Town of Dryden Proposal
January 14, 2024

Updated February 28, 2024 (other changes underlined)*

A Proposal for Planning Consultant Services for the Town of Dryden: Phase 1 Analysis and Recommendations for Zoning and Subdivision Law Update

Submitted by

Community Planning and Environmental Associates, Nan
Stolzenburg FAIC CEP

Primary Consultant: Community Planning & Environmental Associates
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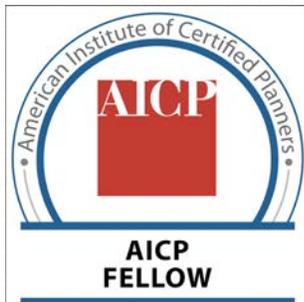


*Our original proposal included
Planner Veronica Soeller, who is
unexpectedly unable to continue with
CP&EA.

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Community Planning & Environmental Associates has Fellow, American Institute of Certified Planners (AICP) and Certified Environmental Planner (CEP) Credentials from the American Institute of Certified Planners; and Certified Wildlife Biologist (CWB) from The Wildlife Society



Special points of interest:

- Nan Stolzenburg FAICP CEP, has over 40 years of experience environmental planning and almost 30 years specifically related to rural land use.
- We are specialists in small town and rural planning and land use.
- CP&EA has produced several state and national award-winning plans.
- CP&EA has consulted in over 80 communities throughout Upstate New York to assist with their small town and rural planning needs.
- Nan Stolzenburg was the principal consultant with the NYS Department of Environmental Conservation for the development of the SEAF and FEAF Workbooks.
- A 'zoning audit' is a regular component of almost all our comprehensive plan work (see a model included in this proposal).

Section I: Background

Community Planning & Environmental Associates (CP&EA) is based in the Capital Region in northern Schoharie County. Since its founding in 1995, we have been dedicated solely to the special needs of rural and small communities. We are a multi-disciplinary firm with expertise in land use and environmental planning.

More specifically, we assist communities with comprehensive and strategic plan development, land use regulations, community outreach, geographic information system mapping and analysis, and environmental planning. We know that the economic success of rural and small communities often rests on carefully taking advantage of their rural assets (such as community character, historic character, main streets, agriculture, and scenic resources), and our planning is asset-based which integrates state-of-the-art land use techniques with environmental planning.

CP&EA is an innovator in the use of tools such as conservation subdivisions, density and average lot sizes, rural siting standards, and commercial design standards that work to balance development and conservation of the very resources that make a community unique.

Our land use related work includes both development and implementation of regulations. We have decades of experience in conducting zoning audits to analyze consistency between adopted plans and regulations, development of new or updated regulations, and assisting planning boards and zoning boards of appeals in project review. We also regularly offer comprehensive regulatory audits including those to ascertain the communities farm-friendliness, solar development capacity, and evaluation of housing options offered.

Our experience includes open space planning, agriculture and farmland protection planning, environmental planning, and community revitalization for municipalities. Our firm has contributed to a variety of projects with other services such as visioning, main street revitalization, environmental impact assessments, trail planning, community involvement campaigns, local waterfront revitalization planning, and grant writing.

Principal Consultant for the Project: Nan Stolzenburg

Nan Stolzenburg will take on the principal consultant role and be the contact for this project. Nan is a Fellow of the American Institute of Certified Planners (AICP). She is also credentialed as a Certified Environmental Planner from AICP. CP&EA is a New York State Certified Woman-Owned Business, and has been since the state program was initiated in the mid-1990's. Her planning background is built upon 10 years of prior work in the wildlife/natural resources field, which has significantly contributed to rural community and environmental planning throughout upstate regions of New York State. She concentrates on the unique community and environmental planning needs of small and rural communities by providing comprehensive land use, and environmental planning services. Nan's unique background, including an MS in Wildlife and Fisheries Biology from the University of Massachusetts, Amherst, and an MRP in Regional Planning from the University at Albany, integrates environmental conservation with land use planning.

Nan has been a consistent innovator in helping over 80 communities embrace comprehensive planning, asset-based economic development, and implementation of innovative land use tools. Recognized as an expert in rural planning by both peers and municipalities, she has developed dozens of agricultural and farmland protection plans resulting in such accomplishments as creation of a local "Ag-navigator" to enhance agricultural economic development, implementation of award-winning local purchase of development rights programs, and establishment of overlay districts to meet community goals.

Nan has had widespread positive impact on environmental protection through co-authorship of the NY State Environmental Quality Review Environmental Assessment Form Workbooks, used throughout the state for all required site plan, subdivision, and zoning permit approvals. Her work as a volunteer as an Advisory Council member for the Schoharie Economic Enterprise Corporation, a member of the Board of Directors for Schoharie Community Development Corporation, a former member of the Board of Directors of the Catskill Center for Conservation and Development, a former member of the Planning Committee for the Bender Melon Farm Preserve, and former member of Congressman Antonio Delgado's (NY-19 District) Agricultural Advisory Committee offers a wide variety of other experiences that can be brought to the table in a comprehensive plan process.



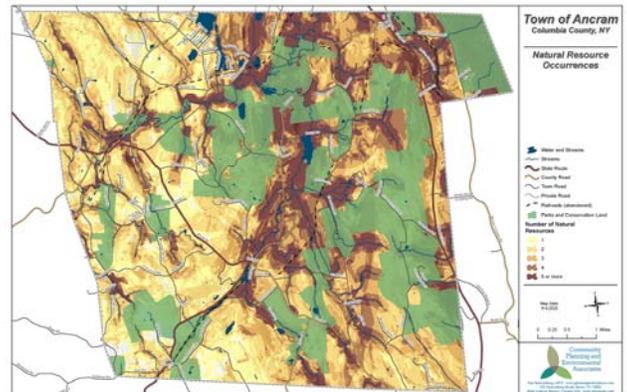
Community Planning and Environmental Associates

Points of Interest

- We are specialists in helping small and rural communities plan for their future.
- CP&EA has produced several state and national award-winning plans.
- Principal Planner is a Fellow of the American Institute of Certified Planners and is also a Certified Wildlife Biologist and a Certified Environmental Planner.
- Our GIS program teamed with Upstate GIS includes innovative GIS planning applications such as buildout analysis, erosion modeling, constraints and opportunities analysis, and land prioritization.
- CP&EA has years of experience consulting on county-wide and intermunicipal projects.

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 and businesses. CP&EA has extensive experience with comprehensive land use planning and environmental



management for municipalities, organizations and individuals in the areas of: land use planning, zoning and land use regulation development; visioning workshops; geographic information systems and analysis; environmental impact assessments; community involvement campaigns; and grant writing. We have extensive experience with small and rural communities.

CP&EA is a land use and environmental planning consulting group with offices located in Schoharie County. In addition to our planning services, we offer a full-service team of associated professionals that provide specialty services in the areas of hydrogeology, environmental engineering, traffic engineering, economic development 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 is to customize a technical team of experts to meet the specific needs 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.

We also assist communities in revitalization strategies and economic development planning. CP&EA provides specific planning and community development tools designed to work in rural areas. CP&EA is uniquely situated to help people understand the positive and negative impacts of land growth, the planning tools available for smart growth, and revitalization options people can take advantage of.



Community Planning & Environmental Associates (CP&EA) was founded in 1992 to provide specialized professional consulting services in areas of small and rural community planning. CP&EA has extensive experience with land use planning, agriculture and farmland protection, and environmental management for municipalities, organizations and individuals.

Our firm has contributed to a variety of projects with services such as comprehensive planning, development of zoning and other land use regulations, development of farmland protection strategies, environmental impact assessments, community involvement campaigns and grant writing. CP&EA concentrates in the special planning and environmental needs of small communities and rural areas. CP&EA is an independent, woman-owned consulting group located in rural Schoharie County, 25 miles southwest of Albany. A wealth of professional experiences ranging from assisting local governments develop a comprehensive plan to individual site design have provided us with the right combination of technical skills and the ability to work with people of all walks of life.

CP&EA includes a team of professionals that provide specialty services in the areas of planning, geographic information systems, hydrogeology, environmental engineering, traffic engineering, and land use law.

CP&EA maintains liability insurance and is a New York State Certified Woman-Owned Business. When requested, clients will be provided with a Certificate of Insurance when contracting for specific services.



PROJECT EXPERIENCE SUMMARY

Planning

- Comprehensive plan development
- Agriculture, open space, farmland protection
- Rural planning techniques for economic development, Main Streets and rural highways, open space protection, and affordable housing
- Development of land use regulations
- Municipal land use law
- Grant writing
- Site analysis, environmental review, site concept planning

Data Collection and Public Participation

- Development of maps and GIS databases
- Demographic data collection and analysis
- Community involvement and visioning strategies
- Community surveys and Community Image Surveys
- Inventory of natural and cultural resources within the community

Environmental Planning

- Environmental Assessment
- Natural resources management, including watershed and wildlife management
- Development of Environmental Impact Statements and Generic EIS
- Project Site Master Planning and Review
- Evaluation of site plans and subdivisions

Section II: Project Approach

The overall approach we propose for assisting the Town evaluate their land use regulations consists of three major phases as below:

1. Understand **current conditions, vision, goals, and existing regulations** in the Town of Dryden. This step will concentrate on building a full understanding of the Town via study of the 2005 Comprehensive Plan; Dryden 2045 plan; zoning, subdivision and other ordinances and design guidelines, as well as building working knowledge of the weaknesses and opportunities related to land use in the Town from interviews with staff and elected/appointed officials. During this phase it will be important to understand development patterns currently taking place in town, infrastructure (existing or planned), projects under review, and environmental resources. In addition to the documents listed above, we will also review the Town's open space inventory, Ag and Farmland Protection Plan, Natural Resources Conservation Plan, Route 13 Corridor Study, North Street and Varna neighborhood development plans, and GIS maps available. Observations from this review will first focus on the vision and goals of the Town to be met, and then on the strengths, weaknesses, and opportunities to be addressed in Step 2.
2. Conduct a **land use regulatory audit**. This phase uses knowledge learned from Step 1 to specifically evaluate how closely aligned existing regulations are with Town goals and develop recommendations as to what improvements or changes can be made to enhance consistency.
3. Create a **Report** outlining results of Step 1 and Step 2 for delivery to Town. The results of the audit and our recommendations will be prepared in report format and conveyed to the Town. Step 3 will include a meeting with appropriate town officials to discuss the findings and answer questions that have arisen.



Section III: Detailed Scope of Services

This section describes details of our proposed scope of work.

Step 1: Current Conditions, Vision, Goals, And Existing Regulations

This set of tasks is broken down into several sub-tasks. These are:

- A. Kick-off Meeting. We will initiate the process with a kick-off meeting with the Town Director of Planning and Planning Board. This meeting will be designed to meet each other, go over the proposal and scope of work, and allow us to get to know the Town. This will be an opportunity to discuss schedule and time frames, and further identify stakeholders that should be interviewed. This will be an in-person meeting. Prior to the meeting, we will do a drive-around tour to get to know Dryden better.
- B. Schedule and Conduct five (one on one interviews) with the Director of Planning, Code Enforcement Officer, Planner, Chairman of the ZBA, and the Town Supervisor. As an optional set of interviews to be decided by the Director Planning, interview chairs of the Housing Committee, Ag Advisory Committee, Conservation Board, Climate Smart Task Force and North Street Development Task Force. While these committees/boards may have less direct knowledge of the Town's regulations, they do have insight into both current conditions, issues, and opportunities related to their topics that may be very relevant to updating land use regulations.
- C. Conduct a SWOT exercise with the Planning Board over 1 to 2 meetings. This will focus on exploring the strengths, weaknesses and opportunities to enhance land use regulations and planning procedures from their perspective.
- D. Review all documents and regulations.

Step 2: Land Use Regulatory Audit

- A. Keeping the Town's vision and goals in the forefront, CP&EA will carefully review all zoning and relevant land use codes, identify and explain why sections/sub-sections could be enhanced, and offer recommendations on what those enhancements could be.
- B. Define the problem/opportunity that should be addressed.

Step 3: Report

- A. Prepare a written Audit Report that clearly explains each problem/opportunity area and our recommendations for improvements. This will provide detailed information as to the weakness and recommendation but will not provide exact drafted language for updates. It is our understanding that will come after this phase of the project. The Audit Report will give the Town

information and options. Some changes may be straightforward, while others are policy decisions to be further discussed and evaluated by the Town. Through this process, however, it is expected that the Town will be able to derive a specific list of changes they wish to incorporate in later phases of the project.

- B. Meet with the Director of Planning and other Town officials he feels appropriate, to go over the Audit Report, offer explanations and background as may be needed on techniques offered in the recommendations and answer questions.

Section IV: Schedule

CP&EA will initiate work upon receipt of a signed contract with the Town, estimated to be mid-February, 2024. All meetings, unless noted below will be conducted virtually via zoom. We are prepared to complete the proposed scope of work as per the RFP by August 15, 2024 according to the following schedule:

Task, as Described Above	Location	Estimated Time Frame, 2024
Review of plans, studies, regulations and other documents	CP&EA Office	Start of Contract (Mid-February) through end of March
Kick Off Meeting	In Person	Mid-March
Five Interviews (with optional interviews if desired)	Phone or Virtual (based on preference of interviewee)	End March through April
Meeting(s) with the Planning Board	Virtual	April (and May if needed)
Conduct Audit	CP&EA Office	April through June
Prepare Audit Report	CP&EA Office	July
Final Meeting to go Over Audit Report	Virtual	August

Section V: Project Team

Nan Stolzenburg FAICP CEP¹ will serve as the contract holder and project facilitator and will take full responsibility for all roles working with the Town and developing the Audit Report.

¹ FAICP is a certified planner from the American Institute of Certified Planners and CEP is a Certified Environmental Planner from the American Institute of Certified Planners.



Nan C. Stolzenburg Principal Planner

SUMMARY OF QUALIFICATIONS

Ms. Stolzenburg is Principal Planner and founder of the consulting firm *Community Planning & Environmental Associates* in Berne, NY, Nan Stolzenburg has been inducted into the AICP College of Fellows (FAICP) and is a Certified Environmental Planner (American Institute of Certified Planners) with a Master’s degree in Regional Planning. She also has degrees in Wildlife Biology (MS and BS). Ms. Stolzenburg has over 30 years of professional and technical experience in many areas of land use and the environment, with special interests in small town and rural planning, community revitalization, comprehensive planning, and public participation. Her specialty areas include land use planning techniques for rural and small communities, open space, environmental and agriculture land use planning, comprehensive plan development, community involvement strategies, and development of zoning and land use regulations. She has developed many comprehensive and strategic plans for over 80 upstate New York communities, some of which have won national and state-level planning awards, and has been involved in zoning and SEQR projects throughout New York State. Ms. Stolzenburg is among one of 33 people nationwide to have received the Certified Environmental Planner advanced certification in 2011, and one of 53 nationwide inducted into the AICP College of Fellows in 2022.

Ms. Stolzenburg is an adjunct professor for the Department of Geography and Planning at the University at Albany (Comprehensive Planning) and is a frequent instructor or panelist for community trainings across New York State.

In addition to dozens of comprehensive, strategic, and economic development plans, the following examples illustrate the breadth of planning expertise offered by Ms. Stolzenburg and CP&EA:

- Successful CFA grant application for the rehabilitation of the historic Hilton Barn in the Town of New Scotland.
- Primary author of the NYS DEC FEAF and SEAF SEQR workbooks.
- Town of New Paltz Natural Resource Inventory.
- Town of Nassau consultant on Special Use Permit for the Troy Sand and Gravel Mine.
- Town of Ancram consultant on zoning, subdivision, site plan, and for development of Town’s Comprehensive Plan and local agricultural and farmland protection plan.

Education:

BS, Wildlife Biology and Environmental Studies, SUNY College of Environmental Science and Forestry, Syracuse, NY (1980)

MS, Wildlife and Fisheries, University of Massachusetts, Amherst, MA (1983)

MRP, Regional Planning, SUNY University at Albany. Albany, NY (1995)

Fellow, American Institute of Certified Planners and Certified Environmental Planner.

Years of Planning Experience:

30 years

Areas of Experience:

Comprehensive and Strategic Planning

Community Revitalization

Main Street Planning and Small Community Economic Development

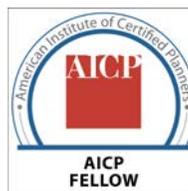
Development of Land Use Regulations

Environmental Planning, including environmental assessment

Agriculture and Farmland Protection Planning

SEQRA

Community Input Strategies: focus groups, workshops, surveys, online technologies



Nan Stolzenburg, AICP CEP Client List, Volunteer Experience and Awards

► Comprehensive PLANS, UPDATES TO PLANS, STRATEGIC PLANS, PLAN IMPLEMENTATION COMPLETED

Albany County

Town of Rensselaerville (Comprehensive Plan)

Village of Altamont (Comprehensive Plan, Land Use Regulations, Project Review)

Village of Voorheesville (Comprehensive Plan, Land Use Regulations, Design Guidelines)

Town of Berne (Comprehensive Plan, Ag and Farmland Plan, Land Use Regulations, Project Review)

Town of Guilderland (Comprehensive Plan with MJ Engineering)

Town of New Scotland (Natural Resource Inventory, Zoning Updates)

Clinton County

Town of Peru (Comprehensive Plan, Open Space Plan, Land Use Regulations)

Town of AuSable (Comprehensive Plan, Land Use Regulations, Training)

Columbia County

Town of Gallatin (Comprehensive Plan, Zoning Updates)

Town of Kinderhook (Comprehensive Plan, Land Use Regulations)

Village of Kinderhook (Comprehensive Plan, Plan Updates, Land Use Regulations, Project Review)

Town of Chatham (Comprehensive Plan, Ag and Farmland Plan, Land Use Regulations, Project Review)

Town of Stockport (Comprehensive Plan, Land Use Regulations)

Town of Copake (Ag and Farmland Protection Plan, Land Use Regulations)

Town of Claverack (Comprehensive Plan, Land Use Regulations)

Town of New Lebanon (Comprehensive Plan, Land Use Regulations, Update to Plan)

Town of Ancram (Comprehensive Plan, Update to Plan, CDBG Hamlet Strategy, Ag and Farmland Protection Plan, Land Use Regulations, Project Review, Training)

Town of Ghent (Comprehensive Plan, Land Use Regulations)

Town of Hillsdale (Natural Resource Inventory)

Delaware County

Town of Meredith (Ag and Farmland Protection Plan, Site Plan Law)

Town of Stamford (Comprehensive Plan)

Town of Tompkins (Comprehensive Plan)

Town of Harpersfield (Comprehensive Plan, Land Use Regulations)

Town of Colchester (Comprehensive Plan)

Village of Stamford (Comprehensive Plan, Land Use Regulations)

Town of Middletown (Comprehensive Plan, Land Use Regulations)

Town of Roxbury (Comprehensive Plan)

Dutchess County

Town of North East (Comprehensive Plan)

Town of Pine Plains (Comprehensive Plan, Trail Plan, Land Use Regulations, Project Review)

Town of Washington (Comprehensive Plan Update Related to Hospitality Uses)

Essex County

Town of Elizabethtown (Comprehensive Plan, Land Use Regulations)

Village of Port Henry (Comprehensive Plan, Consolidation of Town/Village Land Use Regulations)

Town of Moriah (Consolidation of Town/Village Land Use Regulations)

Fulton County

Town of Broadalbin (Comprehensive Plan)

Greene County

Town of Halcott (Comprehensive Plan, Ag and Farmland Protection Plan, Land Use Regulations, Project Review, Training)

Town of Cairo (Comprehensive Plan, Land Use Regulations)

Town of Hunter (Comprehensive Plan)

Town of Jewett (Comprehensive Plan, Land Use Regulations, GEIS)

Town of Durham (Comprehensive Plan)

Town of Lexington (Long Term Recovery Plan)

Town and Village of Athens (Comprehensive Plan, Land Use Regulations, Update to Plan)

Madison County

Town of Hamilton (Comprehensive Plan)

Montgomery County

Town of Minden (Comprehensive Plan, Land Use Regulations)

Oneida County

Village of Whitesboro (Comprehensive Plan, Land Use Regulations)

Town of Webb (Comprehensive Plan, Land Use Regulations)

Otsego County

Town of Springfield (Comprehensive Plan, Land Use Regulations)

Town of Butternuts (Comprehensive Plan)

Town of Cherry Valley (Comprehensive Plan)

Rensselaer County

Town of Pittstown (Comprehensive Plan)

Town of Schaghticoke (Comprehensive Plan, Land Use Regulations)

Village of Nassau (Land Use Regulations)

Saratoga County

Town of Providence (Comprehensive Plan)

Town of Galway (Comprehensive Plan, Land Use Regulations)

Town of Ballston (Land Use Regulations, Purchase of Development Rights Program)

Schenectady County

Town of Princetown (Comprehensive Plan)

Schoharie County

Town of Schoharie (Comprehensive Plan)

Village of Schoharie (Comprehensive Plan, Update to Plan, Long Range Recovery Strategy, NY Rising Plan, Land Use Regulations, Local Waterfront Revitalization Strategy, Project Review, Grant Writing, Grant Administration)

Village of Sharon Springs (SHARE IT Economic Development Plan, Comprehensive Plan, Land Use Regulations)

Village of Cobleskill (Comprehensive Plan)

Town and Village of Middleburgh (Joint Comprehensive Plan)

Seneca County

Town and Village of Seneca Falls (Joint Comprehensive Plan)

Ulster County

Town of New Paltz (Natural Resource Inventory)

Town of Woodstock (Zoning Update Related to Housing Opportunities)

Washington County

Town of White Creek (Comprehensive Plan, Ag and Farmland Protection Plan, Land Use Regulations)

► Regional Level or Topic-Oriented PLANS COMPLETED

Lewis County (Comprehensive Plan)

Esopus Delaware Local Waterfront Revitalization Plan (Five Towns)

Village of Schoharie Local Waterfront Revitalization Strategy

Cazenovia Partnership (Critical Land Identification)

Schoharie Land Trust (Site Plan Development for Farm Assessment Project)

Development Authority of the North Country (Model Land Use Laws for JLUS)

Tug Hill Tomorrow Land Trust Agricultural Prioritization and Farmland Protection Plan

Black Women's Blueprint, Site Analysis and Concept Site Design for Restore Forward Retreat Center

Town of Red Hook Local Waterfront Revitalization Plan (GEIS Mapping)

Town of New Paltz (Mill Brook Preserve Plan)

SHARE IT—Saving Historic Resources and Revitalizing the Economy, Village of Sharon Springs

Intermunicipal Generic Environmental Impact Statement on the Cooperstown Region, Otsego
Generic Environmental Impact Statement on the Manor Kill Watershed
Generic Environmental Impact Statement on the East Kill and Schoharie Watersheds, Jewett
East Berne Strategic Plan/Linkage Study, Albany County
Town of New Lebanon Housing Study
Village of Malone Physical Enhancement Plan (With Delta Engineering)

► Town Planner on Retainer

Town of Waterford—Consultant to Planning Board
Town of New Scotland—Consultant to Planning Board, Land Use Regulations Updates, Grant Writing
Village of Schoharie—Consultant to Planning Board
Town of Union Vale – Consultant to Planning Board
Town of Ancram – Consultant to Planning Board and ZBA
Town of Woodstock – Consultant to Planning Board

► County-Level Agriculture and Farmland Protection Plans

Herkimer County (Original and Update)	Otsego County
Putnam County	Dutchess County
Sullivan County	Orange County
Jefferson County	Washington County
Schoharie County	Lewis County
Seneca County	Ulster County (In Progress)
Fulton County (In Progress)	

► Town-Level Agriculture and Farmland Protection Plans

Town of Chatham, Columbia County	Town of Halcott, Greene County
Town of Bethel, Sullivan County	Town of Liberty, Sullivan County
Town of Delaware, Sullivan County	Town of Callicoon, Sullivan County
Town of Berne, Albany County	Town of Granville, Washington County
Town of Ancram, Columbia County	Town of White Creek, Washington County
Town of Copake, Columbia County	Town of Hampton, Washington County

► Development of Regulations, Design Standards, Adoption of Regulations/SEQR

Town of Ancram, Columbia County	Town of Ballston, Saratoga County
Town of Athens, Greene County	Town of Berne, Albany County
Town of AuSable, Clinton County	Town of Cairo, Greene County

Town of Callicoon, Sullivan County
Town of Caroline, Tompkins County
Town of Chatham, Columbia County
Town of Cherry Valley, Otsego County
Town of Elizabethtown, Essex County
Town of Ghent, Columbia County
Town of Granville, Washington County
Town of Halcott, Greene County
Town of Hamilton, Madison County
Town of Harpersfield, Delaware County
Town of Kinderhook, Columbia County
Town of Meredith, Delaware County
Town of Middlefield, Otsego County
Town of Minden, Montgomery County
Town of New Lebanon, Columbia County
Town of New Scotland, Albany County
Town of Otsego, Otsego County
Town of Peru, Clinton County

Town of Pine Plains, Dutchess County
Town of Sharon, Schoharie County
Town of Springfield, Otsego County
Town of Stockport, Columbia County
Town of Union Vale, Dutchess County
Town of Washington, Dutchess County
Town of Waterford, Saratoga County
Town of White Creek, Washington County
Town of Woodstock, Ulster County
Village of Altamont, Albany County
Village of Athens, Greene County
Village of Cobleskill, Schoharie County
Village of Kinderhook, Columbia County
Village of Nassau, Rensselaer County
Village of Schoharie, Schoharie County
Village of Sharon Springs, Schoharie County
Village of Stamford, Delaware County
Village of Voorheesville, Albany County

Nan Stolzenburg was the principal author for New York State Department of Environmental Conservation's SEQR Workbooks – two companion guides to the SEAF and FEAF forms (see <http://www.dec.ny.gov/permits/6191.html>). These workbooks received the 2014 Planning Excellence Award for Best Practice from the American Planning Association, Upstate New York Chapter.

► **Planning Board and Other Agency/Organization Training**

Nan has also been a frequent panelist, speaker, and trainer on various planning, SEQR, and environmental topics for:

New York Planning Federation
Upstate New York Chapter of American Planning Association
American Farmland Trust
Albany Law School
Capital District Regional Planning Commission
Columbia Land Conservancy
Tug Hill Commission
Resource Conservation Districts (RC&D)
Catskill Community Resource Day
Dutchess County Planning Federation and Town of Washington
Schoharie County
Madison County

Otsego County

Broome County

Multiple towns and villages hire Nan to conduct their mandatory 4-hour trainings for Planning Board and ZBA members.

► Volunteer and Community Involvement Experience

Catskill Center for Conservation and Development—Former Board Member

Schoharie Community Development Corporation—Board Member

Schoharie Economic Enterprise Corporation—Advisory Committee Member

Schoharie Land Trust—Former Board Member

Bender Farm Advisory Committee—Former Member

The Wildlife Society, New York Chapter, Former Board Member

Town of Wright Conservation Advisory Council—Past Chair

► Awards

Outstanding Student Project (North Central Troy: GIS Mapping and Planning Alternatives) from the American Planning Association, New York Upstate Chapter, 1996

Excellence in Tutoring Award from Empire State College, September 1996

Outstanding Planning Project: Comprehensive Planning for a Regional Plan (Otsego County Agricultural and Farmland Protection Plan) from the American Planning Association, New York Upstate Chapter, October 1999

Award of Excellence in Comprehensive Planning (The Village of Kinderhook Comprehensive Plan) from the American Planning Association, Upstate New York Chapter, July 2000

Outstanding Small Town Planning Project (The Village of Kinderhook Comprehensive Plan) from the American Planning Association, Small Town and Rural Planning Division, May 2000

Outstanding Planning Project in the Current Topic: Smart Growth (Town of Warwick Zoning and Build-out Analysis) from the American Planning Association, Upstate New York Chapter, September 2002

Planning Excellence Award for Best Practice, SEQR EAF Workbooks and EAF Mapper, October 2014

American Planning Association Small Town and Rural Division John Keller Planning Initiative Award, 2023

Section VI: Similar Project Examples

Please see Client List below, especially the section on “Development of Regulations, Design Standards, Adoption of Regulations/SEQR”. Nan has been the principal consultant with over 40 communities specifically on land use regulation development or enhancements. These projects have ranged from completely new zoning (example, Town of Caroline, Tompkins County), to updates related to implementing comprehensive plans (example, Town of Hamilton, Madison County). In addition, most of our comprehensive plan projects include zoning or land use regulations audits. In conducting these audits, we use (as appropriate to the community), the American Farmland Trust Farm-Friendly Audit, New York State Department of State’s “Questions for the Analysis and Evaluation of Existing Zoning Regulations”, Community Planning & Zoning Audit: The Zoning Ordinance (Michigan State University Extension from 2010), and application of our 30 years of planning experience. Our Audits carefully examine purpose statements, definitions, procedures, use and dimension tables, subdivision/site plan/special use approval criteria, and supplemental regulations. We pay careful attention to dimensional requirements (density, lot coverage, setbacks, etc.) as these have important impacts on development patterns that may or may not be consistent with goals typical in a rural community.

The zoning audit below, from the Town of North East Comprehensive Plan is an example of one of our audits. The Audits can be presented in a number of ways. While the purpose of this particular audit was related to their development of a comprehensive plan, it remains a relevant example. For the Dryden project, we propose a format that matches section by section from the zoning and subdivision laws with conclusions on how consistent we feel the laws are with the Comprehensive Plan goals. Additional examples can be provided upon request.

Town of North East Zoning Audit

Prepared by Nan Stolzenburg AICP CEP

Upon review of the Town's Zoning Chapter 180, in comparison to the updated vision and goals desired by the community and using zoning audit practices as recommended by the New York State Department of State, I offer the following comments and suggestions to improve the zoning that I believe will more fully address the vision and goals. Some of the comments below point out deficiencies, areas needing clarification, or sections that could be improved to be more effective. Some of the recommendations are 'housekeeping' in nature to help with clarity. Others point out omissions, while others point out areas that the 1990s plan called for but that are not yet realized in the zoning. In addition, I have offered a variety of other zoning techniques that should be considered for inclusion in the updated plan. This Audit can be included as an appendix of the plan if you want this level of detail. Ultimately, the Plan will include more details on those zoning recommendations below you wish to move forward with.

General

Chapter 180...

1. Does not refer to the statutory source of power to do zoning. Should add this.
2. Does not include the 'savings clause' that states if any part of the law is declared illegal, the provisions of the rest of the law shall be deemed to be separately adopted and still in force.
3. Does not have a purpose statement that does not articulate the more detailed purposes of land use regulation in North East – namely to address environmental protection, farmland protection, community character protection, etc. The purpose statement should be re-written to follow and emulate the goals and objectives as stated in the comprehensive plan. See the statements used for intent in section 180-55. These are more like what I recommend.
4. Defines agriculture but also defines farm. The Town Agricultural and Farmland Protection Plan (Ag Plan) recommends removing 'agriculture' and using 'farm.' I agree.
5. Does not include many other farm related terms that should be included such as agri-tourism, ag-business or agri-commerce. Make sure desired types of farm related activities are defined and allowed.
6. Does not include a definition or allowance for senior housing. Given the need for affordable housing, especially for seniors, and the ability to help people age in place, this should be addressed in the zoning via definitions, determination where these facilities could go (in and closest to the Village) and their scale, intensity and design.
7. Does not address multiple business use on farms. Should clarify that a farm operation can also have other agri-businesses such as tasting rooms, food processing, retail sales, etc. that are part of the farm operation. This is especially important for farms in the NYS Ag District.
8. Has an outdated definition for 'Industry' – there are no SIC codes anymore. Should refer instead to what replaced them - the NAICS codes ([North American Industry Classification System \(NAICS\)](#)).
9. Motor Freight Terminal – clarify if this also includes onloading of natural gas on trucks – this has been an issue in other places.

10. Does not address newer uses that can be problematic such as solar facility (large and small), portable outdoor storage (POD), short term rental units, glamping, wedding venues, mixed uses, outdoor wood furnaces, tiny houses, natural gas facilities, etc.
11. Has some definitions also include regulatory provisions. Actual regulations should not be in the definitions but moved to the supplemental regulation section.
12. Separates out nursery farm from other kinds of farms. These should be considered a farm operation unless it is purely a retail operation with no connection to growing the plants.
13. Family homes as defined in the law seem to be the same ones that are regulated by New York State. You should change this definition to match the NYS group home definition. Further, group homes are considered single family homes and may not have special use permits or other zoning reviews different from single family dwellings.
14. Define farm worker housing and tie it and standards to the NYS Department of Agriculture and Markets guidance on farm worker housing.
15. Defines 'conversion' as an adaptive reuse of existing building only and only allowed to convert to residential use. Consider allowing conversion of an existing building to any use permitted in the district. That would open up more opportunities for adaptive reuse within the existing confines of allowed uses.

Zoning Map

1. The text in the zoning does not match the zoning map. Text creates HB- I, HB – II, M and BD districts that are not on the map. I assume the Boulevard district replaced the HB I and II districts. But not sure. Make sure text and map match. Note the text says there is a separate BD district, but the BD districts are actually named BD1 through BD6.
2. There is no BD1 or BD 2 that I can find in the Town or on the Village map. If these don't exist, these parts of the text should be removed. If they do exist, the map needs to show them.
3. The Zoning Map is not included online with the rest of the zoning at General Code Publishers.
4. The map is difficult to read without more road names on it. You might want to consider having larger scale cutouts of different areas so you can see more detail – especially around Millerton where it is more difficult to see what parcel is in what district without scaling it up on a computer.
5. The LC district, according to the 1990's Comprehensive Plan should encompass NYS Parklands, classified streams, surface water systems, 100-year floodplains, NYS Parklands and designated wetlands. The LC district does not encompass all these areas. Some streams and stream tributaries are included, others are not. State lands are not included. I recommend use of the GIS maps to re-draw the LC district to encompass what was envisioned in the 1990's plan. Based on today's community goals, these are still relevant to plan for and treat in a LC district. Alternatively, the Town could have an environmental overlay that could be drawn to capture in detail the locations of these and other environmental features and address them that way.

Zoning District Regulations

1. Each zoning district should have its own purpose statement that clearly states the Town's objectives for what that district is supposed to accomplish.
2. The purpose statement in 180-9 for the BD (Boulevard) is not clear as to whether this district is actually an overlay or not. The language says that the BD district is 'in addition to and overlapping' with other districts. This conveys that it is an overlay, but it is not identified as that and unclear. This should be addressed as it makes a difference in what rules apply.
3. 180-11 (E) on Stream Buffers is good that it is in there. However, this should really match a map showing them. I also suggest this section be better integrated with the LC district – they overlap but more streams are affected by stream buffers than the LC district. I recommend all the classified streams be mapped and included as an overlay district that would have the buffer rules apply to. There are no stream-related terms defined. More definitions needed here – what is a major stream? What is a normal waters edge? These should be explained. It also references the ZBA here – is it referring to an area variance by the ZBA or something else.
4. The distance required for a stream buffer in 180-11 is smaller than that recommended in the North East Habitat Plan. I recommend the buffers follow what is recommended in the Habitat Plan. Overall, this section needs much work and clarification to enhance its effectiveness.
5. There are other potential uses that could occur in A5 that are not addressed including art and music studios, wedding venues, solar facilities, PODS, tiny houses, outdoor furnaces, glamping/camping, and placement of two single family homes on one lot, etc. These are all 'hot button items' that come up in rural areas. The Plan should identify issues that need to be addressed in the future zoning and establish a direction for them.
6. Many farms are looking to diversify and often use their land for operations that are only marginally related or not related to the farm operation. The State is clear about which uses are considered part of the farm operation that should be allowed in zoning. Other uses are peripheral at best such as camping/glamping, wedding events, restaurants, etc. We recognize that sometimes farming is not enough, and farmers have to expand. But some of those operations can be problematic for traffic and neighbors. As such, zoning should clarify what is part of a farm operation and what is not.
7. The purpose of the NYS Ag and Markets Law is to prevent over regulation of farms. As such, use of site plan review or special use permits for farm operations is not allowed. But the State recognizes that some uses such as agri-tourism can have impacts on roads, noise, etc. To address this consider including a Modified Site Plan Review process (as recommended by NYS Ag and Markets) to address farm-related expansions and diversification. This gives the Town some review and control, but not over-regulation.
8. Consider making a single use table for all districts, and a single dimensions table for all districts. Each district has a list of uses and text outlining the dimension standards. Would it be easier to use if all the uses were included in a table (like the BD district) and all dimensions in a separate table for all districts?
9. Part A of the BD district shows permitted and site plan required uses. It does not identify any uses requiring special user permits. Are there no uses that may be appropriate in the BD district

but may need a special use permit? Discuss if this can be expanded to promote new opportunities.

10. District A5 allows for the keeping of not more than 2 transient boarders. This sounds a lot like short term rental to me. How is this enforced? There does not appear to be any review, permit, or standards associated with it. Short term rentals (like Air BnB) are a growing use and a growing issue related to affordable housing that I recommend the Plan address more diligently than currently. It may be more effective to develop a short term rental policy, registration, regulations.
11. The 1990s plan suggested use of average density (where new lots are allowed to be averaged together to meet an average lot size instead of a minimum lot size). I strongly agree, and recommend the new plan continue that recommendation to allow for average lot sizes in subdivisions.
12. Consider adding a section that establishes how density of residential development is calculated. I recommend use of 'net density' which means that all or some portion of unbuildable land or identified environmental features are not included in the acreage to calculate how many homes would be allowed. In that way, the density allowed on a parcel is dictated more from the actual conditions on the ground and would result in development that better matches that parcel's capacity. New lots created according to existing minimum lot size and road frontage requirements will likely 'use' up more land. They tend to become part of lawns or brush-hogged fields that can't be farmed. Use of average lot sizes, net density, and more effective clustering will help yield a more sustainable rural development pattern. Consider this for A5, R3A and even R1A districts. Ancram has a good model of this.
13. Each residential district allows for clustering. Each also allows for offering a density bonus. That is consistent with the 1990s plan. However, 'clustering' has given way to the conservation subdivision design technique and that is what should be incorporated. The 1990s plan suggests use of conservation subdivision. I strongly agree. The single paragraph that is offered for clustering however does not offer any procedures, details, or definitions to effectively result in actual application of this technique. I recommend each district currently authorizing clustering be replaced with all the steps, development standards, and procedures associated with a modern conservation subdivision. I further recommend that all major subdivisions be required to be designed as per a conservation subdivision. For minor subdivisions that are not likely to be developed as a cluster or conservation subdivision, consider adding in rural siting standards (consistent with the Greenway Guidelines) to help ensure that all subdivisions are sited properly to maintain farmland, open space, environmental features, and rural character. Rural siting standards can apply to A5 and R3A especially.
14. Density bonuses are incentives and must follow steps and standards as per NYS Town Law 261-b. The one sentence in the zoning is not adequate to ensure density bonuses are done consistent with 261-b. A separate section in zoning should be added that fully details how a density bonus is given, when, how much, and by whom as per 261-b. Both of these will be critical techniques to promote in the new plan.
15. Current language allows a density bonus only when water and sewer infrastructures are provided for. Given the limitation of water and sewer, I do not think that is reasonable and will likely result in an applicant not being able or wanting to get a density bonus. The incentive is an

opportunity for the Town to gain a desired amenity so it should want to offer bonuses. A community septic or small community wastewater system can be developed to support a clustered subdivision. Not all conservation subdivisions result in clusters of houses so septic, and wells may work for some situations. Address this in the updated conservation subdivision and density bonus sections recommended above.

16. R1A is a higher density district. Given its location near the Village, you may want to promote traditional neighborhood design lots and streets that would result in neighborhoods more Village-like in that location. Traditional neighborhood standards would prevent the R1A area from developing in a suburban style out of context with the Village.
17. You may want to consider having the R20,000 district extend to the southern side of the Village as well to create a 'ring' of higher density/more traditional lots adjacent to where infrastructure may be in the future.
18. 180-17 R20,000 District. To address housing, the town should look at appropriate places for multi-family dwellings. As this location has the highest allowable density, and is in an area more likely to have sewer service, this may be an appropriate place for well-planned multi-family. I note that the zoning should have adequate controls for multi-family units to ensure they are of the scale and intensity and design that fits in the neighborhood. Zoning should also establish the density allowed for multi-family units. This may be the same as the density in the district, but you may want to incentivize it by offering higher density. Multi-family dwellings need not be large or out of character and can even be built to look like single family structures. The plan could offer illustrations and pictures for this. The only place you allow multi-family units now is when there is a conversion of an existing building. This seems very limiting to me. Coupled with lack of addressing the various kinds of senior housing, lack of multi-family options seems to be a missing tool.
19. To further promote affordable housing, consider use of the inclusionary zoning technique and offering density bonuses when affordable housing is offered. Inclusionary zoning would require a certain percentage of new units to be affordable units. It would only come into play in large subdivisions or multi-family developments. Pine Plains has a good model.
20. 180-18 and 180-19 (HBI and HB II) should be removed from the zoning as the zoning map seems to eliminate the HB1 and HB II districts in the Town. Unless the map is in error, the text here is outdated. If the HB 1 and HB II still exist, then it is the map that needs updating.
21. The 1990's plan included many details about appropriate development in the BD district, including siting, design, parking, landscaping, and lighting standards that are not currently included in the BD regulations. The 1990s plan suggestions should be updated but included in the new plan to guide BD growth. These standards then, as now, would help the BD district be less suburban, and more traditional village-scale and with buildings consistent with the streetscape. The Town should adopt commercial design standards to ensure architectural design matches desired community character. This would include shorter setbacks, placement of buildings closer to the road, parking to the side or rear, allowance for taller buildings, and façade treatments that emulate desired designs. These are all concepts discussed in the 1990s plan and should still be incorporated into the zoning. The Greenway Guides should also be better integrated to help visually illustrate many of the concepts. Overall, the Greenway Guides should have a more prominent role in the zoning.

22. 180-20 is the HB III district. It has very limited uses allowed there. But on the Village side of that same stretch there is a much wider variety of uses that are actually there. I suggest the committee look at other uses in the HB III district as there may be other suitable uses that may open up possibilities for economic development. Perhaps even mixed uses and allow for multi-family development there? With design and siting standards, as well as special use permits, the Town can ensure that new uses fit in.
23. 120-21 (E) are a set of performance standards (noise, odor, smoke, etc.) that are good. However, these are included as standards only in the M district and should be standards for all uses. Usually these are standards for all uses in all districts.
24. 180-22 LC District. As per comments above, I think the map needs attention to ensure the LC district covers the locations that should be as per the 1990s Plan. The 1990s plan adequately establishes the need for the LC district and what it should be protecting. The LC should cover wetlands, floodplains and streams, and should coordinate with the stream buffer rules for all streams. I further recommend that Sub section (C) be expanded to prohibit dwellings in both the floodplain or in wetlands. Currently it just addresses dwellings in floodplains.
25. Article VI (Special Use Permits) authorizes the ZBA to review applications and issue special use permits with planning board advisory opinion. Most communities have now switched the authority for special use permits entirely to the Planning Board. This leaves all the planning with the Planning Board and allows the ZBA to be more independent for their prime role in reversing or affirming orders, requirements, decisions, interpretations, and variances. I highly recommend making this change. One significant reason is that when the ZBA works on special use permits, it may also have to interpret or agree to a variance on the very same application they are reviewing.
26. 180-27 (E) requires the ZBA to refer a special use application to the Planning Board and gives them 30 days. Is that adequate time?
27. 180-35 Traffic Impact Study. This is good to see in there, but I recommend that the threshold for requiring a traffic impact study be lowered so that any application likely to increase traffic by 100 cars per day would need the study. Currently it requires a traffic study when there are more than 200 vehicle trips per day or more than 100 vehicle trips per day per 1,000 square feet of floor area. The industry standard is 100 cars per day.
28. Consider adding in a requirement for conducting a visual impact study. The Planning Board (or ZBA) could be authorized to ask for a visual impact study when they felt it was needed. Alternatively, if the Town identifies areas as scenic, or in certain districts, it could require visual impact studies when a project could impact those areas.
29. The zoning can be updated to be more farm friendly. This should include adding in language that requires an application to identify if it is in a NYS Agricultural District, to submit the ag data statement as required in AML 25-aa, to include an ag disclosure statement on the plat or plan if it is in a NYS Ag District, to identify active farm operations adjacent to a project, and to ensure that general and specific approval criteria for site plans and special use permits require the board to evaluate a project impacts on nearby agricultural operations.
30. Standards should at least reference the NYS stormwater requirements (SWPPP) whenever a commercial project disturbs > 1 acre. For certain areas, the Town may want to lower this threshold and have additional stormwater and erosion requirements.

31. All lighting should require use of full-cut off lights to reduce glare. Current regulations do not state that.
32. As per the 1990s plan, zoning should incorporate the lighting standards promoted by the Dark Sky Association. These are common zoning requirements to help reduce light pollution.
33. Current zoning only addresses LED signs at gas stations. Given the preponderance of these types of signs now, zoning should address and regulated all LED signs.
34. In the Sign section, carefully review to remove references to regulating by message. Recent Supreme Court decisions have made it clear that you can't regulate the message – only the placement, size, and other physical aspects of a sign.
35. 180-46 Mobile Homes. There is some clarification needed as this section says that mobile homes are not allowed except in a mobile home park, but 180-14 indicates the ZBA can issue a special use permit for mobile homes not in a park, and 180-15 indicates both mobile homes and mobile home parks are allowed uses. This should be clarified.
36. 180-54 Quarry. I am concerned that the zoning does not recognize that NYS DEC will permit and issue mining permits for those that remove > 700 cubic yards per year. I suggest this section be clarified. If the Town wants to prohibit large mines that need a NYS DEC mining permit, then say so. If you don't want to prohibit that, then this section will need some work as some of the things you seek to regulate would be superseded by the NYS process.
37. The zoning pays little attention to historic resources. It is addressed in the section on conversion of existing structures. I strongly recommend that preservation of historic resources and character be integrated into the zoning and subdivision laws via purpose statements, requirement that applications identify nearby historic resources, that archaeological sensitivity maps be included (these are available easily online from NYS), and that development standards be established (via site plan and special use criteria) that require the Planning Board and ZBA to evaluate potential impacts to, ideas to integrate and protect with new development, etc. This goes hand in hand with SEQR requirements as well.
38. SEQR as a requirement to be done prior to approval of an application should be included in the zoning language as part of the process.
39. Zoning should have provisions to address when areas of less restricted use border areas of a more restricted use – side or rear yard requirements, buffering, fencing, lighting, etc. ought to be required to minimize adverse impacts.
40. There may be areas in the Town (maybe BD and R20,000?) where a maximum front setback is needed to ensure streetscapes are maintained.
41. Do you want zoning to address location, height and character of walls and fences? This is not directly addressed in zoning, but if there have been issues over this, the zoning should more directly address it.

Other planning Options I Suggest for Consideration

1. The 1990s plan references a hamlet designation at Shekomeko. This is no longer on the map. But the philosophy is sound – have hamlet development standards and mixed uses to perpetuate those historic patterns. Should one or more hamlet districts be designated?

2. One map of the Town developed by the County shows several significant aquifer recharge areas in the town (around Millerton). The County natural resource inventory plan also suggests that pumping tests be done for higher capacity wells to evaluate impacts to streams and wetlands, that stormwater measures be taken to maximize groundwater replenishment, and that in highly permeable soils (Group A, B and C) have limited impervious surfaces. The Town should consider if additional zoning protections are needed to address the recharge areas already identified in the Town and to incorporate the County suggestions. Allowable density of development could be influenced by soils and recharge, and the zoning could take these factors into consideration when density of development is determined. Most likely important with major subdivisions, the zoning could include maximum impervious surfaces allowed (lot coverage), requirement that there be infiltration devices, etc. Committee should discuss if there is a need for an aquifer protection law for Millerton's water supply.
3. Incorporate green infrastructure and low impact development (LID) standards for enhanced stormwater and erosion control. Use already developed State and Federal standards designed for these purposes.
4. Consider new climate change models to set stream buffer distances.
5. Consider limiting development on slopes > 20%.
6. Add a new section to the Town Code outlining Planning Board powers, duties, and procedures. The ZBA has a similar section in the Zoning, but none exists for the Planning Board.
7. Enhance role of the CAC in project review and specify in the zoning that the Planning Board or ZBA can (or must??) refer an application to the CAC for an advisory opinion related to environmental concerns.

Other recommendations from the Town Ag and Farmland Plan Related to Zoning

1. Allow for farm markets and farm stands to sell produce from other farms in North East. Currently they can only sell produce from their farm.
2. Allow for agri-tourism and other agri-commerce businesses. Define and add to at least A5 district.
3. The Ag Plan indicates that the County Right to Farm Law will protect farmers. That is so, but I also recommend that the zoning include a right to farm declaration to ensure the message of the importance of farms permeates all reviews.
4. In a clustered or conservation subdivision, make sure that agriculture is an allowed use on any preserved open space.
5. Consider use of an ag overlay district oriented to locations of prime farmland soils (and maybe soils of statewide significance) where development standards would help guide disturbances to less fertile locations. Pine Plains has a good model for an ag overlay.

Other recommendations from the Significant Habitats Plan Related to Zoning

1. All the maps created for this Plan should be printed and large scale for the Planning Board and ZBA to use in their project reviews. All maps should be separately posted online for all to use, including applicants. Zoning should refer to those maps in both site plan and special use applications.

2. Add criteria to site plan and special use permit approvals that seeks projects to have important habitats linked (or not fragmented), that they minimize adverse impacts of special conservation areas (see Page 69 of Habitat Plan for a list of these potential criteria). I strongly recommend that the zoning be better linked and use the information provided in the Habitat Plan.
3. Site Plans and Special Use applications in the A5 district (and other locations perhaps) should include an environmental site analysis that identifies what environmental features identified in the Habitat Plan may be on that parcel of land. Having this information will help the Planning Board avoid or minimize impacts to it. This will be especially true if the zoning specifically addresses a requirement to minimize impacts to these special areas.
4. Other techniques to be considered to better integrate conservation into the zoning includes use of more overlay districts targeted to these environmentally sensitive areas, and requirement that a 'yield plan' be done when a significant habitat is present to determine the actual capacity for residential density in that location.
5. Incorporate biodiversity conservation principles into the zoning and subdivision law.

Section VII: References for Projects with Similar Scope of Work

Mark Witmer, Town Supervisor
Town of Caroline
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Deborah DeWan, Chair, Town of Woodstock Housing Opportunities Task Force
Town of Woodstock
deborah.dewan@gmail.com

Dave Woodin, Planning Board Chair
Town of Waterford
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Section VIII: Insurances and Other Information

Insurance: CP& EA will provide full insurance certificates naming the Town, its officers, employees and assigns as additional insured upon awarding of this contract upon request. CP&EA holds comprehensive general liability, professional liability, and comprehensive automobile liability insurance policies.

MWBE Status: CP&EA is a New York State Certified Woman-Owned Enterprise and has been certified as such by the New York State Division of Minority and Women's Business Development (Empire State Development) through August 29, 2024.

Section IX: Estimated Fees

Summary of Fees

The following table outlines the fees for each of the steps outlined above.

Hours and Task	Staff	CP&EA Estimated Hours	Estimated Cost (1)
Review of plans, studies, regulations, maps and other documents (<u>Veronica's hours now included in NS, additional time added to ensure adequate time for review of all documents</u>)	NS	<u>15-30</u>	<u>1,875-3,750</u>
Kick Off Meeting, costs estimated at 2 hours to prepare, two hours to conduct meeting, 1 hour to summarize notes; <u>travel (2.5 hours one way) and time in Town for drive-tour (estimated at 4 hours)</u>	NS	<u>5 for meeting</u> <u>4 for drive-tour</u> <u>5 for travel</u>	<u>1,750</u>
Five Interviews, costs estimated to be 2 hours per interview including preparation, conduct interview, and prepare note summary	NS	10	1,250
Optional, Additional Five Interviews, costs estimated to be 2 hours per interview including preparation, conduct interview, and prepare note summary	NS	10	1,250
Meeting(s) with the Planning Board, costs estimated at two meetings @ 2 hours each, with 2 hours to summarize notes	NS	6	750
Conduct Audit	NS	20 – 25	2,500-3,125
Prepare Audit Report, delivered digitally	NS	8 – 10	1,000-1,250
Final Meeting to go Over Audit Report, cost estimate based on a 2 hour meeting	NS	2	250
Contingency (for additional meetings, edits, or time to address other issues that may arise and need to be addressed)	NS	10	1,250
Total Estimated Costs Without Optional Extra Interviews			<u>10,125 to 13,375</u>

Hours and Task	Staff	CP&EA Estimated Hours	Estimated Cost (1)
Total Estimated Costs With Optional Extra Interviews			<u>11,375 to 14,625</u>

(1) Project fees are based upon the following:

Nan Stolzenburg (NS): \$125 per hour

Travel: Time at regular rate

Invoices are based upon actual time spent with the maximum not to exceed above.

No other reimbursable expenses are anticipated.