

# *A Proposal for Providing Planning Services to the Town of Ancram©*

*Submitted By  
Community Planning & Environmental Associates  
Nan C. Stolzenburg, AICP and Don Meltz*

## Special points of interest:

- CP & EA has 15 years of experience helping small and rural communities plan for their future.
- CP&EA has produced several state and national award-winning plans (see Statement of Qualifications, attached).
- Principal Planner Nan Stolzenburg is a Certified Planner from the American Institute of Certified Planners.

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**Note: This proposal contains proprietary information and materials that are protected under copyright laws.**

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Community Planning &  
Environmental Associates

## Section 1: 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 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.



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

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.

CP&EA has extensive experiences in helping communities like Ancram deal with the changes in their communities due to loss of farmland and open space, increased residential development, environmental issues, and the need for economic development. We assist communities in revitalization strategies and economic development planning. CP&EA 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, the planning tools legally available to you, and the revitalization options you can take advantage of.

## Our Project Approach

The overall approach we propose for developing the Town of Ancram Comprehensive Plan consists of working to answer three major planning questions:

1. What are the current conditions in the Town of Ancram?
2. Where does the Town want to “be” in 10 to 15 years?
3. What will the Town need to undertake to attain that future vision?

Information gained from answering these three questions form the basis to a comprehensive plan. We will utilize all available sources of information as needed and pay particular attention to understand the physical and cultural features about the Town. Question one will be answered with the Profile and Inventory report. Question two will be answered with the vision, goal, and objective statements. Finally, question three will be answered by a series of implementation strategies. This effort will include a review of existing plans and studies, and zoning and subdivision regulations from within Ancram and a review of adjacent towns and county-wide plans and initiatives.

In addition to the introductory meeting where we will work with the Town of Ancram committee to finalize steps and deliverables, we propose the following:

## Section 2: Proposed Scope of Work

### 1. “Scan the Environment” for Issue Identification and Analysis of Current Conditions in Ancram

*Goal: To identify issues, strengths, weaknesses and opportunities that should be addressed in the Comprehensive Plan.*

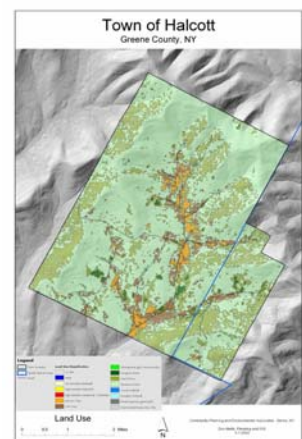
**Review, Collect and Develop Database.** The first step will be to collect new information and inventory current conditions that characterize the Town. This will then be compared to past data to identify trends. Data to be reviewed will include past plans and studies, and all current land use regulations as well as information from adjacent towns and the County. We anticipate evaluating the following: demographic data (population, income, and housing, agricultural data, descriptions of environmental and physical conditions (wetlands, slope, floodplain, streams, open space and others), current land uses, traffic studies and/or conditions, status of infrastructure, community and municipal services, and historical and cultural resources. We will make a trip to Ancram to tour the town and to take photographs for later use in the plan. We will produce a report entitled Profile and Inventory and this will be the basis for a discussion of the conditions and trends found in the town. We suggest that the Town join the New York State Data Sharing Cooperative (free of charge to municipalities) so that we can obtain necessary digital data for this analysis. We will utilize the information contained in this GIS to thoroughly understand the correlation between natural, physical, and cultural features (including land use changes). If budgets allow, we recommend use of a build-out analysis (see Optional Tasks on Budget.) A build-out analysis is a tool that allows a community to illustrate the long-term results of current zoning regulations. This will assist you in determining if current zoning densities, setbacks, and other development standards will actually result in the kind and level of growth desired. This profile and inventory does not have to be exhaustive, but comprehensive enough to understand the issues and trends facing the Town.

### 2. Establish Vision, Goals and Objectives

*Goal: To ensure that the plan reflects the needs and desires of people in the Town, and to aid in education efforts and acceptance of the plan.*

During the development of a comprehensive plan, special emphasis must be placed on involving the public. In Ancram, it will be important to involve all segments of the community including full time and part time residents. We will assist the steering committee in developing a public outreach process that will include the a variety of activities (described below). In addition to utilizing the information from a town-wide survey, we recommend that some or all of the following techniques be used to involve the public in the planning process. As many of the following techniques should be used, as budgets per-

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Land Use Map prepared for the Town of Halcott for their Comprehensive Plan

mit. From this public input, we will provide a description and summary of all public input efforts in the form of a Strength, Weakness, Opportunity and Threat (SWOT) Analysis, a draft vision statement, and a set of draft goals and objectives for the Steering Committee to discuss, analyze, and make decisions on.

### **“Getting to Know You” and Information from Key Decision Makers and Community Leaders:**

As part of the Profile and Inventory Report we propose to conduct a “Getting to Know You” activity at the first or second meeting with the Committee. This is an hour-long mapping exercise where we ask members to locate areas of special interest and concern on the map. In addition, to further get to know the town, we will ask for information about a variety of town resources that can be learned from key people in the community. We would rely on the Committee to assist us in identifying these people. We would interview, via telephone, local officials, key business leaders, representatives from key organizations and citizen groups, and others that the Town may wish us to speak with.



Participants at a planning workshop conducted by CP & EA in Town of New Lebanon

**Planning and Visioning Workshop:** This planning workshop involves residents in identifying the strengths, weaknesses, opportunities and threats to their community. The public will be invited to a planning workshop to communicate and involve residents in identifying the strengths, weaknesses, opportunities and threats to their community. This is an innovative visioning workshop developed by Principal Planner Nan Stolzenburg that involves all segments of the community in an easy-going hands-on workshop. We will generate a list of negative features, positive features, and one or more draft vision statements. It is an effective way of involving the public in development of a vision statement. The workshops will be organized so that people will work in small groups in a welcoming and non-threatening atmosphere. During this time, we also ask people to identify important locations on a large map of the community. This helps us add to the “getting to know you” information.

**Written Survey:** We will prepare a survey that is designed to solicit public opinion and input. The survey would best be built upon the results of the workshop so that we can tailor questions specific to issues uncovered in Ancram. We will tabulate, summarize and interpret the results. A detailed summary of the survey will be provided to the Committee and the results will be used to identify issues the plan can address. We can facilitate a mailed survey by using the services of a commercial printing and mailing service that we have a long-established relationship with. It will be necessary to obtain a mailing list from either the Town, or the County for this task. As an alternative, we can also facilitate an online survey. Some of our clients have offered the survey as either a mailed survey or an online survey and we could explore these options with you.

*We recommend that the public is engaged in this process in a number of ways ranging from focus group meetings, interviews, information meetings and a planning workshop*

**Conduct a Community Image Preference Survey.** A significant concern of many communities is that of design and layout. The “look” of buildings and landscapes adds substantially to the overall character of a place. The Community Image Preference Survey is a tool that helps determine the aesthetic “likes” and “dislikes” of the community. If aesthetic and design concerns are an issue, then this technique is recommended. This survey can be very useful in developing goals and objectives to be met by the plan, and perhaps if desired by the community, in translating the results into preferred development design standards.

**Facilitate/Attend Four Public Meetings:** We will conduct two information meetings and two formal public hearings during the process. The first information meeting will be an opportunity to report results, maps, SWOT, etc. to the community so that they understand the data we will be using to develop the new plan. At this time, we also proposed to take advantage of the gathering of Ancram citizens by involving them in brainstorming strategies and implementation items. The second information meeting will be to present and discuss the full draft implementation strategies to the public. Once



An example of a scene that typically receives high, positive rankings in the Image Survey.

the full draft is completed, we will assist with the Committee-hosted public hearing, and then the Town Board-hosted public hearing.

**Focus Groups:** If budgets allow, we recommend conducting several focus groups to gain input by topic. Focus groups may be useful to involve special interests such as affordable housing, recreation agriculture, or senior citizens.

**On-Going Communications:** It is recommended that the Consultant communicate regularly with all committee members via email. All documents, maps, and other files can be sent electronically (even if a CD is needed for very large files). All meeting minutes and other materials coming from the Committee should also be shared in this manner with all members and the Consultants. In our opinion, the Consultants should not have regular communications with the community. Instead, all communications to the public should come from the Committee. We are willing and able to help write and format all communications, but they should be from the Committee. We feel strongly about this as an important step to build support and trust among the community that the plan is being developed by the Committee with help from the Consultant, not the other way around.

It will be important to use all up-to-date technologies. Since the Town does not have a web-page, it is recommended that prior to the initiation of the project, the Town develop one. As an alternative, we can host an Ancram web page on our web site ([www.planningbetterplaces.com](http://www.planningbetterplaces.com)) for a small fee. To see other client pages, go to the web site and click on client pages.

### 3. Develop Recommendations and Implementation Strategies.

*Goal: To formulate recommendations that offer innovate solutions to the identified issues.*

A variety of strategies, along with their priority, estimated timeline, and identification of an appropriate agency, group or board to implement the recommendation will be presented. We will provide a detailed list of feasible strategies based on the public input and research done in previous steps. It is at this step that we will review Ancram's local laws and make general recommendations to help make these laws consistent with the newly established goals. If necessary, we will also produce one or more alternative maps that will convey suggested strategies for each goal. This step is NOT Phase 2 (re-write of the zoning law) but is instead, development of the strategies that would direct that future work. Together, the goals, objectives, recommended strategies and the action plan will form the Comprehensive Plan. Where applicable, timelines and cost estimates to implement the various strategies will be presented in the action plan portion.

### 4. Develop Full Draft Comprehensive Plan

*Goal: To pull all the documents together, along with necessary maps, charts and illustrations, to form the full Draft Plan.*

We will pull all the previous elements together to form the draft plan. We recommend ample use of illustrations and photographs to help make the plan more readable and understandable. There are many ways to organize a comprehensive plan, and we would offer ideas and discuss options with the committee prior to development of the draft. After the draft plan is completed, we will assist the Committee in making any adjustments based on public input from the first hearing.

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*CP & EA won the 2000 Small Town and Rural Planning Award for Planning Excellence, from the American Planning Association for the Village of Kinderhook Comprehensive Plan, and the 2005 Outstanding Comprehensive Plan Award from the Upstate Chapter of the American Planning Association for the development of the Putnam County Agriculture and Farmland Protection Plan*



Historic resource in Town of Cherry Valley

## 5. Facilitate Adoption of plan

We will also assist with plan adoption including the following steps:

- a) **Attendance at Two Public Hearings:** We will attend, and facilitate it desired, two public hearings. One is legally required to be held by the Steering Committee and the other one by the Town Board.
- b) **SEQR Requirements:** We will assist in completion of a Full EAF, and any notices required to be filed to fulfill the requirements of SEQRA for plan and amendment adoption;
- c) **County Planning Board Review:** We will assist as needed in preparing the documents for County Planning Board review; and
- d) **Town Board Adoption:** We will assist the Town Board in understanding the comprehensive plan and its components and assist in preparing a resolution for adoption of the plan. After the second public hearing is held, we will help the Committee in making any adjustments based on public input from the second hearing prior to adoption.



Photo-simulation developed by CP&EA to illustrate the use of a clustered subdivision.



Historic resource in Town of Cherry Valley

## Section 3: Qualifications of Key Personnel

We anticipate two primary staff members to be involved in a detailed way with this plan. Please see Appendices for full resumes of the following staff:

Nan Stolzenburg has been the principal consultant on 25 different comprehensive planning projects throughout eastern and central New York. Her work concentrates on small and rural communities. She has also been the principal consultants 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.

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 is currently finishing his MRP in Regional Planning from the University at Albany.

We propose to also team with Laberge Group, from Albany, NY. Their planning department is a specialist in grant writing and they would bring to the process a great deal of expertise in grant availability and grant writing for both the plan and plan implementation.

In addition, CP&EA can bring to the table a variety of sub-specialties that may be needed during the course of the project. We have a long-standing relationship with a variety of other consultants that we team with as needed. Should any of these topics need additional consulting work, a contract change order could be developed to incorporate the services, only as needed, of the following:

Hydrogeology: AlphaGeoscience, Latham, NY.

Land Use Law: Jon Cohen, Hudson, NY or John Lyons, Rhinebeck, NY

Environmental Engineering: Sterling Environmental Engineers, Latham, NY or Laberge Group, Albany, NY

Transportation Engineers: Transportation Concepts, Schenectady, NY

Economic Development: Camoin Associates, Saratoga Springs, NY or Ellen Pemrick Associates, Latham, NY

Fiscal Impact Analysis: The Hudson Group, Albany, NY

Archaeology: Dr. Christopher Lindner, Bard College, Annandale On Hudson, NY

## Section 4: Availability and Scheduling for Phase I

The following general time schedule is designed to include all the previously outlined work items. We are able to initiate this project in July 2007 and have done the timeline for 12 months. However, it should be recognized that this time frame may need to be longer to complete the project depending on the time the Committee takes to make crucial decisions.

<u>Estimated Time Schedule</u>	<u>Work Area / Tasks</u>
July 2007 through October 2007	Task 1: Scan the environment and develop planning database. Do survey and initial focus groups and work shops.
September 2007 through October 2007	Task 2: Establish vision, goals and objectives
November 2007 through March 2008	Task 3 and 4: Strategies and develop full plan
April 2008 through July 2008	Task 5: Final public hearings, adoption process for plan

## Phase II Scope of Work

Phase II encompasses revision of zoning and subdivision regulations consistent with the new Comprehensive Plan. This Phase would include the following tasks/steps:

1. Itemize amendments recommended in the Comprehensive Plan.
2. Prioritize amendments to decide if some or all of them will be accomplished in this phase.
3. Draft amendments. Submit to Committee a redlined version showing deletions and additions. This also includes any zoning map changes that might be needed.
4. Committee to evaluate the recommended amendments and make final decisions on text.
5. Work with Town Attorney or one of our attorneys to review changes from a legal perspective.
6. Develop an executive summary of changes to help the public understand.
7. Assist with two public hearings, includes development of a short presentation for the public.
8. Assist Town Board with adoption procedures (SEQRA, filing, etc.)

## Phase II Schedule

Based on our experiences, it is anticipated that the following schedule of 15 months is probably realistic. This gives ample time to discuss and make decisions on amendments. This could be done in a shorter amount of time if needed.

Steps 1 through 3, above: Three months

Step 4: Six Months

Step 5: One Month

Step 6: One Month

Steps 7 and 8: Four Months

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## **Section 5: Appendices: Resumes and Additional Items**

# **NAN C. STOLZENBURG, AICP**

## **EDUCATION**

University at Albany, State University of New York

Masters in Regional Planning -1996

University of Massachusetts, Amherst, Massachusetts

Master of Science - 1983

Major - Wildlife and Fisheries Biology

College of Environmental Science and Forestry, State University of New York, Syracuse

Bachelor of Science - 1980

## **SPECIALIZED ABILITIES**

- \*Land use 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
- \*Utilize computerized mapping, data base, spreadsheet, graphics and statistical software
- \*Administer programs, grant writing and grant administration

## **PROFESSIONAL EXPERIENCE**

Community Planning & Environmental Associates, West Berne, NY

**Principal Consulting Planner**

September 1992 to Present

\*Private land use planning consulting work includes land use and comprehensive planning, community involvement strategies, environmental and demographic analysis, zoning and land use regulations, site reviews, environmental impact assessment, grant writing, preparation of reports, documents. *Certified as AICP by the American Institute of Certified Planners, July 1997.*

State University of New York Empire State College, Saratoga, NY

**Associate Faculty Member**

May 1988 to Present

\*Instructor in general ecology, environmental impact assessment, and rural planning.

Cornell Cooperative Extension, Cobleskill, NY

May 1990 to August 1992

**Extension Agent - Program Leader**

\*Provided technical expertise and developed, implemented and evaluated a comprehensive, informal education program; administered 4-H youth programs, supervised 5 staff members and over 150 volunteers.

Cornell Cooperative Extension, Cobleskill, NY

Sept 1987 to May 1990

**Extension Agent - Staff Associate**

\*Developed, authored, and presented training programs and workshops for youth and adult audiences in a variety of subjects.

National Audubon Society, Delmar, NY

October 1983 to June 1987

**Wildlife Biologist**

\*Designed and coordinated wildlife conservation programs and developed small wildlife research projects; other responsibilities included volunteer development and office administration.

United States Forest Service, Amherst, MA

1980- 1983

**Habitat Ecologist/Consultant**

\*Responsible for the statistical analysis and interpretation of bird community-habitat association research designed to develop management guidelines.

**Memberships and Certificates**

- \*Certified AICP, American Institute of Certified Planners, July 1997
- \*Certified Wildlife Biologist, The Wildlife Society (1982)
- \*Certificate Completed: Methodology of Delineating Wetlands, July, 1994, Cook College at Rutgers
- \*Member American Planners Association, American Institute of Certified Planners, New York Planning Federation, Capital District Planners Association, New York Main Street Alliance
- \*Member Small Town and Rural Planning Division of the American Planners Association
- \*Member The Wildlife Society
- \*Past Chair Town of Wright Conservation Advisory Council, Gallupville, NY
- \*Past Officer New York Chapter of The Wildlife Society
- \*Past Officer Schoharie Land Trust

## **Awards**

- 2005 Award of Excellence in Comprehensive Planning (Putnam County Agriculture and Farmland Protection Plan) from the American Planning Association, Upstate New York Chapter, September 2005
- 2002 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
- 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
- 1999 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
- 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
- New England Outdoor Writers Association Award and the Arthur Sullivan Memorial Writers Award (1982)

## **Successful Grants Have Been Obtained and Managed From:**

New York State Department of State, Quality Communities Demonstration Program

New York State Office of Parks, Recreation and Historic Preservation

National Fish and Wildlife Foundation

United States Fish and Wildlife Service for Cornell University, Dept. of Natural Resources

United States Environmental Protection Agency for Schoharie County Soil and Water District

United States Small Business Administration

Land Preservation and Enhancement Program - Iroquois Gas Transmission Company

Land Enhancement and Acquisition Fund - Iroquois Gas Transmission Company

Rural New York Grant Program - New York Planning Federation

Preservation League of New York

New York State Governors Office of Small Cities

# Don Meltz Jr.

## Work and Volunteer Experience

**Current Employment: Don Meltz, Planning and GIS:** I am currently self-employed as a planning and GIS consultant. The focus of my work is on small municipalities and non-profit organizations that need access to GIS capabilities and other technical aspects of the planning process. I have experience developing and analyzing mail surveys, conducting focus groups, interviewing government officials and residents, conducting and analyzing public workshops, and writing reports and comprehensive plans. I also work as a subcontractor to other planning consultants that do not have a GIS staff person.

**Jan. 1, 1998-Dec. 31, 2001: Town Councilman for the Town of Stockport:** In Nov. of 1997, I was elected to a four year term on my local Town Board. I have served on the Water and Sewer Committee, Youth and Recreation Committee, Buildings and Parks Committee, and New Highway Garage Committee. I served as chairperson of the Comprehensive Planning Committee from Jan. 1999 to Dec. 2003.

**June 1977-December 2003: Evolution Contractors:** Before my move into the planning profession, I worked as a general contractor specializing in residential construction.

**1984-1989 Appalachian Mountain Club:** I was a member of the Catskill Chapter of the AMC for 6 years, and held the following positions: Chapter Chairperson, Vice Chair, Trail Maintenance Committee Chair, and Activities Committee member. I was also on an Ad Hoc committee that reviewed Unit Management Plans with the DEC for all regions of the Catskill Park. I worked with DEC and other organizations regarding planning strategies, focusing mostly on recreational facility location and design.

## Education

### Working toward a Masters Degree in Regional Planning

#### University at Albany, Sept. 1998-present

I currently have 44 credits toward the required 48.

*My course work at The University at Albany has focused on two areas:*

- \* The unique challenges facing small towns and rural areas.
- \* How GIS technology can help planners and town officials make informed decisions.

**Courses completed:** *Planning History and Philosophy, Urban and Metropolitan Structure and Function, Statistical Methods for Planning, Comprehensive Planning Process, Planning Law, Small Town and Rural Planning, Environmental Planning, Geographic Information Systems, GIS Applications, Land Conservation, Planning Studio-Survey of Vacant Buildings in Albany NY, and an Independent Study that involved mapping the farmland resources in the lower Hudson River Valley using GIS. My final research paper is on Watershed Planning, the impacts on local government planning decision making, and how GIS can help in that process.*

### Bachelor of Arts, Biology, Franklin Pierce College, June, 1981

*My course work at FPC focused on environmental biology.*

## **Sampling of Projects**

### **Community Planning and Environmental Associates:**

I have worked primarily with principal planner Nan Stolzenburg, AICP, on many planning projects for the past 4 years in northeastern New York State. I assembled GIS databases, produced resource maps, buildout analyses, worked on mail surveys, and other aspects of the comprehensive planning process. I have been primarily in charge of all GIS data base development and analysis.

### **Brittany Hollow Associates:**

I have worked with Principal planner Chuck Voss, AICP, on an update to the Town of Hyde Park zoning map. This project included obtaining the most recent parcel data from Dutchess County, and digitizing the hand drawn concept map the zoning committee had been working on. Many revisions were produced as the update was reviewed by the public, the Town Board, and the Planning Board.

### **SHARE-IT, Sharon Springs**

I produced a GIS database that inventoried all of the historic buildings and sites in a five municipality region including the Towns of Sharon, Springfield, and Cherry Valley, and the Villages of Cherry Valley and Sharon Springs.

### **Town of Stockport Comprehensive Planning Committee:**

In my second year on the Town Board for Stockport, I initiated the formation of a comprehensive planning committee. I have led the committee as its chairman through the comprehensive planning process. The final draft is complete, and has been handed over to the Town Board for review. Town zoning is currently being reviewed for consistency with the plan.

### **Open Space for Tomorrow: A Capital District Sprawl & Open Space Action Strategy**

Working with Katherine Daniels, AICP, I produced a series of maps for a report analyzing the potential for open space preservation and/or land acquisition programs in the Capital District area. This study covered Albany, Schenectady, Rensselaer, and Saratoga Counties. The project also includes a detailed build-out analysis for the Town of Bethlehem in Albany County.

### **Columbia Land Conservancy, Protected Lands Map:**

I produce an annual map for Columbia Land Conservancy (CLC) showing all of the publicly owned land and private property with conservation easements located in Columbia County. Using parcel boundary data from the counties Soil and Water Conservation District office, and hardcopy maps provided by CLC, I digitize the sections of individual properties that are under easement by CLC and other Not-for-Profit organizations.

### **Columbia Land Conservancy, 2002 Regional Public Conservation and Recreation Lands Map:**

I produced a map showing all of the publicly accessible properties in an eight county region around Columbia County, New York. I contacted and received data from over 15 different sources, processed the data so it was in a similar format, and modified and refined the information so it was as accurate and complete as possible. This map shows all properties and recreational trails owned by Federal, State, County, and Local governments in the region. It also shows properties owned by individuals and non-profit organizations that are freely open to the public.

### **Scenic Hudson, Inventory of Hudson Valley Farmland:**

I worked on a project using GIS to identify active farms in a 10 county region in the Hudson River Valley. We combined information from State agencies, the Federal Government, and individual municipalities in an effort to inventory and categorize farms that might qualify for government or non-profit sponsored farmland protection grants



## Community Planning & Environmental Associates

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 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 watershed management have provided CP&E Associates 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

#### 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
- Golf Course Master Planning and Review
- Evaluation of site plan reviews



# Community Planning Client List (Partial)

## ► COMPREHENSIVE PLANNING CURRENTLY UNDER DEVELOPMENT:

- Town and Village of Athens, Greene County
- Town of Chatham, Columbia County
- Town of Otsego, Otsego County
- Town of Durham, Greene County
- Town of Claverack, Columbia County

## ► COMPREHENSIVE PLANS COMPLETED (PARTIAL LIST)

- Village of Altamont, Albany County
- Town of Rensselaerville, Albany County
- Town of Gallatin, Columbia County
- Village of Whitesboro, Oneida County
- Town and Village of Seneca Falls, Seneca County
- Town of Peru, Clinton County
- Town of Broadalbin, Fulton County
- Town of Pittstown, Rensselaer County
- Town of Schaghticoke, Rensselaer County
- Town of Cairo, Greene County
- Town of New Lebanon, Columbia County
- Town of Pine Plains, Dutchess County
- Town of Colchester, Delaware County
- Town of Tompkins, Delaware County
- Town of Halcott, Greene County
- Town and Village of Schoharie, Schoharie County
- Town and Village of Kinderhook, Columbia County
- Village of Valatie, Columbia County
- Village of Sharon Springs, Schoharie County
- Village of Cobleskill, Schoharie County
- Town of Galway, Saratoga County
- Town of Harpersfield, Delaware County
- Otsego County (Agriculture and Farmland Protection Plan)
- Herkimer County (Agriculture and Farmland Protection Plan)
- Putnam County (Agriculture and Farmland Protection Plan)

## **Section 6: Fee Proposal**

All materials developed during the course of this planning process will be transferred to the Town of Ancram in the form of an original paper copy and digital files (in Microsoft Word and Adobe .pdf).

*Submitted By*

*Community Planning & Environmental Associates*

*Nan C. Stolzenburg, AICP and Don Meltz*

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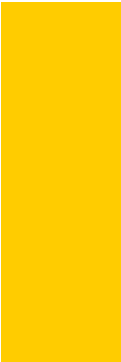
Fees are based on the following Fee Schedule

Principal Planner per hour	\$100.00 per hour	GIS Planner	\$85.00
Planner per hour	\$55.00 per hour	Assistant	\$40.00

Laberge Engineers (Grants Consulting)     \$100.00 per hour

NOTE: Other scope of work items may be negotiated at time of hiring. Additional studies that can be included in a comprehensive plan include a groundwater assessment, transportation corridor study, landscape architectural renderings, legal opinions, traffic study, fiscal impact analysis, cost of community service study, capital improvement plan, etc.

Submitted By  
 Community Planning & Environmental  
 Associates  
 Nan C. Stolzenburg, AICP and Don  
 Meltz



**Phase I Fee Schedule: This would be finalized after a scope of work is negotiated.**

Task	Estimated Fee
Review past studies and plans, collect data, and summarize demographics and develop the Existing and Future Conditions Report. This includes necessary interviews and "Getting to Know You" activities	\$5,100.00
GIS Development and Analysis	\$4,100.00
Develop, tabulate, analyze a town-wide survey (an online survey would be approximately \$2500) (Please note that the cost for this could be substantially reduced with an online survey)	\$4,500.00 (Does NOT include postage and printing)
Conduct one planning/visioning workshops and summarize results	\$ 1,100.00
Conduct 3 focus groups	\$ 940.00
Develop and facilitate two public information meetings. (Based on a two hour meeting, plus preparation, meeting materials and travel).	\$1,000.00
Draft vision, develop goals, and objectives.	\$1,275.00
Develop issues, recommendations, strategies and future concept maps, if needed.	\$4,750.00
Assemble all information, maps, illustrations, photographs and develop full plan.	\$3,000.00
Assist in organizing and facilitate two public hearings (Based on a two hour meeting each, plus preparation, and travel).	\$ 400.00
Develop and facilitate SEQRA materials and processes (Full EAF)	\$ 300.00
Attend: 12 Meetings with Committee (Based on a two-hour meeting and meeting preparation, mileage, lodging, travel (\$0.48 per mile). Additional meetings will require an amended contract and time to be billed at regular hourly rate, below.	\$3,100.00
Phone, incidental copying, supplies, postage. for plan development	\$ 300.00
<b>Total for Comprehensive Plan Development (NOT including optional items, below, or postage/printing.)</b>	<b>\$29,865.00</b>
Build Out Analysis (Optional)	\$1900.00
Community Image Preference Survey and analysis (Optional)	\$ 1000.00
Laberge Engineering Grant Consulting (Optional)	\$100.00 per hour
Hosting Town of Ancram Web Page on www.planningbetterplaces.com (this includes uploading all files, establishment of the page format, maintenance of documents, etc.)	\$500.00

Please visit [www.planningbetterplaces.com](http://www.planningbetterplaces.com) for more information about Community Planning & Environmental Associates, a full list of clients, and samples of our planning work.

All materials developed during the course of this planning process will be transferred to the Town of Ancram in the form of original paper copies as detailed in the RFP and digital files (in Microsoft Word, ArcView, and Adobe .pdf).

*Submitted By*  
*Community Planning & Environmental*  
*Associates*  
*Nan C. Stolzenburg, AICP and Don*  
*Meltz*

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**Phase II Fee Schedule: This would be finalized after a scope of work is negotiated.**

<b>Task</b>	<b>Estimated Fee</b>
Itemize amendments recommended in the Comprehensive Plan.	\$600.00
Prioritize amendments to decide if some or all of them will be accomplished in this phase.	\$500.00
Draft amendments. Submit to Committee a redlined version showing deletions and additions. This also includes any zoning map changes that might be needed.	\$6,000.00
Committee to evaluate the recommended amendments and make final decisions on text. This includes attendance at 6 Committee meetings and edits to text as needed.	\$1,450.00
Work with Town Attorney or one of our attorneys to review changes from a legal perspective.	\$400.00
Develop an executive summary of changes to help the public understand.	\$2,000.00
Assist with two public hearings, includes development of a short presentation for the public.	\$500.00
Assist Town Board with adoption procedures (SEQRA, filing, etc.)	\$800.00
Phone, incidental copying, supplies, postage	\$300.00
<b>Total For Phase II</b>	<b>\$16,150.00</b>
Hosting Town of Ancram Web Page on <a href="http://www.planningbetterplaces.com">www.planningbetterplaces.com</a> (this includes uploading all files, establishment of the page format, maintenance of documents, etc.)	\$500.00