



Proposal for

TOWN OF QUEENSBURY

# **Comprehensive Plan and Land Use Codes Updates**

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January 28, 2022



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Town Clerk's Office  
Town of Queensbury  
742 Bay Road  
Queensbury, New York 12804

RE: Comprehensive Plan and Land Use Codes Updates

Supervisor Strough and Town Board Members,:

Barton & Loguidice, D.P.C. (B&L), is pleased to present our proposal to update the 2007 Town of Queensbury Comprehensive Plan and 2009 Land Use Code. We understand that the Town would like to work with a consultant that can engage the community to skillfully produce a plan update that addresses current issues such as sustainability, climate change, resilient infrastructure, technology, and social equity. B&L has helped communities across New York State address these issues and others through comprehensive plan development and code updates. We believe that the most successful plans are developed by communicating openly and frequently with our clients, their steering committees, and their communities. With this communication, we can delve into the improvements that the Town really needs, and provide comprehensive plan and zoning code updates that are relevant, effective, and unified towards the same goals.

B&L brings multidisciplinary expertise focused on translating the vision of Queensbury's residents into a meaningful planning document and a land use code that effectuates its implementation. Our planning and public engagement experience working with towns, cities, and villages across New York State, and familiarity with the Town of Queensbury on transportation and water resources planning will equip us to best assist the Town in bringing forth and aggregating the community's shared vision for the future. B&L has also evolved over the last several years to specifically address climate change resilience throughout our disciplines as local concerns over increased severe weather events continue to grow. Given the Town's geography amongst mountains, lakes, rivers and development patterns from exurbs, residential subdivisions, seasonal camps, and regional commercial hubs, the influence of climate change is an inevitable consideration layered upon already competing land uses.

The project manager and point of contact for our team on this project will be Robert J. Murphy Jr., AICP. Bob can be reached at 518-218-1801 or [rmurphy@bartonandloguidice.com](mailto:rmurphy@bartonandloguidice.com).

Please feel free to reach out to us with any questions or if you would like to speak with us further. Thank you for your consideration of our qualifications. We are eager to continue to expand our working relationship with the Town of Queensbury and look forward to hearing from you.

If you have any questions or would like to discuss our proposal in greater detail, please do not hesitate to contact us.

Sincerely,  
[BARTON & LOGUIDICE, D.P.C.](#)

Donald H. Fletcher, P.E.  
Senior Vice President

Robert J. Murphy Jr., AICP  
Senior Project Community Planner

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Prepared for:  
Town Clerk's Office  
Town of Queensbury  
742 Bay Road  
Queensbury, New York 12804

Prepared by:  
Barton & Loguidice, D.P.C.  
10 Airline Drive, Suite 200  
Albany, New York 12205

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# **Section 1**

## **Profile of Firm Proposing**

# Section 1: Profile of Firm Proposing

## STATEMENT OF EXPERIENCE

Barton & Loguidice is a local firm, with headquarters in Syracuse, New York. The work for this project will be performed out of our Albany office located at 10 Airline Drive, Albany, New York. The professionals involved are in compliance with the registration and permit requirements to engage in this project, and B&L is licensed to practice in New York State. Our firm maintains 16 offices throughout the northeast with over 350 staff members total.

B&L deeply values our client relationships. We work with our clients to better understand their challenges and find the solutions that best suit their specific needs. As a multidisciplinary consulting firm, we use our expertise in asset management, environmental, facilities, land surveying, solid waste, sustainable planning and design, transportation, and water resources to collaborate in a way that allows us to approach each project from a unique, holistic angle. This level of teamwork translates to fitting solutions that often result in significant cost savings, project feasibility and acceleration, alternative financing options, and reduced risk.

### Comprehensive Planning

Community sustainability requires an understanding of the relationships between the overlapping systems that make up a town's relationships and infrastructure. Communities are constantly evolving, and their transportation, infrastructure, utilities, housing, recreation, and other needs often require updates to reflect that change. B&L knows that all variables must be taken into account to create an effective comprehensive plan. Our plans identify a municipality's strengths, constraints, and opportunities in order to establish a vision for the area's future that fulfills local goals. To do this, we carefully inventory existing conditions, analyze alternatives, and assess improvement feasibility. We believe the best way to realize a community vision is through strategically prioritized, time-sensitive measures and small, accomplishable efforts. This is often more economical and sustainable than undertaking one large project.

To ensure that your comprehensive plan is the best fit for your municipality, B&L will collaborate with Town staff and encourage public input. Our context-sensitive approach helps to preserve and enhance scenic, aesthetic, historic, community, and environmental resources, while improving safety, mobility, and infrastructure conditions that address the community's wants and needs. **Our approach typically includes four major planning efforts:**

- inventory and analysis;
- public participation;
- strengths, weaknesses, opportunities, and threats analysis;
- and plan development.





**50+**  
COMPREHENSIVE  
PLANNING EFFORTS



**400+**  
PUBLIC MEETINGS  
& WORKSHOPS



**40+**  
LAND USE &  
ZONING PROJECTS

The stars shown on the map below indicate the various communities across NYS in which B&L has completed comprehensive plan efforts. We have extensive experience across the homerule state, balancing local values and state regulations to craft tailored, actionable plans for each community. Within several of these municipalities, we have also completed land use regulation updates either concurrently or consecutively with local comprehensive planning efforts.



The professional planning staff at B&L is skilled at building public support and consensus, because they engage the public with the opportunity to be part of the planning process. This is often the key to moving public projects forward. Our staff includes several American Institute of Certified Planners (AICPs) who are well versed in the most effective land use and planning methods. B&L also employs experienced engineers and environmental scientists who support our planning projects with their comprehensive knowledge and expertise. Our municipal and comprehensive planning services include the following:

- Public engagement
- Green and sustainable initiatives
- Zoning and planning board assistance
- Town code updates
- Community design guidelines
- Downtown revitalization plans
- Historic designation
- Geographic information systems (GIS)
- Grants assistance and public funding procurement
- Hazard mitigation studies
- Land use planning

- Parks and recreation master planning
- Permitting and approvals
- State Environmental Quality Review (SEQR) and environmental process compliance
- Trail master plans and feasibility studies
- Waterfront development planning
- Fair and affordable housing planning
- Utility coordination and expansion
- Multimodal transportation plans
- Transportation accessibility
- Alternative energy sourcing and renewable energy
- Wetland delineation
- Environmental reviews
- Stormwater improvements
- Accessible design and planning

### Zoning and Code Updates

Many towns and villages have outdated zoning codes that cannot provide the control and flexibility they want. When well crafted, zoning codes can be useful tools to shape and foster growth, enhance a community's unique attributes, and promote common values among residents. These plans are especially effective when aligned with the goals set forth in a community's comprehensive plan. To do this, our team often employs a hybrid approach to adopting zoning changes by creating overlay zones and dividing larger districts into smaller districts for a more focused, street by street (or block by block) revitalization effort. This lets a community adopt a specific set of regulations for certain streets or sections of streets, such as a downtown district, where it is important to preserve the character of the community and incorporate existing features and structures. This overlay district approach can also incorporate mixed-use zoning districts and buildings, which allow combination land use such as office residential, neighborhood commercial, mixed industrial commercial, and highway commercial.

We strive to provide planning and zoning services that are tailored to the needs of our clients and result in positive changes to the local landscape. Our zoning projects are designed to deliver control over land use, while encouraging new development that is compatible with the character of the community. Each member of our team has a direct understanding of the challenges associated with the implementation of various plans and the enforcement of zoning and land use regulations. We assist our clients through every step of the process to form plans that meet their needs and benefit their communities.



### Sustainable Design

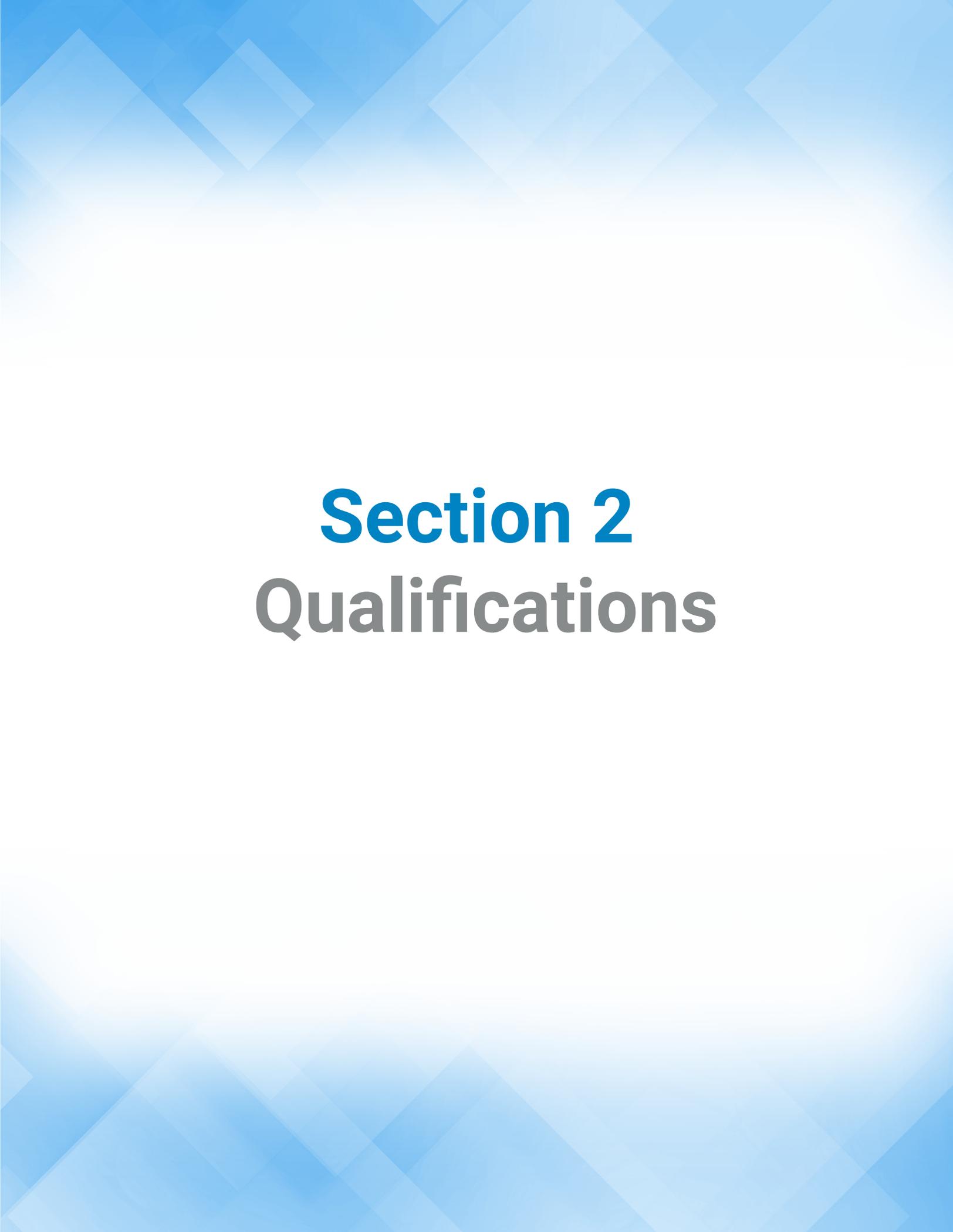
One of B&L's core design values is pragmatic sustainability. We approach buildings and sites with the goal of meeting our client's needs in a way that conserves energy, performs efficiently, and saves money. B&L is a New York State Energy Research and Development Authority (NYSERDA) FlexTech firm and a member of the United States Green Building Council with several Leadership in Energy and Environmental Design (LEED®) accredited team members practicing a variety of disciplines. We use our expertise and experience in sustainable and green design to provide services such as:

- Reduced water usage;
- Habitat preservation;
- Waste disposal reduction;
- Brownfield redevelopment;
- Use of natural day lighting;
- Renewable energy;
- Energy efficient equipment and lighting;
- Recycled materials;
- Sustainable construction;
- Energy efficiency methods such as:
  - Biogas,
  - Landfill gas beneficial use,
  - Geothermal heating and cooling systems,
  - Combined heat and power systems,
  - Gas recovery and gas to energy facilities, and
  - Greenhouse gas inventories;
- Energy analysis;
- Energy management systems control; and
- Funding assistance and associated requirements compliance.

### Community Outreach and Public Participation

B&L has experience with all aspects of community outreach and public participation including public meetings, community surveys, design presentations, promotional materials, and project websites. Our knowledgeable technical staff are supported by a talented pool of in-house graphic designers and writers who prepare presentation materials ranging from flyers to websites and presentation boards. With detailed graphic visualizations and clear explanations, the public can see ideas at work. This facilitates consensus building and community buy-in while also allowing us to carefully and clearly address any public concerns and diffuse the potential for volatile situations created by a lack of understanding. Our staff listens to the needs and wants expressed by residents and local businesses and responds with appropriate follow-up activities. In doing so, we are able to help our clients move forward with their projects.



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# **Section 2**

## **Qualifications**

# Section 2: Qualifications

## EXPERIENCE WITH SIMILAR PROJECTS

### TOWN OF COLONIE

## Town of Colonie Comprehensive Plan Update

Colonie, New York

The Town of Colonie is the second largest municipality in the Capital Region of New York State, with a population of about 83,000 persons. Situated between the Cities of Albany, Schenectady, and Troy, the Town has undergone a great deal of change in the last 50 years. In addition to a growing population, the Town has a large expanding commercial base, and is home to the Albany International Airport and other regional destinations. Colonie also has significant natural resources, such as the Albany Pine Bush Preserve and the Mohawk River waterfront, and has an extensive park and trail system. Maintaining these community assets in the face of continuing change is the ongoing challenge.

In mid-2016, the Town Board undertook an update of its 2005 Comprehensive Plan, and B&L was selected to work with the Comprehensive Plan Advisory Committee to lead this effort. B&L worked with the committee to make current the information about the Town, and to engage the community in this important process. A series of five public workshops were held at locations around the Town to identify the Town’s strengths and the issues of concern that should be addressed in the Comprehensive Plan Update. The Town also engaged the Siena College Research Institute to work with B&L to develop a community survey that expanded the opportunity for public input. The survey garnered an impressive 30% return rate. The final plan goals and strategies were created based on the enormous amount of data collected and public feed back on important town-wide issues, and formed the basis of the Final Comprehensive Plan. The Final Plan, developed entirely through funding by the Town, was adopted by the Town Board in August of 2019.

**Client Contact:**

Planning and Economic  
Development  
Town of Colonie  
347 Old Niskayuna Road  
Latham, New York 12110  
518-783-2741

**Total Project Cost:**

\$132,000

**Completion Date:**

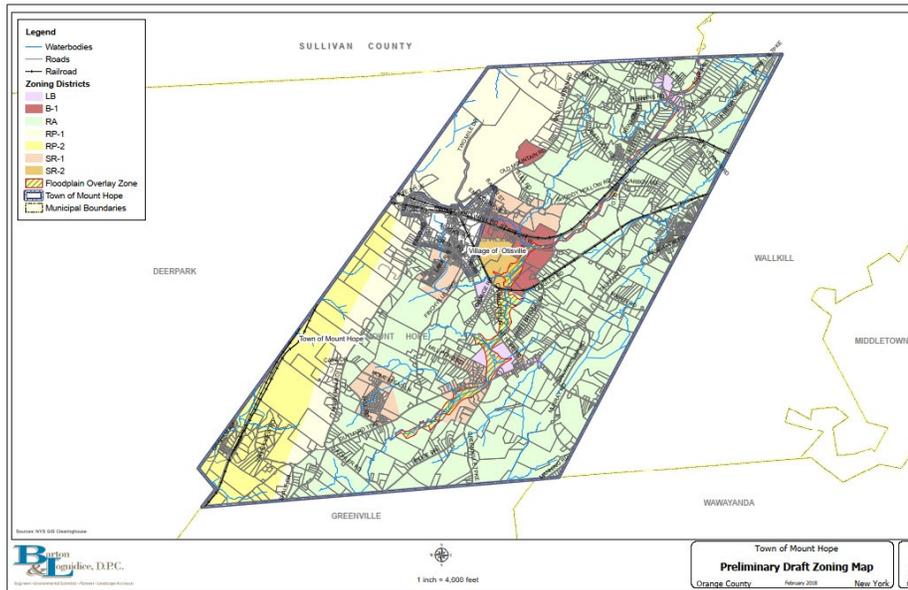
2019



## TOWN OF MOUNT HOPE

# Comprehensive Plan and Zoning Code Update

Mount Hope, New York



### Client Contact:

Matthew Howell  
 Town Supervisor  
 Town of Mount Hope  
 1706 Route 211 West  
 Otisville, NY 10963  
 845-386-2211  
[supervisor@townofmounthope.org](mailto:supervisor@townofmounthope.org)

### Total Project Cost:

\$72,600

### Completion Date:

2019

The Town of Mount Hope is a vibrant rural community that has conserved active farmland and protected its abundant natural resources and scenic beauty while guiding appropriate residential and commercial growth. The Town sought to update its 1994 Comprehensive Plan and Zoning Code in order to maintain the rural character, protect natural resources, manage drinking water resources, and encourage appropriate business growth.

B&L was retained to guide and facilitate the Town's Steering Committee on the comprehensive planning process. As part of the process, B&L provided supporting research and analysis, facilitated multiple public workshops, prepared graphics, assembled the document, and made edits in response to relevant comments. The vision and goals set forth in the updated comprehensive plan provided guidance on updating the Town's Zoning Code to help unify town documents and promote successful revisioning.

The updated Comprehensive Plan and Zoning Code were adopted in March 2018 and January 2019, respectively.

## CITY OF PORT JERVIS

# Comprehensive Plan and Zoning Code Update

Port Jervis, New York

The City of Port Jervis is located at the confluence of the Neversink and Delaware Rivers in western Orange County, New York. Port Jervis prides itself on its accessibility to nature, affordability, safety, and quaint setting. B&L guided and facilitated the City of Port Jervis in preparing its inaugural comprehensive plan and an update to its 1978 zoning code. The City's vision included a downtown with vibrant business activity and a mix of building uses with connections to its unique natural environment. The City also sought to create safe, diverse, and affordable neighborhoods with walkable access and quality civil infrastructure that would encourage economic development and mitigate natural disasters.

B&L advised the Port Jervis Comprehensive Plan Committee (PJCCPC) on the comprehensive planning process, undertook supporting research and analysis, facilitated multiple public workshops, prepared graphics, assembled the plan document, and made edits in response to relevant comments. B&L worked with its subcontractor, Courtney-Strong, Inc., to prepare online community preference survey content and to moderate the project-specific website to better engage members of the public.

**Client Contact:**

Valerie Maginsky, Director  
 Community Development Agency  
 City of Port Jervis  
 20 Hammond Street  
 Port Jervis, New York 12771  
 845-858-4024  
 director@pjcd.org

**Total Project Cost:**

\$100,000

**Completion Date:**

2019



## TOWN OF NEW SCOTLAND

# Comprehensive Plan Update

New Scotland, New York

The Town of New Scotland enlisted B&L to update their 2017 Comprehensive Plan to provide a single source document guiding future Town-wide planning and zoning decisions. The purpose of this project was to consolidate the efforts of the Town’s Comprehensive Planning Committee and the recommendations of several local plans including the 2012 New Scotland Hamlet Plan, the 2014 Town of New Scotland Recreation Master Plan, and the 2016 New Scotland Hamlet Zoning Update. This helped expand the focus to the entire Town of New Scotland.

The comprehensive plan update helped the Town more effectively protect, preserve, and enhance natural resources including natural communities, open spaces, scenic areas, and cultural resources such as historic places and scenic roads. The updates also encouraged economic development compatible with the preservation and enhancement of natural and cultural resources including agriculture, tourism, and the revitalization of established community centers.

It promoted increased public access to the Hudson River by more effectively planning around the Helderberg Hudson Rail Trail and fostering the development of the Hudson River Valley Greenway Trail System. The project also helped the Town work with other local communities to develop mutually beneficial regional strategies for natural and cultural resource protection, economic development (including necessary public facilities and infrastructure), public access, and heritage and environmental education. Because of this project, the Town can more effectively promote awareness among residents and visitors about the Valley’s natural, cultural, scenic, and historic resources.

**Client Contact:**

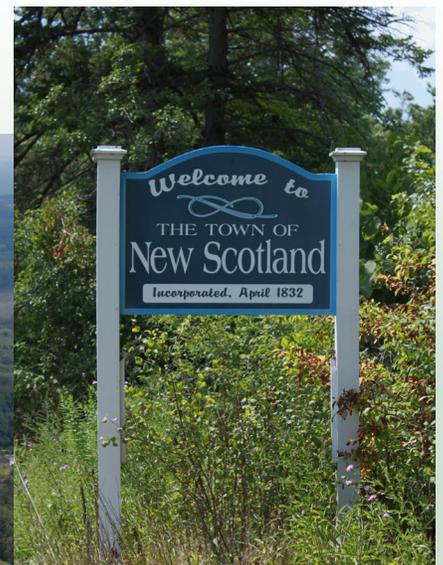
Douglas LaGrange  
 Supervisor, Town of New Scotland  
 2029 New Scotland Avenue  
 Slingerlands, New York 12159  
 518-439-4889

**Total Project Cost:**

\$31,400

**Completion Date:**

2018



## VILLAGE OF HOOSICK FALLS

# Hoosick Falls Zoning Code Update

Hoosick Falls, New York

The Village of Hoosick Falls recognized that their antiquated Zoning Code had become a barrier to economic development. The Village had not revised its zoning code for nearly 40 years, and the need for a more consistent and easily enforceable code was identified. Funding for the zoning update project was provided by the Village and by a Hudson River Valley Greenway grant obtained with assistance from B&L.

B&L was retained by the Village to examine the past efforts by the Village to review and revise its zoning code and past discussions with the Rensselaer County Planning Department about zoning code revisions. A technical memorandum prepared by B&L summarized the document review, compared zoning projects in other New York State villages and cities and provided a strategy for reaching goals that the Village established. B&L also compiled all existing zoning code amendments and incorporated them into the main code document.

The final document provided a revised draft zoning code for the Village to review, revise as needed, and eventually adopt. This revision consisted of a reorganization of the code for simplicity and the removal of redundancies. Recommendations for more extensive code revisions were offered in the accompanying technical memorandum.

### Project Highlights

- Review of previous and historic zoning update recommendations and related plans
- Collaboration with Rensselaer County Planning Department about recommendations for zoning code updates for the Village
- Review of existing zoning ordinance, including general reorganization, additions and major modifications
- Presentation of alternatives for key issues in current zoning, including problem properties
- Comparison of non-conforming Use and Building Code Sections
- Comparison of Zoning Codes in other villages and a small city
- Description of visioning process for developing a new zoning code
- Development of an implementation matrix that outlined and prioritized the Village's goals, offered zoning mechanism to help reach the goals, and suggested potential funding sources for each implementation strategy

### Client Contact:

Robert Allen  
 Mayor  
 Village of Hoosick Falls  
 24 Main Street  
 Hoosick Falls, NY 12090  
 (518) 686-7072  
 themayorhf@gmail.com

### Total Project Cost:

\$27,600

### Completion Date:

2015



PROJECT ORGANIZATIONAL STRUCTURE



**Project Manager**

Robert J. Murphy Jr., AICP  
Senior Project Community Planner



**Officer-in-Charge**

Donald H. Fletcher, P.E.  
Senior Vice President

**Community Planning and Public Engagement**



Kaitlyn M. Darcy, AICP  
Project Community Planner



Daniel E. Theobald  
Community Planner II



Grace E. DeSantis  
Community Planner I

**Graphics and Project Layouts**



Leigh G. Jones, P.L.A.  
Senior Managing Landscape Architect

**Climate Conscious Planning**

Jayne Breschard, AICP, CFM  
Climate Action Specialist/Senior  
Managing Community Planner



**Zoning and Site Design Technical Support**

Keith F. Ewald, P.L.A., AICP  
Managing Landscape Architect



KEY STAFF MEMBER RESUMES

**Robert J. Murphy Jr., AICP**  
**Senior Project Community Planner**



**Years of Experience:** 9

**Education:**  
 M.A., Urban and Regional Planning,  
 University of Florida, 2011  
 B.S., Management, Rensselaer  
 Polytechnic Institute, 2009

**Professional Registrations:**  
 AICP, American Institute of Certified  
 Planners

Bob Murphy is a community planner and lead grant writer with Barton & Loguidice. Bob’s dual role as planner / grant writer has allowed him to understand the role each play in bringing implementable plans into reality. Bob is an active member of the New York Upstate Chapter of the American Planning Association and carries an active certification from the American Institute of Certified Planners (AICP). Lastly, Mr. Murphy currently serves on the Board of Directors of the Mechanicville Area Community Services Center and as Historian for the City of Mechanicville.

**City of Port Jervis Comprehensive Plan and Zoning Code Update**

B&L guided and facilitated the City of Port Jervis in preparing its inaugural Comprehensive Plan and an Update to its 1978 Zoning Code. Mr. Murphy advised the Port Jervis Comprehensive Plan Committee (PJPC) on the comprehensive planning and zoning update process as project manager and led supporting research and analysis, facilitation of multiple public workshops, graphics preparation, and document assembly.

**Town of Mount Hope Comprehensive Plan and Zoning Code Update**

B&L was retained to guide and facilitate the Town’s Steering Committee on the comprehensive planning and zoning process to better prepare rural and scenic Mount Hope for rising development pressures in western Orange County. Mr. Through constant Committee communication and responsive research and analysis, Mr. Murphy and his team assisted the Committee in simplifying the Town’s Comprehensive Plan into a unified vision that provided intuitive guidance for updating the Zoning Code.

**Village of Hoosick Falls Comprehensive Plan and Local Waterfront Revitalization Strategy**

Through an extensive public participation process, Barton & Loguidice along with the Village’s Local Waterfront Revitalization Committee developed a comprehensive community vision and a clear direction for appropriate future development that brings river-based recreation to the forefront of community and economic development. This plan serves as the Village’s first ever Comprehensive Plan. Mr. Murphy served as project manager.

**Zoning Update Project, Village of Hoosick Falls, New York**

B&L conducted an analysis of the existing zoning code in the Village of Hoosick Falls, Rensselaer County, New York. Mr. Murphy supported review and analysis of the existing code by composing sections of the report, graphically displaying recommended code changes, and conducting outreach and public participation for the vision of the revised code. The project included coordination with an ongoing economic revitalization effort, public outreach, coordination with County Planning staff, and development of draft code language for adoption by the Village.

**Comprehensive Plan Update, Town of New Scotland, New York**

The Comprehensive Plan Update helped the Town more effectively protect, preserve and enhance natural resources. B&L was retained to organize previous planning efforts and guide a high-powered Steering Committee toward a complete document update. Mr. Murphy served as co-project manager and led a series of public workshops in each of the Town’s four hamlet areas.

**Comprehensive Plan Update – Phase I, Town of Plattekill, New York**

The Town of Plattekill engaged B&L in a unique approach to updating its Comprehensive Plan to allow grant funding to support the effort in phased increments. Mr. Murphy served as project manager, facilitating Steering Committee discussion, Community Town Hall for issue identification, and Visioning Workshop.

**Comprehensive Plan Update, Town of Brighton, New York**

The Town of Brighton has undertaken a commitment to update its Comprehensive Plan. The plan aims to include a strategy for acquired parkland and sustainability and smart growth principles. Mr. Murphy is assisting with data collection, narrative development, and public facilitation.

**Donald H. Fletcher, P.E.**  
**Officer-in-Charge/Technical Advisor**



**Years of Experience:** 30

**Education:**  
 B.S., Civil and Environmental Engineering,  
 Clarkson University, 1992

**Professional Registrations:**  
 Professional Engineer, New York  
 NYSDOT 40 Hour Bridge Inspection  
 Training Course

Mr. Fletcher has extensive experience as a municipal engineer and has progressed hundreds of projects from planning through construction. His expertise includes: Site planning including site layout, utility layout, site grading, and streetscape, SWPPPs. His experience also includes preparation of feasibility studies, maps, plans and reports for formation of utility districts, facilities plans for water and wastewater systems, grant and funding applications, regulatory agency applications, environmental review documents, permit applications, right of way/easement services and contract design drawings and specifications.

**City of Port Jervis Comprehensive Plan and Zoning Code Update, Port Jervis, New York**

B&L guided and facilitated the City in preparing its inaugural comprehensive plan and an update to its 1978 zoning code. The City’s vision included a downtown with vibrant business activity and a mix of building uses with connections to its unique natural environment.

**Town of Mount Hope Comprehensive Plan and Zoning Code Update, Mount Hope, New York**

B&L was retained to guide and facilitate the Town’s steering committee on the comprehensive planning and zoning process to better prepare rural and scenic Mount Hope for rising development pressures in the area.

**Town of New Scotland Comprehensive Plan Update, New Scotland, New York**

The comprehensive plan update helped the Town more effectively protect, preserve, and enhance natural resources including natural communities, open spaces, scenic areas, and cultural resources including historic places and scenic roads. The updates also encouraged economic development compatible with the preservation and enhancement of natural and cultural resources including agriculture, tourism, and established community centers. B&L was retained to organize previous planning efforts and guide a high-powered steering committee toward a complete document update.

**Designated Municipal Engineer, Town of Colonie, Rotterdam, Niskayuna, and Guilderland, Village of Altamont and Ellenville, City of Saratoga Springs, and Mechanicville, New York**

Mr. Fletcher serves as a municipal engineer for these communities. Services include providing engineering review and construction inspection of subdivision and site plan applications on behalf of the municipal planning boards. Engineering review includes all SEQRA and environmental

documentation, studies and permitting, transportation system improvements, stormwater management systems and sanitary sewer, potable water and storm sewer infrastructure. B&L also provides construction inspection services to ensure general compliance with municipal standards and the approved plans.

**Main Street Infrastructure and Redevelopment, Town of Queensbury, New York**

B&L assisted with the Main Street infrastructure and redevelopment planning project which included water system improvements; sewer district formation; power, telephone and CTV underground study; and corridor redevelopment planning.

**Sewer Infrastructure Assessment, Adirondack Gateway Council, New York**

B&L was retained by the AGC, a coalition of Saratoga, Warren, and Washington Counties to prepare an action plan to address the issue of inadequate wastewater/ stormwater treatment and conveyance capacity. The Plan included an evaluation of existing conditions and capacities, a regional growth assessment, identification of necessary improvements, opinions of probable costs, a review of component WWTP Combined Sewer Overflow Long-Term Control Plan, and the identification of funding opportunities.

## Jayne Breschard, AICP, CFM

### Climate Action Specialist/Senior Managing Community Planner



**Years of Experience:** 20

**Education:**

B.A., Historic Preservation and Geography,  
Mary Washington College, 2000  
M.A., Historic Preservation Planning,  
Cornell University, 2005

**Professional Registrations:**

American Institute of Certified Planners  
(AICP), 2013  
Association of State Floodplain  
Managers (ASFPM), Certified Floodplain  
Manager (CFM), 2011

Ms. Breschard is a senior managing community planner with 20 years of experience in project management and community planning. Over the past 20 years she has lead teams; coordinated with municipalities and other project stakeholders; provided a regional approach to economic, social, and environmental concerns; and managed resources, schedules, and budgets. Her specializations include land use, water resources, general municipal planning, local government technical assistance, education and outreach, and training and workshop development and facilitation.

**Comprehensive Plan Update, Town of Big Flats, New York\***

The Town of Big Flats updated its 2006 Comprehensive Plan with consistent policy development and zoning regulations to ensure the Town has the necessary tools and regulations in place to make sound land use and economic development decisions in the years ahead. Ms. Breschard was responsible for project management, including two public workshops, Steering Committee coordination, and working directly with the Town to ensure all reports and forms were submitted in a timely fashion.

**Climate Action Plan, Phase 1: County Facilities, Monroe County, New York\***

Development of Phase 1 for the County’s Climate Action Plan sought to reduce greenhouse gas emissions and strengthen resiliency; address both mitigation and adaptation; and create goals, actions, and policies that are innovative and achievable for government operations. For Phase 1, Ms. Breschard was responsible for day-to-day management of the project and for leading all community engagement and meeting activities. The team created a plan that provides a clear path for transitioning to Phase 2: Countywide Climate Action Plan and a long-term vision.

**Historic Preservation Guidebook, Village of Johnson City, New York\***

Complementary to the ongoing work in the Village of Johnson City for the Business Improvement District, a user-friendly Historic Preservation Guidebook was developed to highlight the benefits of historic preservation and best practices for historic building owners. Ms. Breschard was the primary point of contact, responsible for overall project management, including key milestones and deadlines for the development of materials needed.

**Albany County Climate Resiliency Plan, Albany County, New York\***

Working with County staff and a project advisory committee, this resiliency plan will refine and prioritize strategies, define actions, and recommend projects necessary to reduce the impacts of climate impacts. The plan will include a matrix of prioritized next steps for county resilience, including potential funding sources and a timeline for implementation, as well as relevant maps, tables, and data. All findings from research and community feedback will be compiled into a final deliverable. Ms. Breschard served as the Resiliency Specialist, based on familiarity with the DOS Countywide Resiliency Planning Grant Program, and provided technical expertise and support services for the identification and development of climate actions and projects.

**Environmental Planner, Inter-Science Research Associates, Inc., Southampton, New York\***

Specializing on the sensitive environmental concerns of Long Island’s East End, this consulting firm provides planning, zoning, and environmental services on a contractual basis to private individuals, businesses, municipalities, and nonprofit organizations. Ms. Breschard’s scope of work included the preparation and processing of local, state, and federal wetlands and environmental permit applications; environmental assessment forms and environmental impact statements; permit strategy assistance; natural resource planning; zoning and land use studies; commercial and residential site planning; on-site field investigations; and project management.

\*Projects performed with a previous employer

## Keith F. Ewald, P.L.A., AICP

### Managing Landscape Architect



**Years of Experience:** 18

**Education:**

B.S., Urban Regional Analysis and Planning, SUNY Buffalo, 2001  
 Master of Landscape Architecture (M.L.A.), SUNY College of Environmental Science and Forestry, 2006

**Professional Registrations:**

Professional Landscape Architect, New York, 2011

Mr. Ewald has been integral in the planning, design and outreach related to urban design projects, transportation planning, and various green infrastructure and sustainable project practices. The last several years, Keith has been leading B&L's efforts on green infrastructure projects, collaborating alongside B&L engineers, local leaders, regional Metropolitan Planning Organizations (MPO's), and State agencies such as the Environmental Facilities Corporation, Keith has developed a thorough and extensive knowledge of the design practices of green infrastructure, trail and greenway design and construction, complete street retrofits, and long range planning and implementation initiatives.

**Comprehensive, Master Planning, and Community Revitalization**

Mr. Ewald has been assigned to various land planning and design projects across New York State including community comprehensive plans for the Towns of Aurelius, Vernon, Ira, and Cato; corridor management plans for the Towns of Lysander and Aurelius; downtown revitalization studies and designs for the Villages of Tupper Lake and Ellenville, and the Hamlet of Au Sable Forks in the Town of Jay; multi-modal trail and transportation plans for the Villages of Tupper Lake and Pulaski, as well as the Towns of Lysander, Dryden, and Marcellus.

**Comprehensive Plan Update, Town of Brighton, New York**

The Town of Brighton has undertaken a commitment to update its Comprehensive Plan in order to stay current with development trends and the needs of the community. The plan aims to include a strategy for acquired parkland and sustainability and smart growth principles. The Town applied for and received a Cleaner Greener Communities (CGC), Phase II Implementation Grants, and Category 2: Comprehensive Planning funding from New York State Energy Research and Development Authority (NYSERDA). B&L is prime consultant for a team working with the Town, community, and stakeholders on a vision statement, sustainability goal, the updated plan, and SEQRA. We developed the project website ([www.envisionbrighton.org](http://www.envisionbrighton.org)) to ensure constant communication with the public. Mr. Ewald is project manager.

**Joint Comprehensive Plan, Town and Village of Naples, New York**

To ensure that Naples retains and enhances its scenic, rural environment and secure economic stability, B&L facilitated development of the Joint Comprehensive Plan updating earlier separate plans over a period of six months and utilized a public visioning/scoping process

that allowed officials and the public to help develop the Plan. The Plan will serve as an updated comprehensive source of community information that can be used by the Village, Town, County, and/or State to secure funding from various programs and to market the area to potential development interests and entrepreneurs. The Plan provides guidance for future development and encourages recreation opportunities and open space preservation and management in an effort to enhance the overall quality of life. Mr. Ewald was project manager.

**Comprehensive Plan/Commercial Design Guidelines, Village of Chittenango, New York**

B&L developed the Village of Chittenango Comprehensive Plan to serve as the centerpiece of the community development planning process, stating the community's development goals and outlining public policies for guiding future growth. B&L then assisted the Village of Chittenango in the formulation, adoption and implementation of site improvement and architectural design guidelines for their historic downtown and primary transportation corridors. The guidelines were developed in response to a need identified during planning phases to develop a set of unique standards that would allow the Village to make informed and sound design decisions during the development review process. Upon completion of the guidelines, B&L assisted with zoning law updates, to help them implement the design guidelines. Mr. Ewald was project manager.

## Daniel E. Theobald

### Community Planner II



**Years of Experience:** 3

**Education:**

M.A., Urban and Regional Planning – University at Buffalo, 2018

B.A., History – Le Moyne College, 2011

Mr. Theobald is a community planner with 3 years of progressive experience in municipal planning and community development. He has assisted in the preparation and completion of comprehensive plans, master plans, and brownfield opportunity assessments. His knowledge of grant opportunities for different planning and engineering related projects have provided funding for various communities throughout New York. Dan’s data collection and analysis skills paired with a proficiency in ArcGIS and Adobe Suite has assisted him in generating various site analysis maps, presentations, and reports.

**Comprehensive Plan and Zoning Update, City of Port Jervis, New York**

B&L provided planning and design services to assist the City with their Comprehensive Plan and Zoning Update. Services included Project Coordination and Committee Meetings; Community Participation; Training for Local Boards and Staff; Analysis of Existing Codes, Plans, and Physical Inventory; Vision, Goals, and Recommendations; Draft and Final Comprehension Plan Update and Revised Land Use Code; and SEQRA Compliance and Plan Adoption. Mr. Theobald assisted in creating the comprehensive plan, revising the zoning code, and updating the zoning districts.

**Comprehensive Plan Update, Town of Colonie, New York**

B&L was selected to work with the Comprehensive Plan Advisory Committee to update of its 2005 Comprehensive Plan. B&L worked with the committee to make current the information about the Town, and to engage the community. Mr. Theobald was involved in a series of public workshops held around the Town to identify the Town’s strengths and the issues of concern that should be addressed. Mr. Theobald assisted in completing the comprehensive plan and updating the Town’s maps.

**Town of Plattekill Comprehensive Plan Update – Phase I**

The Town of Plattekill engaged B&L in a unique approach to updating its Comprehensive Plan to allow grant funding to support the effort in phased increments. Phase 1 of the two-phase Update produced the Town of Plattekill Needs Assessment and Community Visioning Report which will form the first half of the Comprehensive Plan. Mr. Theobald assisted in the public participation process of the project as well as drafting the report which included mapping, graphics, and document assembly.

Mr. Theobald was the lead in writing an application for the Town which secured funding for Phase I of its first Comprehensive Plan. Funding was secured through the Hudson River Valley Greenway grant and Dan helped complete the first phase of the project and is currently assisting in its second phase.

**LWRP Update and Comprehensive Plan, Village of Ilion, New York**

The Village was awarded funding through the DOS LWRP program in order to update their LWRP and Comprehensive Plan. Mr. Theobald assisted the Village in writing the grant application which centered on enhancing riverfront access, expanding housing options, and downtown revitalization.

**Village of Sherman Comprehensive Plan**

Mr. Theobald assisted with a successful grant application to fund the development of a Comprehensive Plan for the Village of Sherman. Funding was secured through DEC’s Climate Smart Communities Program. The successful application leveraged recent infrastructure improvements, the Village’s rural character, its proximity to regional trails, and the public’s support of a Comprehensive Plan.

**Kinderhook Creek Recreational Resources Inventory, Kinderhook, New York**

The Villages of Kinderhook and Valatie sought to identify existing recreational resources and plan for improvements focused on the Kinderhook Creek corridor running through both communities. This effort leveraged funding for a joint Local Waterfront Revitalization Program in late 2019. The project included public engagement and resulted in a number of general recommendations for resource preservation and shoreline resiliency improvements. Mr. Theobald assisted in facilitating public outreach, supporting research, and writing the final Kinderhook Creek Recreational Resources Inventory report.

## Kaitlyn M. Darcy, AICP

### Project Community Planner



**Years of Experience:** 5

**Education:**

M.S., City and Regional Planning, Cornell University, 2016  
 B.A., Environmental Design, University at Buffalo, 2014

**Professional Registrations:**

AICP, American Institute of Certified Planners

Ms. Darcy is a community planner working with the Sustainable Planning and Development practice area of B&L. Her primary role is to assist with all planning and zoning related projects, including but not limited to, comprehensive plans, zoning codes, transportation plans, farmland plans, municipal assistance, and grant writing. In the fulfillment of this role Katie helps to draft and edit plan material, research and analyze community data, create interpretive maps and graphics, assess local land use regulations, and co-facilitate public engagement efforts.

**Comprehensive Plan, Town of Greece, New York**

The Town of Greece undertook an update to its Comprehensive Plan beginning in 2018, and is anticipated to be adopted in 2020. The Plan envisions a future for the Town through four key priority areas: economic development, infrastructure and services, housing, and waterfront development. A series of goals for each priority was developed to provide the Town with a concise and targeted strategy for achieving the vision for the community as outlined in the Plan. A development framework was also included in the plan that highlights desired land use patterns for the future. Katie was involved in all phases of the project, including public engagement efforts.

**Comprehensive Plan and Zoning Code, Village of Pittsford, New York**

On November 21st, 2019 the Village of Pittsford adopted a new comprehensive plan and zoning code that were developed concurrently. This ambitious undertaking consisted of three key elements: 1) A plan that reflects various initiatives that have been completed since the 2002 plan was adopted; 2) The development of a detailed subarea plan for Shoen Place; and 3) a complete revision of Chapter 210 of the Village Code (zoning). The resulting documents provide an unprecedented level of coordination between planning and zoning in the Village and an unparalleled level of protection of its historic character. Katie assisted in the development of the Comprehensive Plan document and in public engagement efforts.

**Downtown and Waterfront Revitalization Strategy, Village of LeRoy, New York**

In December 2020, a Waterfront and Downtown Revitalization Strategy was finalized for the Village of LeRoy; a planning document that is intended to guide the enhancement of both the Oatka Creek waterfront as well as the downtown area of the Village. The planning effort was funded through the New York State Department of State

(NYS DOS) Local Waterfront Revitalization Program. The strategy articulates a community vision for the revitalization and future of LeRoy’s waterfront and downtown area, and to establish an implementable strategy for realizing this vision. The strategy includes both policy and program as well as capital improvement project recommendations. Additionally, future land use recommendations were provided to further advance the goals and objectives of this planning effort. Katie assisted in document production and the recommendations section of the report, as well as public engagement efforts.

**Zoning Code, Village of Hamburg, New York**

In 2019, The Village of Hamburg undertook its first comprehensive code update since the early 2000’s. This code update implemented the land use and character recommendations from the 2012 Comprehensive Plan. Katie served as a team member for this project, and assisted in draft zoning code developments and public engagement efforts.

**Zoning Code, Town of Manchester, New York**

In 2019, The Town of Manchester undertook its first comprehensive code update since 1989. This code update implemented the land use and character recommendations from the 2016 Joint Village and Town Comprehensive Plan, and seeks to align with the Villages of Clifton Springs and Shortsville Zoning Codes. Katie served as a team member for this project, and assisted in draft zoning code developments and public engagement efforts.

## Grace E. DeSantis

### Community Planner I



**Years of Experience:** 2

**Education:**

B.S. in Environmental Science, Environmental Planning and Management, Minors: Applied Geographic Information Systems, Spanish, State University of New York at Plattsburgh, 2017

Master of Urban Planning, Specializations: Environmental and Land Use Planning, Urban Design & Physical Planning, Advanced Certificate: Sustainability, State University of New York at Buffalo, 2020

Ms. DeSantis personifies the B&L strategic goal of merging environmental science with community design to address issues of climate adaptation and environmental justice. Ms. DeSantis believes that strategically developed green infrastructure has the capacity to restore natural systems within urban environments and provide economic, recreational, and ecological services to communities. Her academic and professional work has focused on how green spaces improve human and environmental health by mitigating stormwater runoff, capturing air pollution, reducing wind speeds, and minimizing the urban heat island effect.

**Zoning Code Update, Town of Tonawanda, New York**

With a nearly 40-year-old Zoning Code, the Town of Tonawanda is currently in the process of evaluating and updating its zoning regulations. The intent of the project is to ensure that the Town’s land use regulations are in alignment with the Town’s vision for future development and reflects the findings and recommendations of recent planning initiatives, such as the Town’s Brownfield Opportunity Area (BOA) Nomination Plan, Waterfront Land Use Plan, and Comprehensive Plan. This Zoning Code Update effort includes three phases: (1) the identification of key issues through public engagement and existing plan reviews, (2) Town-wide Zoning Code revisions (including map revisions), and (3) additional community feedback followed by Zoning Code refinement and adoption. Grace has been involved in multiple aspects of Tonawanda’s ongoing Zoning Code Update, including the development and analysis of a Community Preference Survey and conducting GIS analyses and map revisions.

**Zoning Code Update, Town of Pittsford, New York**

The Town of Pittsford’s Zoning Code Update is an ongoing effort to reflect emerging market trends and current-day development preferences in the Town’s land use regulations. The project includes substantial public input, which has been facilitated through a project website populated with online engagement tools, including an interactive map. In addition to conducting background research that will inform the update of the Zoning Code, Grace has been responsible for managing the project website, developing public outreach tools, and analyzing and summarizing public input.

**Comprehensive Plan and Code Update, City of Lockport, New York**

B&L is currently assisting the City of Lockport with updates to both its Comprehensive Plan and Zoning Code. Updating these documents simultaneously is a best practice that ensures the Plan and Code are in alignment with one another and working towards common goals. As part of this monumental effort, the Lockport community is being engaged early on and throughout the update process via a project website, public meetings, and a series of public input tools. Grace has been deeply involved in the public engagement component of this project by designing and managing the project website, preparing materials for public events, and developing and implementing a variety of community surveying tools.

**Comprehensive Plan Update, City of Fulton, New York**

For the City of Fulton, B&L is assisting the City with an update of its 18-year-old Comprehensive Plan. This process includes a number of public outreach events; the drafting of a community profile that analyzes the City’s existing conditions; the identification of a vision, policies, objectives, and action items; and the creation of a community development strategy. For this effort, Grace has been heavily involved in the design and compilation of the document, including the development of visual maps to support the narrative.

**Comprehensive Plan Update, Town of Clarkson, New York**

The planning effort for the Town of Clarkson focuses on finding a balance between development and preservation. Grace has been involved in Clarkson’s Comprehensive Plan Update since the kick-off and has, thus far, contributed to the drafting of the Plan’s Community Profile and Vision and Goals sections. As part of the planning process, Grace also developed a Community Survey and was responsible for analyzing the results.

## Leigh G. Jones, P.L.A.

### Senior Managing Landscape Architect



**Years of Experience:** 24

**Education:**

M.L.A. Landscape Architecture, SUNY ESF, 1997  
 B.A., Mathematics, University of Vermont, 1993

**Professional Registrations:**

Professional Landscape Architect, New York No. 2008

Ms. Jones has taken the role of Project Manager on her jobs and is involved in all phases of design from preliminary conceptual design to construction phase documents and construction administration. Her work includes client liaison preparation of schematic site plans, technical specifications, budget estimates, and construction documents. Ms. Jones regularly coordinates her work with other consultants including architects and engineers to service her municipal (Town, Village and City) clients and their Parks and Recreation Departments, School Districts, and private clients. She has extensive experience with the design and detailing of site layout, grading and drainage plans, public parks, streetscapes, open spaces, playgrounds, plant materials, and all hardscape components of the design.

**Parks Accessibility Plan, New Rochelle, New York**

Leigh headed the B&L team that worked with the City of New Rochelle on their Parks Accessibility Plan focusing on their 10-Minute Walk Campaign. The Plan looks at overcoming barriers to ensure that all of their residents are within a 10 minute walk of a New Rochelle Park. The project focuses on identifying new bike lanes and pedestrian corridors, as well as, wayfinding signage to provide these connections. This Final Report has been used by the City to pursue grants and funding.

- **9-11 Memorial, Harmon Park, Pelham, New York (urban park and memorial)** – Project Manager on this project to transform an existing underutilized public park space into a memorial to commemorate the local residents who lost their lives in the terrorist attack on 11 September 2011. Responsible for the design and all associated construction documents. Involved coordination with local focus groups to develop design.
- **Pocket Park, Pelham, New York (urban plaza)** – Project Manager on a small urban plaza to transform an underutilized space into a gathering place within the Town.

**Public Spaces Design**

Leigh has been a part of the design of many public spaces throughout her career. She has managed the following projects, as well as others, from design through construction services to provide the municipalities with new designs and revitalizations of existing open spaces. Many of these projects also included additional amenities including site furnishings (including benches, bike racks, trash receptacles, etc.), hardscape materials, pavement markings, wayfinding signage, interpretative signage, and landscaping (planting plans and plant lists):

- **Mamaroneck Avenue Streetscape, White Plains, New York (urban streetscape)** – Project Manager on this revitalization project of a five (5) block segment of this busy avenue. Responsible for all tasks at all stages of the project, from design development through construction documentation.
- **Tyrone Crabb Memorial Park, Newburgh, New York (urban park, plaza, and playground)** – Project Manager on this project to create a neighborhood park in the heart of the historic district of the City of Newburgh. The design was created through extensive collaboration with the City’s interested groups. Responsible for all phases of the project from design development through construction documentation.

**New Castle Trail Way, Chappaqua, NY**

Leigh is the Project Manager and heading the B&L team tasked to create a Feasibility Study for a multi-use pedestrian trail way traversing a portion of the Westchester County Trunk Line corridor, passing through a variety of landscapes including on-road portions, off-road trails through wooded areas and boardwalks through wetlands. The proposed Trail Way is approximately 1.5 miles long and will connect two (2) key areas of Chappaqua allowing residents and visitors to commute safely off-roads while offering a trail for recreational purposes. B&L is working with the Town of New Castle, key stakeholders, a Trail Way committee, and the public to gather information and to garner support. The Feasibility Study, complete with an environmental report, a safety and liability report, and associated probable costs of construction will be used by the Town to pursue funding opportunities moving forward.

## AVAILABILITY OF STAFF

We have sufficient staff and resources available to meet the project schedule. The team will have adequate capacity to complete this project.

## QUALITY CONTROL



B&L has implemented a quality control system that requires all projects complete an impartial review process at key project phases. Quality delivery of projects is the responsibility of the program manager and the officer-in-charge of the practice area. An established schedule of project progress reviews is a requirement of the quality control system. Conducting quality assurance/quality control (QA/QC) reviews of key deliverables provides a level of independent assurance that the project delivery is of high quality, on time, and within budget. QA/QC procedures extend beyond major project milestones to encompass project planning, funding opportunities, operation and maintenance needs and costs, and other project deliverables to ensure quality results for the project.

## CLIENT REFERENCES

### **Joseph LaCivita**

Former Director of Planning and Economic Development for the Town of Colonie  
518-270-3800 x 122  
jlacivita@watervliet.com

### **Valerie Maginsky**

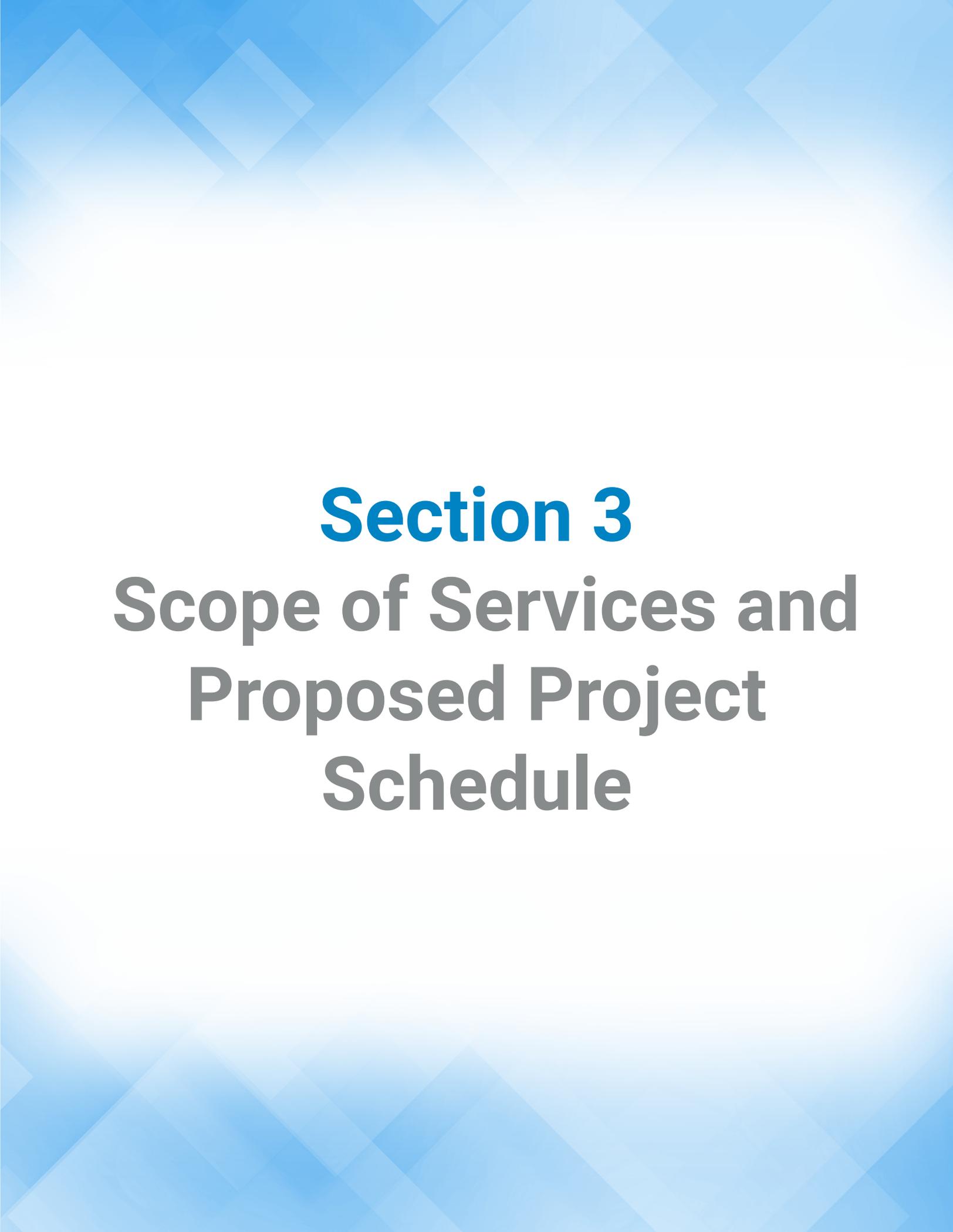
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### **Matthew Howell**

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# **Section 3**

## **Scope of Services and Proposed Project Schedule**

# Section 3: Scope of Services and Proposed Project Schedule

## COMPONENT 1: COMPREHENSIVE PLAN UPDATE TASK 1. PROJECT KICK-OFF AND PUBLIC ENGAGEMENT PLAN (PEP) – RFP Task #1.1

The first meeting with the Comprehensive Plan and Codes Steering Committee (CPCSC) will be the formal project kick-off (CPCSC Meeting #1). With the CPCSC, we will refine the project schedule, identify existing plans and studies for review, and facilitate a Strengths, Weaknesses, Opportunities, and Threats (SWOT) brainstorming session.

This exercise is beneficial for two reasons. First, it provides an initial opportunity for our team and the CPCSC to work together and build a relationship while we get caught up on the direction and discussion already covered by the CPCSC at previous meetings. Second, it provides an early indication of what issues and opportunities are of greatest importance to the Town of Queensbury. As part of this task we will also work with the CPCSC and Town Staff to develop a draft Public Engagement Plan (PEP). The completed PEP will identify key stakeholders, include a schedule for public meetings and events, and outline the roles and responsibilities of involved parties.



## TASK 2. INVENTORY AND ANALYSIS – RFP Tasks #1.2

This task consists of a review and analysis of existing social, economic, and environmental conditions within the Town. Although listed as Task 2, our team will begin reviewing this information at the start of the process. Typical information considered includes:

- **Existing Plans and Studies.** Review and synthesize the relevant elements of the Town’s existing Comprehensive Plan and previously completed plans and studies, as well as local zoning and land use regulations. This summary will help inform the vision and goals of the updated plan, while also identifying sections of the existing Comprehensive Plan that should be retained, removed, or revised. As noted in the RFP, these documents include:

- » 2007 Town of Queensbury Comprehensive Plan. Adopted August 6, 2007. Saratoga Associates.
- » 2008 Hudson River and Champlain Feeder Canal Regional Waterfront Plan. July 2008. The Chazen Companies and Elan Planning & Design, Inc.
- » 2014 Town Board Resolution 121, 2014 - Sustainable Complete Streets Policy
- » 2014 Smart Growth American Technical Assistance Memo – Main Street. May 2014
- » 2015 Adirondack Gateway Council Pathways to Progress Series
- » 2016 Exit 18 Rezone Study. February 2016. Prepared for A/GFTC by CHA
- » 2016 Queensbury South Brownfield Opportunity Area Pre-Nomination Study. The Chazen Companies.
- » 2016 Hudson-Ciba Waterfront Revitalization Plan. The Chazen Companies.
- » 2019 Town of Queensbury Workforce Housing Strategy, January 2019
- » 2019 Warren County Pathway Corridor Project, August 2019. Creighton Manning
- » Current Studies
  - ◊ South Queensbury BOA Nomination Study
  - ◊ ASCT Study
  - ◊ Glen Lake Watershed Management Plan
  - ◊ Lake George Watershed Study (LGLCRPB)
  - ◊ Forward Together Initiative: LCLGRPB’s New Resiliency Initiative to Help Businesses
  - ◊ EDC Warren County Housing Working Group
  - ◊ Warren County Housing Needs and Demand Analysis Plan (pending CDBG grant application award in Fall 2021)



- **Demographics and Economic Trends.** Review and augment, where needed, the local population, household, and income data already compiled by the Town and CPCSC, including comparisons to regional trends and conditions. Included in this summary is a review of recent residential, commercial, and industrial development for the Town and region. This initial economic analysis is important for developing future land use, utility, and transportation recommendations that can support or redirect investment as necessary. Understanding local demographic and market trends is important to ensure the Town’s long-term economic goals are well-informed and obtainable.
- **Environmental Conditions.** Identify the location of water resources, such as lakes, streams, and wetlands, as well as other critical natural features. Our team will be responsible for analysis of the conditions, opportunities, and constraints of such environmental resources on infrastructure, investment, and quality of life.
  - » Specific Areas of Concern
    - ◊ Wetlands
    - ◊ Alternative energy sources
    - ◊ Stormwater management
    - ◊ Open space
    - ◊ Climate change
    - ◊ Parks and Recreation
    - ◊ Preserves
- **Public Infrastructure.** Conduct a high level assessment of public facilities and infrastructure located within the Town, which is important and standard to any Comprehensive Plan. This includes the local water and sewer system, parks and recreation facilities, community services/ resources, and multi-modal transportation network. The team will contact the appropriate local and regional officials regarding identified deficiencies, planned capital projects, and future needs, as necessary.
  - » Specific Areas of Concern
    - ◊ Technology/Communications/Utilities
- General Improvements to technology, communications, broadband, and utilities to foster a Sustainable Community.
- ◊ Access to Transportation
  - General conditions of roads, parking, demand for public transit, accident rates/ dangerous road segments, proposed development, regional transportation plans and infrastructure condition.
- ◊ Pedestrian and bicycle circulation and problem areas such as increased traffic will be analyzed at a high level and areas for future study will be identified.
- **Land Use and Zoning.** Assess the existing type and character of land use and zoning in the Town. Land uses explored will include not only residential, commercial, and industrial uses, but also environmentally critical areas, educational, recreational, and historical resources. This assessment will be paired with an analysis of the Town’s zoning code to create a foundation for the zoning code amendment effort.
  - » Specific Areas of Concern
    - ◊ Land Use
      - Undeveloped property and conservation lands
      - Reuse or repurpose of properties
      - Commercial uses in residential area
    - ◊ Fair and Affordable Housing
      - Increased housing choices
      - Maintenance of neighborhood character areas
    - ◊ Sustainability
      - Seek a competitive edge, adequate recreation, overall livability, review of physical development required for sustainability
      - Principles of sustainability (i.e. the sustainable community, as defined by the American Planning Association)
    - ◊ Historic Designations
      - Identify intrinsic value and resident views on historic resources in our community, and identify connection to continued economic development and connection to neighborhood identities and future development practices
- **Draft Community Profile and Memo**
  - » The information collected in the previous tasks will be incorporated into the Community Profile

section of the Plan. It is anticipated our team will create a series of GIS base maps and infographics to clearly and concisely illustrate the inventory and analysis data. At a minimum this will include graphics of community data and trends as well as maps of the Town’s existing environmental features, infrastructure and utilities, multi-modal transportation network, community resources, land use, and zoning.

The community profile is intended to be an overview of relevant topics rather than an exhaustive, detailed study of the existing conditions. A draft community profile, including a summary of implications, will be provided prior to CPCSC Meeting #2 for review. Revisions will be made as necessary based on CPCSC comment.

**TASK 3. PUBLIC INVOLVEMENT – RFP Task #1.3**

Encouraging open public participation in the planning process allows residents, business owners, community leaders, and other stakeholders to become invested in the process. It is important to engage in dialogue with the public to help build community consensus and support of the resulting plan’s vision and recommendations. Coordination with the Adirondack Park Agency will also occur at targeted stages of the project.

While the timing and scheduling of the discovery sessions will be determined by the CPCSC and Town Staff, we suggest and assume some combination of the following during the Comprehensive Plan Component of the project:

- Online Community Survey
- Key Person Interviews – stakeholder database is a deliverable to Town to be used for implementation of the plan
- Four Public Meetings (One Virtual Kickoff PIM, Two Workshops, One Open House)
  - » Pandemic accommodations will be made as necessary. Virtual public meetings may be held using B&L’s Zoom Professional license which enables interactive features like polling and Q&A.
- Public Hearings – two public hearings are a state-statute required element of a comprehensive plan update. one must be held at the steering committee level prior to their recommendation to the town board. a second must be then held at the town board level prior to adoption.
- Updates for town website and social media accounts
- Updates to Planning board, zoning board of appeals, town board
- The results of Task 3 will include all public outreach and resenatation material as well as a Public Input Summary
- In the event that in-person community engagement is not possible due to COVID-19, we will work with the Town to utilize other outreach techniques. These techniques may include online meetings and workshops rather than in-person events.

## OUR PUBLIC ENGAGEMENT PHILOSOPHY

### POTENTIAL ENGAGEMENT STRATEGIES

#### EVENT BASED OUTREACH

- + Community forums and open houses
- + Design workshops and charrettes
- + Project stations or information kiosks
- + Youth and senior workshops
- + Tactical urbanism installations

#### SUSTAINED COMMUNICATION

- + Online, text, or mailed surveys
- + Websites and social media paged
- + YouTube channel
- + Live and pre-recorded webinars
- + Crowd sourcing



### LESSONS LEARNED

We believe that the following are instrumental in the success of public outreach efforts for all planning, placemaking, and transportation projects:

- + **REACH OUT EARLY AND OFTEN.** Waiting to engage the public can lead to suspicion and cause some to think the project is a foregone conclusion.
- + **GET EVERYBODY IN THE ROOM.** When you conduct public outreach for a certain effort, engage all parties from the start.
- + **TAILOR YOUR TECHNIQUE TO GET THE INFORMATION YOU NEED.** This includes varying your approach to facilitate two way conversations or creatively engaging the public.
- + **EXPECT NEGATIVE COMMENTS AND USE THEM AS A REALITY CHECK.** Negative comments help you to evaluate the potential for a project and how to better garner public support.

**TASK 4. VISION AND POLICY FRAMEWORK – RFP Task #1.4**

Utilizing the appropriate sections of the existing Comprehensive Plan, as identified by the CPCSC, Town, and public, our team will prepare a Draft Policy Framework. At CPCSC Meeting #3, the vision, policies, and objectives will be introduced and discussed. This phase of the planning process is very important in determining the overall structure, framework, tone, and direction of the updated Comprehensive Plan; therefore, the discussion for each of the policy areas is expected to be substantive.

We will conduct a pair of workshops to solicit feedback from the public on the Draft Vision and Policy Framework as well as some initial elements of the Community Development Strategy and Implementation Plan.

A visioning workshop is intended to introduce the project, allow for participation at an important stage of the planning effort, and encourage the public to remain involved throughout the process. A workshop agenda may include:

- Overview of project process, timeline and scope;
- Summary of information gathered to date;
- Facilitation of a SWOT exercise;
- Facilitation of visual Community Preference Survey (CPS); and/or
- Coordination of discussions, activity stations, or brainstorming sessions by topic areas, such as sustainability, land use, economic development, and transportation.

**TASK 5. TECHNICAL INVESTIGATION ITEMS – RFP TASK #1.5**

During the Community Profile, Vision and Policy Framework, and Community Development Strategy and Implementation Plan Tasks, the B&L Team will work with the Town address following specific topic areas as indicated in the RFP:

- The review of recommendations included in the 2007 Town of Queensbury Comprehensive Plan, including an analysis of task accomplishments.
- The consolidation of current zoning districts where practical into better defined, inclusive districts, and the creation of a new comprehensive zoning map reflecting these zone consolidations/re-creations.
- A simplification of the overall land use approval process associated with the administration, interpretation and enforcement of the Town’s land use ordinances.
- Evaluation and refinement of corridor design standards for the Town’s commercial and transportation corridors.
- Evaluation of existing public water and sewer infrastructure and their capacity to support future development as allowed under current and proposed zoning.

- Discussion of zoning changes to facilitate housing development in response to demand, including workforce housing. Recommendations should build upon those included in the 2019 Affordable Housing Strategy.
- Sustainability Elements in accord with Action PE6 of the NYS Climate Smart Communities program.
- Consideration of performance based zoning standards as well as incentive zoning standards for appropriate areas of the Town.
- Consideration of the 2021 Low Impact Development (LID) Committee Final Report: Recommended Code Amendments.
- Climate Smart Resiliency Planning, as recommended by the New York State Climate Smart Communities program.



The B&L team will conduct a local law gap analysis for components specific to Action PE6 of the Climate Smart Communities program as part of this task. The following policy types will be examined:

- Zoning Districts
- Waterfront, Conservation, and/or Environmental Overlay Districts
- Site Plan Review
- Subdivision Regulations
- Local Waterfront Consistency Review Law
- Flood Damage Prevention
- Stormwater MS4 Permit
- Environmental Review

One of our core company approaches is to tie state and federal grant funding to our plans and studies – much like the Town has already done to a degree with the Climate Smart Communities program. All recommendations developed in B&L-prepared plans have an eye toward potential implementation grant funding – the Town of Queensbury Comprehensive Plan and Code Update will be no different.

**TASK 6. COMMUNITY DEVELOPMENT STRATEGY (CDS) AND IMPLEMENTATION PLAN – RFP Task #1.6**

At CPCSC Meetings #4 and #5 our team will refine a Draft CDS and Implementation Plan. While it is expected that the input and preferences of the Town will be reflected in these sections, our team will also present additional concepts and ideas based on land use best practices, sustainability, and resiliency planning.

tools, standards, and policies necessary to achieve the Town’s vision. Zoning code updates recommended at this stage will be noted and incorporated into the amendment process, as applicable.

- **Implementation Plan.** One of the key components of the plan update will be the identification of actions necessary to implement the vision, policies, and development strategy of Queensbury. Our team will identify a series of action items based on public input and the Community Profile to achieve the vision outlined in Task 5. With CPCSC guidance, this will result in a prioritized Implementation Plan or Matrix, with timelines, responsible parties, partners, and/or funding sources for each item.

The Implementation Plan will outline potential capital expenditures, programs, projects, and policy initiatives necessary for long-term success. Topics recommended for future study will also be outlined in this section of the Plan. This information will be organized in a visually interesting and user-friendly format so community leaders and residents may understand the necessary next steps and become champions of the Plan, keeping it in action and “off the shelf.”

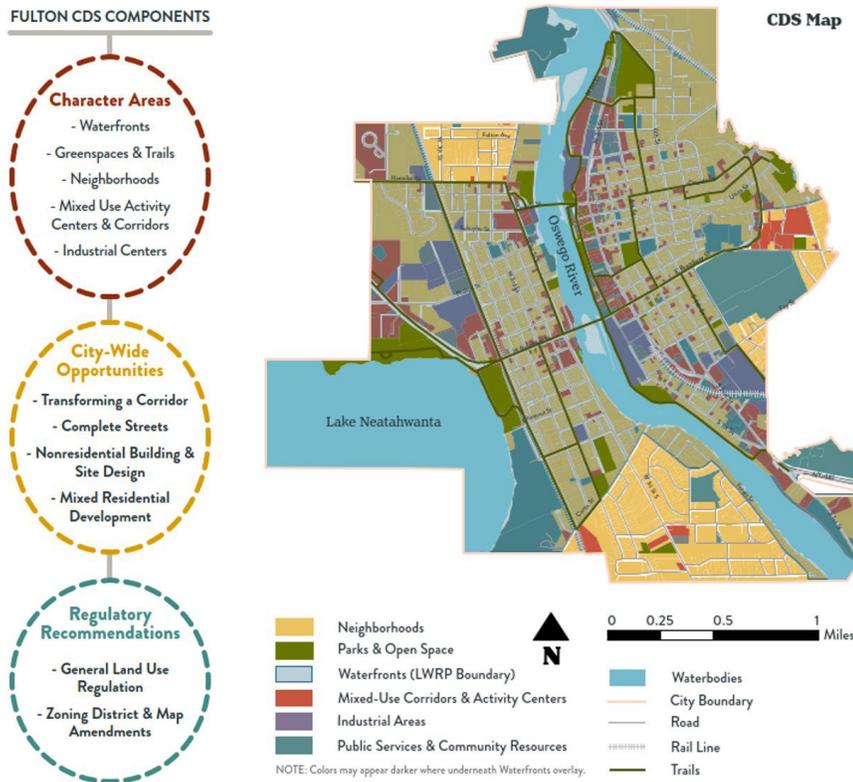
**TASK 7. DRAFT COMPREHENSIVE PLAN – RFP Task #1.7**

- **Community Development Strategy.** A CDS outlines the preferred pattern and character of future land uses and development in the Town. This section of the comprehensive plan may include graphics, maps, and supporting narratives. It should be noted that the purpose of a community enhancement or future land use strategy is not to prescribe land use and development parcel by parcel. Rather, it is intended to be a general indication of land use areas designated for preservation, investment, or change over time. Queensbury’s strategy may include, but is not limited to, the identification of protected lands, mixed-use activity centers, commercial corridors, low, medium, and mixed density neighborhoods, and transportation networks. The CDS will ultimately provide a road map for development, enhancement, and preservation activities, guiding decision-makers and identifying the regulatory

The Draft Comprehensive Plan will combine the Community Profile, Policy Framework, Community Development Strategy, and Implementation Plan into one document. Our team will also draft a brief executive summary of the Plan to include in the final document. The Draft Plan will be provided to the CPCSC for their review and comment at CPCSC Meeting #6.

**TASK 8. COMMUNITY OPEN HOUSE AND CPCSC PUBLIC HEARING – RFP Task #1.3 and #1.8**

Incorporating input from the CPCSC obtained in Task 7, our team will refine the Draft Comprehensive Plan. This Plan will be reviewed and formally recommended to the Town Board at the seventh meeting of the CPCSC. It is important to note that NYS Town Law §272-A stipulates that if a special board or committee prepares the comprehensive plan or plan update, that committee must hold its own public hearing prior to referral of the plan to the Town



Board. To ensure compliance with this section of NYS Law, we propose CPCSC Meeting #7 be advertised as a Public Hearing and result in a formal resolution by the Committee recommending the Draft Comprehensive Plan for approval by the Town Board.

While the public hearing is a technical step in this process, we have found that this is easily paired with a more informal and interactive outreach method, such as a community open house. Depending upon COVID-19 restrictions, we may hold these meetings in-person on the same day or virtually. Typically the open house is a free-form format, where attendees are able to view and comment on Draft Plan material at their leisure. We recommend breaking up the Draft Plan by section or topic area to create smaller, manageable activity stations where meaningful feedback may be obtained.

**TASK 9. SEQR COMPLIANCE AND COUNTY REFERRAL – RFP Tasks #1.8**

The Project Team will complete a long Environmental Assessment Form (EAF) for the action(s), as required by NYS Law. A full Environmental Impact Statement (EIS) is not anticipated and is not included in the scope of this project. If an EIS were deemed necessary, additional negotiation would be required. Also required by NYS General Municipal Law (§239-m) is the referral of the Comprehensive Plan to Warren County. Our team will assist the Town in the preparation of materials for referral and coordinate with the County Planning Department as necessary.

**TASK 10. FINAL COMPREHENSIVE PLAN – RFP Tasks #1.8**  
Revisions will be made to the Draft Plan, as necessary, to incorporate any feedback obtained in Tasks 8 or 9.

**TASK 11: TOWN BOARD PUBLIC HEARING AND ADOPTION – RFP Task #1.8**

At this point in the planning process the Town Board is required to hold a public hearing. Our team will prepare the meeting materials and facilitate the public hearing as desired by the Board. Upon adoption by resolution, our team will provide the Town with the final version of the updated Comprehensive Plan.



**COMPONENT 2: ZONING CODE AMENDMENT**

For the purposes of the code update portion of this scope, we have noted all working meetings as being held by the same Comprehensive Plan and Codes Steering Committee (CPCSC). We assume that the CPCSC will continue on for the Zoning Code Amendment component.

**TASK 12: ZONING KICK-OFF MEETING – RFP Task #N/A**

The kick-off will be the first meeting of the CPCSC on the specific topic of zoning (CPCSC Meeting #8). We anticipate the agenda to include:

- Reviewing the CPCSC’s role, scope, timeline, project goals, and deliverables;
- Presenting an introduction to zoning and other regulatory tools to ensure a common understanding of land use regulations; and
- Facilitating a brainstorming exercise to identify issues and opportunities associated with the current code.
- The need for identifying the negative elements of the code is obvious. However, identifying the positive elements of the code may reveal some ideas or processes that can be preserved to strengthen the code revision.

**TASK 13: ZONING DISCOVERY SESSIONS – RFP Tasks #2.1**

The Discovery Sessions consist of a series of board interviews and the Zoning Workshop. The format of the board interviews and the workshop will be determined with input from the CPCSC. We will again approach the relevant Town Boards for their initial input and direction just as was conducted during the Comprehensive Plan component. It is anticipated that this consultation will be conducted with the following:

- Board Work Sessions: one (1) each with the following boards (three total):
- Town Board, Planning Board, Zoning Board of Appeals

The purpose of the Zoning Workshop is to encourage residents, property owners, and business owners to learn about the zoning revision process and to inspire their involvement throughout future phases of the project. Our team will rely on guidance from the CPCSC to determine the most appropriate format and location in which to conduct the Zoning Workshop. Should the circumstances of COVID-19 limit face-to-face contact, our team will rely on phone, mail, and web-based tools to reach the public and stakeholders. Products of this task will include all outreach and presentation materials and a public input summary.

*“...a comprehensive plan is the essence of zoning... without it, there can be no rational allocation of land use.” – Udell v. Haas 21 N.Y. 2D 463 (N.Y. 1968)*”

**TASK 14: EXISTING CODE AUDIT – RFP Task #2.2**

We will complete an analysis of the Town’s existing code and summarize our proposed approach for the amendment. The Code Audit will outline relevant recommendations from previous plans and studies, input from the public obtained during the Discovery Sessions, and issues/opportunities based on our experience as zoning practitioners and knowledge of land use laws and best practices. Direction provided by the comprehensive plan update process will also be reflected in the audit, including the regulatory recommendations of the Community Development Strategy and Implementation Plan.

The Town Code Audit will be reviewed and discussed at CPCSC Meeting #9.

**TASK 15: PRELIMINARY DISTRICT FRAMEWORK – RFP Tasks #2.3**

Utilizing the information received as part of the Discovery Sessions and the recommendations of the Town Code Audit, our team will prepare a preliminary draft of the revised zoning districts framework. This framework may include traditional base districts as well as overlay and special purpose districts. The proposed amendments to the districts and map will be dependent on the information obtained in previous tasks, but code elements typically reviewed and revised include:

- District Purpose Statements
- Permitted and Specially Permitted Uses
- Bulk and Dimensional Regulations
- Specified Use Requirements
- District Boundary Adjustments

A preliminary zoning map will be prepared as part of this task to reflect any proposed amendments to the boundaries of the zoning districts. The draft district and map materials will be submitted to the CPCSC prior to CPCSC Meeting #10 for their review and comment.

**TASK 16: PRELIMINARY DEVELOPMENT REGULATIONS – RFP Tasks #2.4**

Once the Preliminary District Framework has been approved by the CPCSC, our team will provide updated development regulations for their review. The proposed amendments will be based upon the input of the public, CPCSC, and recommendations of the Code Audit Memo.

For this task, we will compile all updated zoning code section to form the Preliminary Code and Map. While our proposed fee is commensurate with predicted amount of services needed for a community the size of Queensbury, the extent of the amendments is unknown at present. B&L will work with the CPCSC to prioritize efforts should zoning change needs exceed the budget available. Any feedback provided by the CPCSC will be incorporated into the document prior to being made available to the public for review and comment at the Zoning Open House.

**TASK 17: PRELIMINARY ADMINISTRATIVE AND REVIEW PROCEDURES – RFP Tasks #2.4**

It is unclear at this time how much effort will be required to update the administrative sections of the Town’s zoning code. We assume 58 hours for this task. The results of the Discovery Sessions will help to inform much of this portion of the update. However, we anticipate working with the CPCSC and Town staff to identify opportunities to streamline the review process and clarify procedures for administration and enforcement, including:

- General Application Provisions
- Review Authorities and Procedures
- Nonconforming Uses and Structures
- Enforcement
- Definitions
- Other Administrative Sections identified throughout the process

Once the Preliminary Administrative and Review Procedures are drafted, they will be provided to the CPCSC for their review. We will discuss this draft at CPCSC Meeting #12.

**TASK 18: PRELIMINARY CODE AND MAP – RFP Tasks #2.4**

For this task, we will compile all updated zoning code section to form the Preliminary Code and Map. While our proposed fee is commensurate with predicted amount of services needed for a community the size of Queensbury, the extent of the amendments is unknown at present. B&L will work with the CPCSC to prioritize efforts should zoning change needs exceed the budget available. Any feedback provided by the CPCSC will be incorporated into the document prior to being made available to the public for review and comment at the Zoning Open House.

**TASK 19: ZONING OPEN HOUSE – RFP Tasks #2.1**

In the event the current restrictions on public gatherings are lifted, the project team will facilitate an in-person Open House to provide the public with an opportunity to review the Preliminary Code. A typical Open House includes a series of stations grouped by topic area that attendees can visit at their leisure. If the restrictions are not lifted, the project team will conduct an online meeting and/or webinar to accomplish this task.

**TASK 20: DRAFT CODE AMENDMENT AND MAP – RFP Tasks #2.4**

The final edits to the Draft Zoning Code and Map will be made based upon the direction of the CPCSC, Town Staff, and input received at the Open House. Once approved by the CPCSC at its Meeting #13, the draft will be forwarded to Town Board for their consideration.

**TASK 21: LEGAL REVIEW – RFP Tasks #2.5**

We recommend that a legal review of the code amendment be completed at this stage to ensure consistency with local, state, and federal rules and regulations, and establish a level of comfort with Town Counsel. We will work with the Town Attorney to complete this review, as necessary.



**TASK 22: LOCAL LAW, REFERRALS AND SEQR – RFP Tasks #2.5**

Prior to taking action, a Town Board member is required by NYS Law to introduce the Draft Zoning Code and Map as a proposed Zoning Amendment. This amendment should be prepared as a local law or ordinance for adoption. Once the local law or ordinance is prepared and introduced, the required referrals and SEQR procedure may begin.

The project team will assist the Town Clerk with the preparation of all referral materials, as needed. In addition to the county referral required by NYS General Municipal Law Section 239-m, the Town must also provide written notice to neighboring governments and certain agencies like the Adirondack Park Agency. Notices shall be made to the following, as applicable:

- Clerk of each town, city, or village that the Town borders on or comes within 500 feet of;
- Clerk of the legislative body of the county that the Town lies within, borders on, or comes within 500 feet of;
- NYS Park Commission governing any state park within, bordering on, or within 500 feet of the Town; and
- Executive Director of and any municipality providing financial aid or assistance to the housing authority under which a housing project has been authorized that is located within 500 feet of the Town.

We will assist the Board with the completion of a long Environmental Assessment Form (EAF) as required by NYS Law. A full Environmental Impact Statement (EIS) is not anticipated and is not included in the scope of this project. If an EIS were deemed necessary, additional contract negotiation would be required.

**TASK 23: PUBLIC HEARING AND CODE ADOPTION – RFP Tasks #2.5**

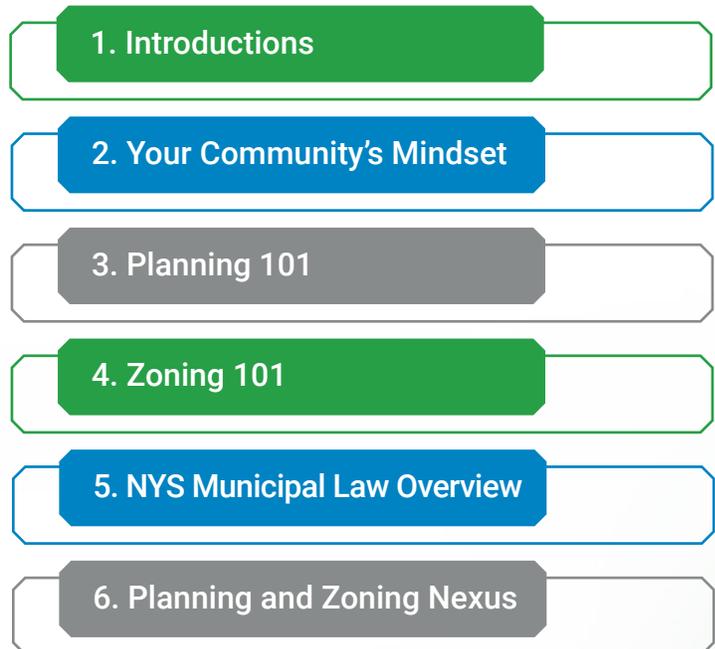
Town Board is required to hold at least one public hearing prior to the adoption of the Zoning Code Amendment. A public hearing for a local law or ordinance before the Town Board must be set by resolution and duly noticed. Our team will prepare all meeting materials and help facilitate the public hearing. The level of detail presented and format of meeting materials will be adjusted to suit Board’s preferences. The preparation of all notices and advertising of the hearing will be the responsibility of the Town as required by NYS Law. If necessary, B&L can host an online public hearing using our online and video conferencing tools.

Once adopted, we will provide the Town with a clean version of the Zoning Code Amendment for filing with the Secretary of State.

**TASK 24: TRAINING SESSION FOR TOWN STAFF AND TOWN BOARD – RFP Task #2.5**

Following adoption of the updated code, a joint training session will be held for members of the Town Board and Town Staff. Subsequent training sessions, geared toward members of the Planning Board and Zoning Board of Appeals for example, are not included in this proposal.

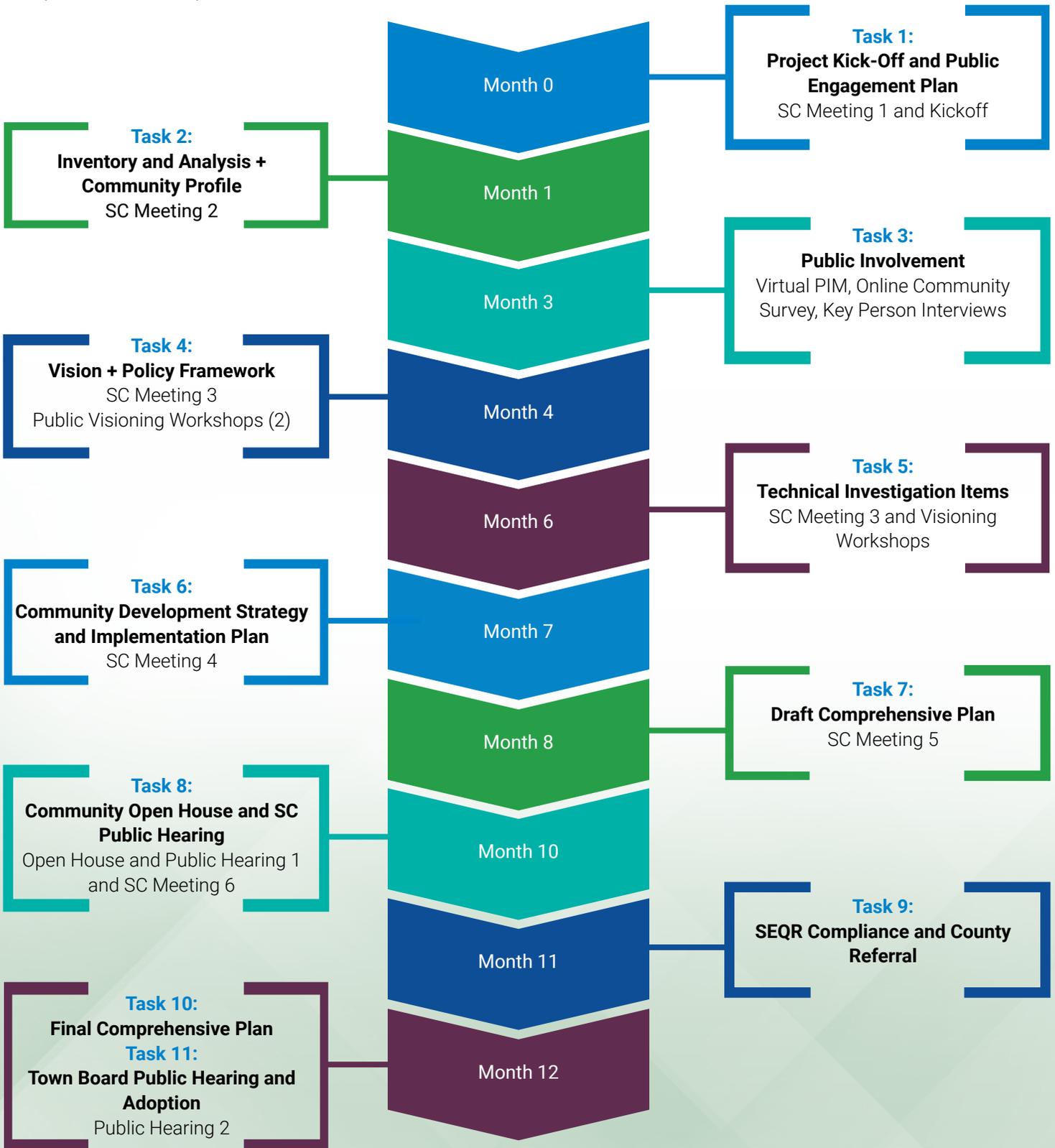
**ZONING CODE TRAINING SESSION EXAMPLE AGENDA**



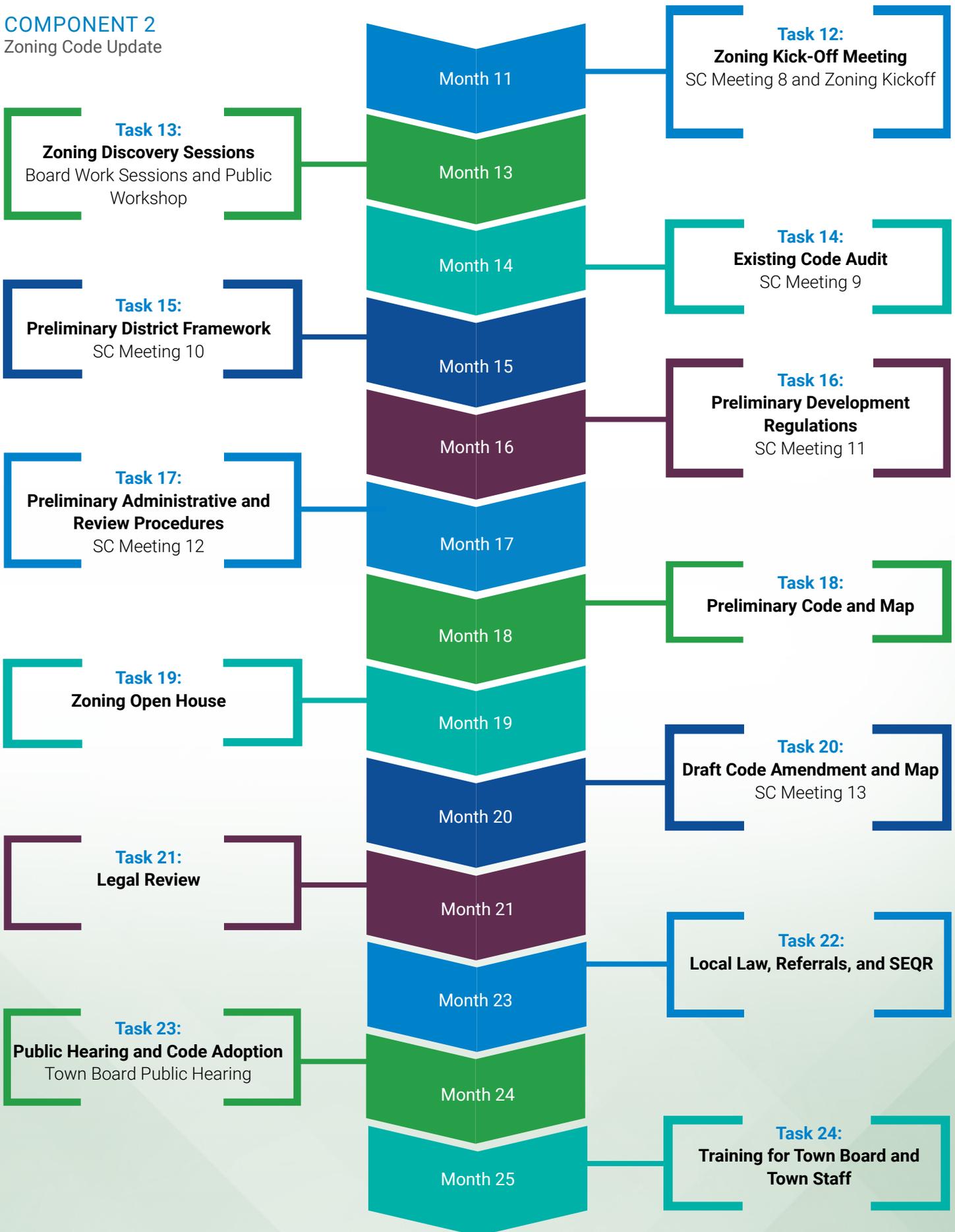
PROPOSED PROJECT SCHEDULE

COMPONENT 1

Comprehensive Plan Update



**COMPONENT 2**  
Zoning Code Update



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# **Section 4**

## **Required Forms**

## Appendix D

### AFFIDAVIT OF NON-COLLUSION

Barton & Loguidice, D.P.C., being first duly sworn on oath deposes and states:

1. That in connection with this procurement,

(A) The prices in this proposal have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other proposing firm or with any competitor;

(B) The prices which have been quoted in this proposal have not been knowingly disclosed by the proposing firm and will not knowingly be disclosed by the proposing firm prior to opening directly or indirectly to any other proposing firm or to any competitor; and

(C) No attempt has been made or will be made by the proposing firm to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.

2. The undersigned further states:

(A) He is the person in the proposing firm's organization responsible within that organization for the decision as to the prices being proposed herein and that he has not participated, and will not participate, in any action contrary to (1) (A) through (1) (C) above; or

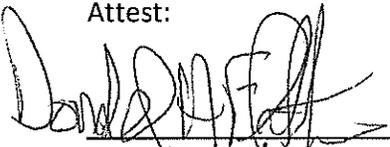
(B) (i) He is not the person in the proposing firm's organization responsible within that organization for the decision as to the prices being proposed herein but that he has been authorized in writing to act as agent for the persons responsible for such decision in certifying that such persons have not participated, and will not participate, in any action contrary to (1) (A) through (1) (C) above, and as their agent does hereby so certify; and

(2) He has not participated and will not participate, in any action contrary to (1) (A) through (1) (C) above.

3. It is expressly understood that the foregoing statements, representations, and promises are made as a condition to the right of the proposing firm to receive payment under any award made hereunder.

For Corporations:  
(Corporate Seal)



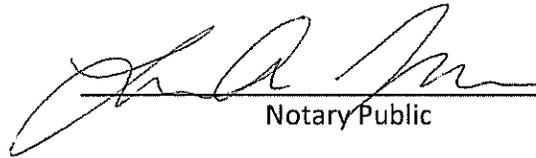
Attest:  
  
Signature

Barton & Loguidice, D.P.C.

(Name) Indicate if corporation,  
partnership or sole proprietor

Donald H. Fletcher, Senior Vice President  
(Print Name and Office held in Proposing firm  
Organization)

Subscribed and sworn to before me this 26<sup>th</sup> day of January, 2022.

  
Notary Public, Leigh Ann Murphy

Registration No. 01M06424730



Proposal for

TOWN OF QUEENSBURY

# **Comprehensive Plan and Land Use Codes Updates**

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## **FEE PROPOSAL**

January 28, 2022

Town of Queensbury  
Comprehensive Plan Update & Zoning Code Recommendations Fee Proposal



Team Member (Hourly Rate)	K. Ewald (\$156)	O. Mallon (\$115)	B. Murphy (\$126)	D. Theobald / G. DeSantis / K. Darcy (\$99)	L. Jones (\$183)	D. Fletcher (\$270)	J. Breschard (\$183)	Misc. B&L Technical Services (\$135)	Total Team Hours	Total Fee Estimate
<b>Component One: Comprehensive Plan Update</b>										
Task 1: Project Kick-Off & PEP (SC #1)			8	10			4		22	\$2,730
Task 2: Inventory & Analysis, Community Profile			28	64			2		94	\$10,144
Task 3: Community Discovery Sessions & Summary			20	32			4		56	\$6,248
Task 4: Vision and Policy Framework (SC #3)	4		30	44			8		86	\$9,880
Task 5: Technical Investigation Items	2		16	28	4		8		58	\$6,952
Task 6: CDS & Implementation Plan (SC #4)	4		16	28	4		4		56	\$6,704
Task 7: Draft Comprehensive Plan (SC #5)	4		28	60	4	2			98	\$11,364
Task 8: Community Open Houses & SC Public Hearing (SC #6 and #7)			16	24			8		48	\$5,512
Task 9: SEQR Compliance & County Referral			6	12					18	\$1,944
Task 10: Final Comprehensive Plan	4		12	20	4	2			42	\$5,388
Task 11: Town Board Public Hearing & Adoption			8	12					20	\$2,196
<b>Sub-Totals:</b>	<b>18</b>	<b>0</b>	<b>188</b>	<b>334</b>	<b>16</b>	<b>4</b>	<b>38</b>	<b>0</b>	<b>598</b>	<b>\$69,062</b>
<b>Component Two: Zoning Code Amendment</b>										
Task 12: Zoning Kick-Off Meeting (SC #8)			8	10					18	\$1,998
Task 13: Zoning Discovery Sessions			16	24	4		2		46	\$5,490
Task 14: Existing Code Audit (SC #9)	4		16	32			4		56	\$6,540
Task 15: Preliminary District Framework (SC #10)	2		24	44					70	\$7,692
Task 16: Preliminary Development Regulations (SC #11)	4		28	44	4		8		88	\$10,704
Task 17: Preliminary Administrative & Review Procedures (SC #12)	2		24	32					58	\$6,504
Task 18: Preliminary Code & Map	2		16	24	8	2	2		54	\$7,074
Task 19: Zoning Open House			8	12	4				24	\$2,928
Task 20: Draft Code Amendment & Map (SC #13)	4		12	24		2	2		44	\$5,418
Task 21: Legal Review			6	8					14	\$1,548
Task 22: Local Law, Referrals, & SEQR			6	12					18	\$1,944
Task 23: Public Hearing & Code Adoption			8	8					16	\$1,800
Task 24: Training Session for Town Staff and Town Board	2		8	12					22	\$2,508
<b>Sub-Totals:</b>	<b>18</b>	<b>0</b>	<b>134</b>	<b>218</b>	<b>12</b>	<b>4</b>	<b>18</b>	<b>0</b>	<b>402</b>	<b>\$59,640</b>
<b>Contract Administration &amp; Expenses</b>										
Contract Administration/Invoicing & Reports/Client Coordination			6	4					10	\$942
Printing										\$1,370
Travel & Misc										\$1,500
<b>Sub-Total:</b>										<b>\$3,812</b>
<b>Project Totals</b>	<b>36</b>	<b>0</b>	<b>322</b>	<b>552</b>	<b>28</b>	<b>8</b>	<b>56</b>	<b>0</b>	<b>1,000</b>	<b>\$132,514</b>

- NOTES:**
- This fee proposal includes up to twelve (12) individual Steering Committee (SC) Meetings. (SC Mtg #7 will be simultaneous to the SC Public Hearing)
  - This fee proposal includes the following public engagement assumptions:  
 Town Board, Planning Board, ZBA Sessions: Three (3) in-person  
 One (1) Virtual Kickoff PIM