

TOWN OF GEORGIA, VT

TOWN PLAN UPDATE - TOWN PLAN 2023



PROPOSAL

AUGUST 3, 2023



CONTACT

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EMAIL

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PHONE

(518) 496-3009

JOINED BY:





View looking south along the D&H Rail Trail in West Pawlet, VT

August 3, 2023

Douglas Bergstrom
Zoning Administrator
Town of Georgia
47 Town Common Road
St. Albans, VT 05478



Re: Proposal for GEORGIA TOWN PLAN UPDATE

Mr. Bergstrom,

Please accept this document as my formal Proposal in response to the RFP for *Town of Georgia - Town Plan Update (Town Plan 2023)* on behalf of **Regrowth Planning**. Joining me for this work would be Rick Lederer-Barnes of **Upstate GIS** who would be providing GIS mapping needs associated with this planning effort. Rick and I have worked together for many years on dozens of projects, and I am happy to have him alongside me to assist in this effort.

As requested, I have provided in this proposal an approach and scope for completing this Town Plan based on two budget scenarios. Both scenarios begin with—and are driven by—a community-led discussion about issues which are important to Georgia residents and defining a vision for the future of the community.

Based on current workload, I would be available to begin this work around mid to late September, with Upstate GIS being available for mapping efforts beginning in October. Our goal would be to commence the first large public meeting before the holiday season, with a survey ready to launch early next year and the goal of completing a draft ready for public review in August.

I have included with this proposal related project experience and some sample work materials, for reference. In the meantime I invite you to visit my website, www.regrowthplanning.com, to learn more about my experience and work. Thank you very much for the invitation to submit a proposal for this effort.

If you have any questions about the proposal, do not hesitate to contact me anytime at (518)-496-3009.

Thank you for your time.

A handwritten signature in black ink that reads "Michael B. Allen".

Michael B. Allen | Principal





Charlotte, VT

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- Sample Invoice
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PROJECT APPROACH

PROJECT APPROACH

The following scope of work is proposed to provide an updated Comprehensive Municipal Plan document for adoption by the Town of Georgia under two separate budget scenarios. Proposed services working within the initial budget of \$20,000 are shown in the left column. Other proposed services—which are in addition to the base proposal—are highlighted in the right column utilizing a total budget of \$35,000. For the purposes of this proposal, it is assumed that the selected consultant will be coordinating directly with a group of people, referred to hereafter as the “committee.”

\$20,000 Budget	\$35,000 Budget
PREPARATION. At the commencement of the project, Regrowth Planning will review the existing 2017 Town Plan and mapping info available, and will spend time to tour and photograph the town to become familiar with the area.	
KICKOFF. Initial (in-person) kickoff meeting with town staff and committee members to discuss overall planning goals, schedule, topics of unique importance, and begin to outline early arrangements for the initial Public Workshop.	
ADVERTISING. Coordination with town staff on Public Workshop arrangements and preparation of advertising materials (for printing and digital distribution by the town). Advertising materials include a draft Press Release, 11x17" PDF poster for printing, and JPG/PNG artwork for social media/online distribution.	
COMMITTEE ZOOM MEETINGS. It is assumed that over the course of the planning project that there will be periodic coordination and review meetings with the committee, occurring approximately once per month. It is proposed that these meetings be conducted remotely via Zoom or similar application. A total of ten (10) remote meetings are budgeted in this scenario.	
MAPPING. Preparation of aerial maps of the town and related display boards to be used in the Public Workshop.	

PROJECT APPROACH

\$20,000 Budget

2017 PLAN REVIEW. Coordination with the committee to review the goals and strategies of the existing 2017 Town Plan to identify any items which may no longer be relevant to carry forward, and which areas may likely need more attention.

PUBLIC WORKSHOP. Hosting and facilitation of a Public Workshop. The purpose of this Public Workshop will be to inform the public about the Municipal Plan update effort, outline the steps and schedule, present a review of the current plan, and begin an interactive discussion with the audience to identify important community issues and ideas which they would like to see addressed or researched as part of the planning effort. The input received at this meeting will be used to help identify topics and questions for a Community Survey, where additional detail and opinions can be collected from a wider audience. This presentation will include an update to some selected statistics (e.g. population, median home price) to show what has changed since the last plan and trends.

ONLINE COMMENT FORM. Development of an Online Comment Form, where residents can submit comments and suggestions related to the Town Plan Update over the course of the planning project. Comments submitted will be collected and periodically shared with the committee.

DRAFT SURVEY QUESTIONS. Preparation of draft Community Survey questions for review and discussion with committee members.

ONLINE SURVEY. Development of an Online Community Survey, utilizing Survey Monkey or similar online platform, as well as related advertising materials to invite local residents to participate in the survey, for distribution by the town. The purpose of this survey is to get more refined input on important issues identified by the public, identify relative priorities of importance, and provide an opportunity for the public to weigh in on additional topics or suggestions they have for the Town Plan.

\$35,000 Budget

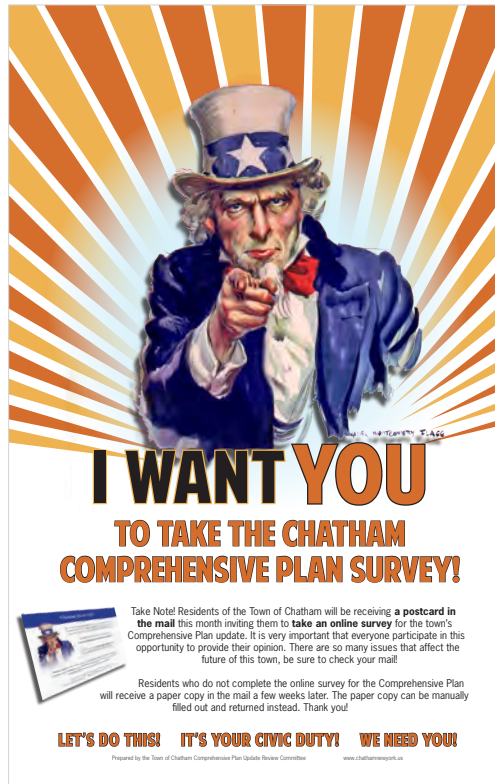
OPEN HOUSE EVENT. In the hours prior to the Public Workshop, hosting and facilitation of an Open House event where residents are invited to stop by at their leisure during a 4 hour open period. Informational handouts and display boards will be used to walk attendees through the presentation materials, query them about topics of interest, and solicit input. The purpose of this option is to provide more schedule flexibility for people who may not be able to attend the main presentation.

PROJECT WEBPAGE. Development and management of a dedicated Project Webpage, where all information related to the Town Plan update is provided and updated for easy reference by the public. An example of a recent project webpage can be found at:
www.regrowthplanning.com/Pawlet

PAPER SURVEY. Design of a duplicate hardcopy (paper) Community Survey which directly mirrors the online version, for printing and distribution by the town as part of a more thorough and statistically accurate outreach campaign. The details and methods for this paper survey to be determined later. At the completion of the survey period, Regrowth Planning will manually tabulate the paper responses collected and merge them with the online responses to form the full survey results.

PROJECT APPROACH

PROJECT APPROACH, CONT.



Far Left: Welcome board used to help orient visitors during an Open House planning workshop in the Village of Millbrook, NY.

Left: Advertising poster developed by Regrowth Planning to announce a town-wide survey which was being mailed out to local households.

Below: Open House conducted by Regrowth Planning in the Village of Millbrook, NY, where people were invited to discuss potential updates to the Comprehensive Plan, and provide early input to inform the survey design.



PROJECT APPROACH

\$20,000 Budget

SURVEY REPORT. Preparation of a Community Survey Report, detailing the results of the survey responses, for committee review and made available to the public.

PRELIMINARY DRAFT PLAN. Preparation of Preliminary Draft Town Plan. Based on the input from the Community Survey and committee members, Regrowth Planning will develop a preliminary draft (version 0.9) updated Town Plan for review and comment by the committee.

DRAFT PLAN. Preparation of Draft Town Plan. Based on the review comments from the committee, Regrowth Planning will develop the draft (version 1.0) updated Town Plan for online posting and review by the public. Comments on the draft plan can be collected utilizing the Online Comment Form described above. Target date August 2024.

REVISED PLAN. Preparation of Revised Town Plan. Based on review comments from the public and direction from the committee, a revised Town Plan will be prepared (Version 1.9) for review and comment by the committee.

FINAL PLAN & PLANNING COMMISSION HEARING. Preparation of Final Town Plan. Based on review comments and direction from the committee, Regrowth Planning will revise and finalize the document (Version 2.0) in preparation for formal public review and Planning Commission public hearing required under 24 V.S.A. § 4384.

\$35,000 Budget

TOPIC MEETINGS. Additional Public Input Meetings. Based on the results of the Community Survey, a number of selected topics or issues may emerge which are of high importance to the community and warrant additional discussion. The purpose of these additional Public Input Meetings is to review the results and findings of the Community Survey, and discuss selected topics and potential recommendations in more detail. Regrowth Planning proposes to host and facilitate a total of two (2) additional public meetings for this purpose. Public comments collected will be noted and provided to the committee for consideration.

DRAFT PLAN PRESENTATION. In addition to collecting public comments on the draft plan from the Online Comment Form, Regrowth Planning will host and facilitate a presentation of the Draft Plan and solicit comments from the public. Public comments collected, both at the in-person meeting and online, will be noted and provided to the committee for consideration.

SELECTBOARD HEARING. Regrowth Planning will present the Final Town Plan to the Town of Georgia Selectboard as part of one of the two Public Hearings required for formal legislative adoption under 24 V.S.A. § 4385.

Anticipated Completion Date: January 2025

PROJECT APPROACH

PROJECT APPROACH, CONT.

DOCUMENT CONTENTS AND FORMAT

It is anticipated that this plan will carry forward much of the existing text of the current plan where applicable, and updated with new text or information, organized roughly as follows:

- » Introduction
- » Summary of the planning process (New)
- » Existing conditions data and maps:
 - ◆ *Updated data for all applicable tables and figures where aligned information is available.¹*
 - ◆ *Updates for all maps found in the 2017 Plan, in full-page format (Note: For methodology and data consistency, Regrowth Planning anticipates assistance from the Northwest Regional Planning Commission to create an updated Map 6.1 “Community Buildout”]*
- » Summary of issues and opportunities identified (New)
- » Community Vision (New)
- » Updated Goals and Policies

Final Deliverables: Updated Comprehensive Municipal Plan, professionally developed in Adobe InDesign CC software, in both *.indd and *.pdf file formats suitable for printing and online posting. Copies of all electronic files created during the work, including associated photographs, GIS maps, meeting notes and community survey results.

This work would be billed monthly on a percentage-complete basis for each task listed, inclusive of expenses. I have included a sample invoice at the end of this proposal, as well as other materials, for your review.

1 Wherever possible, existing table and figure data will be extended to also include more recently available data from their original data sources (e.g. U.S. Census Decennial or American Community Survey data), however due to changes in data collection methods, new data may not always provide “apple-to-apple” comparisons across years, or current data may not be readily available.

ONLINE SAMPLE

An online comment form is an increasingly useful and popular tool to collect public feedback. It allows the public to provide input to a central location, and provides the opportunity to ask short “survey” questions if desired. Unlike a public forum post, other people do not see what is written. To see a sample online comment form recently deployed, visit: www.regrowthplanning.com/comment

ONLINE SAMPLE

To see a sample report showing the results of a community survey recently completed, visit:
www.tinyurl.com/pawlet-proposal



Vision Maps can be very helpful to summarize the primary goals and strategies of a community in an easy to understand format which the public will take the time to read and understand. A poster of the community vision can be posted in Town Hall to remind people of the goals and vision which they worked to develop.

PROJECT APPROACH

PROJECT APPROACH, CONT.

SPECIAL NOTES & PROPOSAL ASSUMPTIONS



Michael Allen has over 17 years' of experience designing and facilitating public meetings and workshops for community planning discussions, as well as experience facilitating interactive online web-based video meetings where social distancing limitations apply.

Below: Michael Allen of Regrowth Planning presents the results of a community-wide survey to residents of Chatham, New York as part of their comprehensive plan update

- ◆ *It is anticipated that the Town of Georgia and the Northwest Regional Planning Commission will be able to assist with providing copies of relevant planning documents, and local data including tax rates, GIS shapefiles, building permit data and similar information, particularly as it applies to data previously calculated by them.*
- ◆ *It is anticipated that the Town of Georgia will assist in the scheduling and reserving of any physical meeting locations, as applicable.*
- ◆ *Because the potential size of a Community Survey is unknown (including the number of questions, number of pages, distribution method, number of households, return postage options, etc.) this proposal does not include any costs associated with the printing, postage, mailing, distribution or collection of paper survey copies.*
- ◆ *This proposal does not include costs associated with printing, mailing, postage or distribution of draft documents, posters, flyers, mailings or costs associated with advertising the public meetings or presentations in the local media.*
- ◆ *This proposal does not include the completion of environmental review forms, public notices, declarations or distribution of review materials required under Local Law, or the State of Vermont/Act250.*



PROJECT APPROACH

PROJECT APPROACH, CONT.

FINAL THOUGHTS

I hope that this proposal fits your needs, and wish you the best of luck with this endeavour. I think this could be a very fun community effort.

Overall, it was observed that the existing 2017 Plan is very data-heavy, and does not appear to reflect much in the way of community input. While the detailed data provided is interesting, it is not clear how it was used to inform the goals and policies of the plan. While this proposal tries to address the basic request of updating the plan information, it is suggested that the town also consider an alternative format which might reflect more of a community-driven perspective to the issues.

While the informative data is useful, I would be interested in discussing with town some options to have the plan showcase more of the community, the people, and their vision for what they would like to see.

These are some of the ideas which I would like to explore with you and the community as part of the planning discussion, and I hope to hear from you.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Michael B. Allen", followed by a horizontal flourish.

Michael B. Allen, A.I.C.P.
Regrowth Planning

PROJECT APPROACH

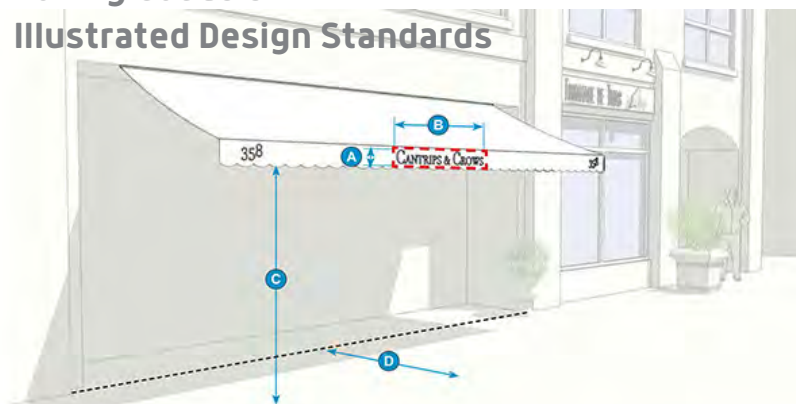




About

Regrowth Planning was founded in 2020 by Michael B. Allen, A.I.C.P. who has been a practicing professional planner since 2003. In his prior work, Michael served as Senior Associate with Behan Planning and Design of Saratoga Springs, a firm he still collaborates with. Michael has over 20 years of planning experience working directly with municipalities and the public to improve their communities through illustrated zoning codes, design guidelines and strategic plans.

Zoning Codes & Illustrated Design Standards



Sign Dimensions

	Transect Zones (T4, T5, T6)	(districts)	(districts)
A Text height (max.)	8"	25% of awning face, up to 100 s.f.	
B Text width (max.)	80% width of awning/15 feet max.		
C Vertical clearance (min.)	7 feet	7 feet	7 feet
D Extension from facade (max.)	7 feet	7 feet	7 feet

Illustrated zoning codes and design standards provide clear graphics of the technical zoning requirements, conveying a lot of information into easy-to-read and understandable diagrams. This helps to make complex code requirements much more user friendly to applicants and the public. They are particularly useful in providing clear guidance on the desired visual aesthetic of new development, utilizing a combination of illustrations and photographs to convey a range of desired design solutions.

Goals

Create vibrant, mixed-use communities where people actually enjoy walking, shopping and living.

Raise the standard for design to create places that contribute to the character of the community and make it a desirable destination.

Re-balance the transportation network to include walking, bicycling, multi-use trails and other complete streets initiatives.

Strengthen existing downtowns, towns and village centers with supportive infill development.

Transform dying big-box retail development areas with attractive and pedestrian-friendly infill development.

Services

Community Planning

Zoning Updates

Public Outreach & Engagement

Form-based Codes

Design Guidelines

Computer Visualizations

Photosimulation Renderings

Informational Videos



Computer rendering of proposed pedestrian crossing along Empire State Trail and Erie Canal.

Photosimulations & Computer Modeling

"Before & After" photoshop simulations and computer renderings help to allow local officials and the public to better visualize future development scenarios, assess potential building impacts, and to envision their desired community improvements such as a new park, streetscape or municipal building.

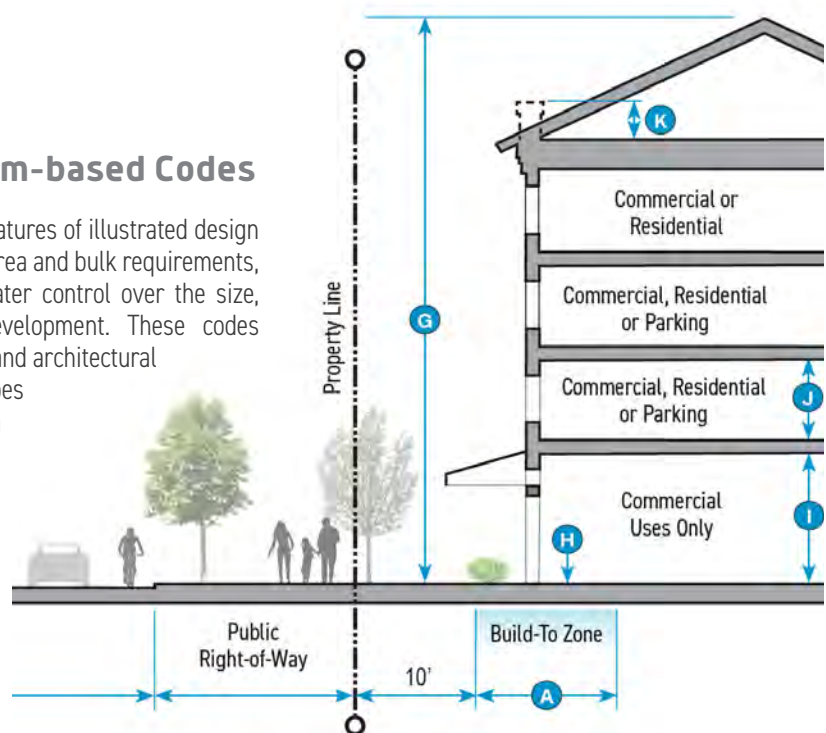


Community Planning & Public Outreach

Long-term vision planning—through Town Plans, Comprehensive Plans, Open Space & Farmland Protection—is built on successful public outreach. The hosting of large public meetings, interactive workshops, open houses whether in-person or virtual, is a cornerstone of modern planning. Regrowth Planning specializes in designing and facilitating these events with community surveys to collect input that drives the vision.

Form-based Codes

Form-based codes combine the features of illustrated design standards with detailed building area and bulk requirements, providing a community with greater control over the size, scale and massing of new development. These codes emphasize desired building form and architectural design characteristics over the types of building uses within them, often providing more flexibility and encouraging a mix of uses.



Upstate GIS

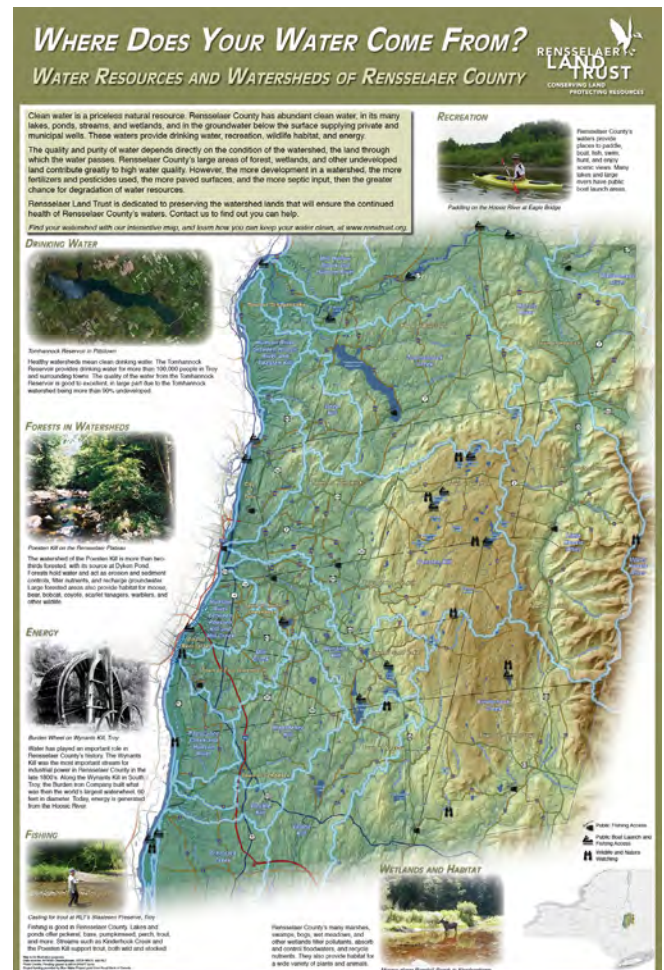
Geographic Information Systems

Upstate GIS is a sole proprietorship of Rick Lederer-Barnes, located in Cambridge, NY. Rick is an Independent Geographic Information Systems (GIS) Specialist and Environmental Planner with 20 years of GIS experience working in both the municipal planning and environmental consulting industries. Rick provides contracted support to consulting firms in the Northeast, as well as direct services to municipalities and organizations. Rick's primary focus is on providing geospatial analyses and high quality maps and graphics, whether the focus is a small neighborhood or a large region. In addition Rick provides planning support from inventory and analyses to testing and editing of zoning.

Upstate GIS provides a wide range of services – these include, but are not limited to:

- Cartography - including inventory and vision mapping
- Spatial Analysis
- Viewshed Analysis
- Zoning and Build-out Analysis
- Natural Resource Inventories
- Farmland Protection Planning
- Site Selection / Suitability Analysis
- Environmental Review
- 3-D Modeling
- Web Maps

Through the years Rick has authored hundreds of maps for use in public planning documents, such as comprehensive plans, open space and farmland protection plans, and community vision plans. These maps illustrate important information about communities, such as land use patterns, recreational opportunities and environmentally sensitive areas. In many cases new data layers needed to be created through digitizing of scanned documents and/or tracing of orthophotographs. Rick has also created several official zoning maps for municipalities. These maps are considered legal documents and are adopted as part of municipalities' local laws.



Informational poster developed by Upstate GIS for the Rensselaer Land Trust to promote watershed education.

Several maps are incorporated into a larger poster to help tell a story, such as a vision for a community or an educational piece, such as the map depicted above.

Michael Allen, AICP

Regrowth Planning



I have been a practicing professional planner since 2003, with 20 years of experience working directly with municipalities and the public to help improve their communities. Prior to founding Regrowth Planning in 2020, I served as Senior Associate with Behan Planning and Design of Saratoga Springs for over twelve years, and worked as Principal of my own consulting firm Bailliere Consulting specializing in zoning updates. Working today as a sole-practitioner, my work focuses on developing zoning updates, with illustrated form-based codes and design guidelines, and facilitating public outreach efforts. Over the course of my career I have worked to develop planning strategies for comprehensive plans, open space and farmland protection plans and many other community visioning efforts.

I take great pride in my ability to develop and facilitate a wide variety of public outreach efforts. While these typically started out as large public meetings, presentations, workshops, open houses and “pop-up” workshops, they have evolved more today to including remote/virtual exercises, including hosting online webinars, interactive zoom meetings with live audience polling, and online community surveys.

Role: For this project, I would take the lead on all project deliverables, including the design and facilitation of public outreach events, meetings, surveys as well as the drafting of the Town Plan document and associated visuals.

Rick Lederer-Barnes

Upstate GIS

Rick Lederer-Barnes is a GIS Specialist and Environmental Planner with 20 years of GIS experience working in both the municipal planning and environmental consulting industries. Rick’s primary focus is on providing geospatial analyses and high-quality maps and graphics, whether the focus is a small neighborhood or a large region. In addition, Rick provides planning support from inventory and analyses to testing and editing of zoning. Through the years Rick has authored hundreds of maps for use in public planning documents, such as comprehensive plans, open space and farmland protection plans, and community vision plans. These maps illustrate important information about communities, such as land use patterns, recreational opportunities and environmentally sensitive areas.

Rick has also worked on multiple comprehensive plans, open space and farmland protection projects, solar analysis and other projects related to mapping and analysis, as well as report writing and workshop facilitation for the Rensselaer Plateau plan and several other open space and conservation plans including the Shawangunk Mountains Regional Open Space Plan, the Saratoga County Green Infrastructure Plan, the Marbletown Natural Heritage Plan and the Saugerties Open Space Plan.

Role: Rick would be providing all mapping and GIS needs as part of the effort, including the development of updated maps to reflect the existing conditions of the town, and preparing maps and aerial photography as necessary for the public meetings. It is anticipated that the Regional Planning Commission will need to prepare an updated “Build Out” map, if one is necessary.

Full resumes for team members are provided on the following pages.

QUALIFICATIONS

Michael B. Allen, AICP

Principal, Regrowth Planning



Michael B. Allen has been a practicing professional planner since 2003, with 20 years of experience working directly with municipalities and the public to help improve their communities. Prior to founding Regrowth Planning in 2020, Michael served as Senior Associate with Behan Planning and Design of Saratoga Springs for over twelve years, and was Principal of his own consulting firm specializing in zoning updates. Michael specializes in developing illustrated form-based codes and design guidelines. Over the course of his career he has worked to develop planning strategies for comprehensive plans, master plans, open space and farmland protection and community enhancements.

EDUCATION

Bachelor of Architecture | 1993
Syracuse University School of Architecture
Syracuse, New York

PROFESSIONAL EXPERIENCE

Senior Planner / Senior Associate | 2007-2020
Behan Planning and Design – Saratoga Springs, NY

Principal | 2002-2007
Bailliere Consulting – Saratoga Springs, NY

Project Architect / Project Manager | 2000-2002
Einhorn Yaffee Prescott, A/E, – Albany, NY

Project Architect | 1997-2000
O'Connor & March Architects – Albany, NY

Architectural Designer | 1995-1997
Brandt-Poost Architects – East Greenbush, NY

Draftsman / Designer | 1993-1994
Badger & Associates – Manchester, VT

PROFESSIONAL AFFILIATIONS

American Institute of Certified Planners
American Planning Association
New York Planning Federation

PRIOR COMMUNITY WORK

Round Lake Zoning Board - Village of Round Lake, NY
Dorset Planning Board - Town of Dorset, VT
ReBuild Prattsville, Volunteer - Prattsville, NY

PROJECT EXPERIENCE

Project experience including employment at prior firms.

Comprehensive & Master Planning

COMPREHENSIVE PLAN

Town of Chatham, NY
Ongoing - Expected completion 2023

COMPREHENSIVE PLAN

Town of Schroepfel, NY

COMPREHENSIVE PLAN HOSPITALITY STUDY

Town of Washington, NY

WEST PAWLET VILLAGE PLAN

Town of Pawlet, VT

BELMONT VILLAGE PLAN

Town of Mount Holly, VT
Ongoing - Expected completion 2023

COMPREHENSIVE PLAN

Town of Woodstock, NY
Behan Planning and Design

COMPREHENSIVE PLAN

Town of Wallkill, NY
Behan Planning and Design

COMPREHENSIVE LAND USE PLAN

Town of East Greenbush, NY
Behan Planning and Design

ROUTE 30 CORRIDOR IMPROVEMENTS STUDY

Town of Manchester, VT
Bailliere Consulting

CAPITAL DISTRICT TRAILS PLAN

Capital District Transportation Committee (CDTC)
Behan Planning and Design

ALBANY BIKE AND PEDESTRIAN MASTER PLAN

City of Albany, NY and the Capital District
Transportation Committee (CDTC)
Subconsultant to Nelson/Nygaard Consultants

TOWN CENTER MASTER PLAN

Town of Clifton Park, NY
Behan Planning and Design

ROUTE 119 COMPLETE STREETS PLAN

Town of Tarrytown / City of White Plains
Subconsultant to Nelson/Nygaard Consultants

EXIT 17 / ROUTE 9 CORRIDOR LAND USE & TRANSPORTATION STUDY

Town of Moreau, NY
Subconsultant to Creighton Manning Engineering

DOWNTOWN PARKING STUDY

City of Poughkeepsie, NY
Subconsultant to Nelson/Nygaard Consultants

NEW PALTZ INTERMODAL FEASIBILITY STUDY

Ulster County, NY
Behan Planning and Design

TOWN CENTER PARK MASTER PLAN

Town of Clifton Park, NY
Behan Planning and Design

Michael B. Allen, Continued



PROJECT EXPERIENCE

NEW CITY HAMLET VISION PLAN

Town of Clarkstown, NY
Behan Planning and Design

WEST NYACK HAMLET VISION PLAN

Town of Clarkstown, NY
Behan Planning and Design

ERIE CANAL PARK MASTER PLAN

Town of Pittsford, NY
Behan Planning and Design

NATURAL HAZARD MITIGATION PLAN

Town of Wallkill & City of Middletown, NY
Behan Planning and Design

HAZARD MITIGATION PLAN

Delaware & Sullivan Counties, NY
Subconsultant to SUNY AVAIL Laboratories

FARMLAND PROTECTION PLAN

Town of Wallkill, NY
Behan Planning and Design

FARMLAND PROTECTION PLAN

Town of Milton, NY
Behan Planning and Design

OPEN SPACE PLAN

City of Kingston, NY
Behan Planning and Design

EAST GREENBUSH AMENITIES PLAN

Town of East Greenbush, NY
Behan Planning and Design

LOCAL WATERFRONT REVITALIZATION PLAN

Town of Marlborough, NY
Behan Planning and Design

LOCAL WATERFRONT REVITALIZATION PLAN

Village of Hoosick Falls, NY
Subconsultant to Barton & Loguidice Engineers

LOCAL WATERFRONT REVITALIZATION PLAN

Town of Crown Point, NY
Subconsultant to Saratoga Associates

LOCAL WATERFRONT REVITALIZATION PLAN

Town of Brewerton, NY
Subconsultant to Saratoga Associates

FREEMANS BRIDGE ROAD FEASIBILITY STUDY

Town of Glenville, NY
Subconsultant to Creighton Manning Engineering

[*Zoning Codes and Design Guidelines*](#)

ZONING & DESIGN GUIDELINES

Town of Williston, VT
Ongoing - Expected completion 2022

VILLAGE DESIGN GUIDELINES

Village of Voorheesville, NY
Subconsultant to CP&EA

TOWN CENTER SMART GROWTH ZONING

Town of Plattsburgh, NY
Subconsultant to Chazen Engineering

TOWN CENTER FORM-BASED ZONING CODE

Town of Clifton Park, NY
Behan Planning and Design

NEW CITY HAMLET ZONING AND DESIGN GUIDELINES

Town of Clarkstown, NY
Behan Planning and Design

RONDOUT CREEK ZONING UPDATE & DESIGN GUIDELINES

City of Kingston, NY
Bailliere Consulting

INLET VALLEY ZONING AND DESIGN GUIDELINES

Town of Ithaca, NY
Behan Planning and Design

RESIDENTIAL NEIGHBORHOOD ZONING & DESIGN GUIDELINES

Town of Pittsford, NY
Behan Planning and Design

B-3 DISTRICT ZONING UPDATE

Village of New Paltz, NY
Behan Planning and Design

TRADITIONAL NEIGHBORHOOD ZONING AND DESIGN GUIDELINES

Town of Amherst, NY
Behan Planning and Design

CONSERVATION SUBDIVISION REGULATIONS & DESIGN GUIDELINES

Town of Wallkill, NY
Behan Planning and Design

COMPREHENSIVE ZONING UPDATE

Town of East Greenbush, NY
Behan Planning and Design

ZONING REVIEW & UPDATE

Town of Rosendale, NY
Behan Planning and Design

COMPREHENSIVE ZONING AMENDMENTS

Town of Wallkill, NY
Behan Planning and Design

ADULT USES ZONING UPDATE

Town of Wallkill, NY
Behan Planning and Design

MIDTOWN DESIGN STANDARDS

City of Kingston, NY
Bailliere Consulting

BROADWAY DESIGN STANDARDS

City of Newburgh, NY
Behan Planning and Design

DESIGN GUIDELINES

Village of North Bennington, VT
Bailliere Consulting



QUALIFICATIONS

Rick Lederer-Barnes

GIS Specialist & Environmental Planner

Education:

BS, Geology
Union College, Schenectady, NY (1998)

MS, Geosciences
Brown University (2000)

Post-Baccalaureate Certificate in
Geographic Information Systems,
Pennsylvania State University (2005)

Years of GIS Experience:

20 years

Areas of Experience:

Cartography - including inventory and
vision mapping
Spatial Analysis
Viewshed Analysis
Zoning and Build-out Analysis
Web map creation and remote data
collection
Story Maps
Analysis of Land Use Regulations
Agriculture and Farmland Protection
Planning
SEQRA
Comprehensive and Strategic Planning
Environmental Planning, including
environmental assessment
Fiscal Analysis
Community Input Facilitation: focus
groups, workshops, surveys, online
technologies

Summary of Qualifications:

Mr. Lederer-Barnes is the Sole Proprietor of Upstate GIS, located in Cambridge, NY. Mr. Lederer-Barnes is an Independent Geographic Information Systems (GIS) Specialist and Environmental Planner with 20 years of GIS experience working primarily with the municipal planning and environmental consulting industries. Mr. Lederer-Barnes provides contracted support to consulting firms in the Northeast, as well as direct services to municipalities and organizations. He specializes in cartographic design, data creation and analysis, viewshed analysis and build-out analysis. He provides professional planning services in the areas of farmland and open space preservation, zoning, SEQR preparation and review, environmental review and analysis, fiscal analysis, and community visioning. In addition to his professional experience, Mr. Lederer-Barnes served on his local Village board as a trustee for 5 years, two of which serving as the Deputy Mayor.

Relevant Experience

GIS Specialist / Environmental Planner, Upstate GIS

Cambridge, NY – April 2012 to Present

Primary focus is on providing geospatial analyses and high-quality maps and graphics - whether the focus is a small neighborhood or a large region. Provides GIS and/or planning support for hundreds of projects and provides direct services to several organizations including land trusts, businesses, and municipalities.

GIS Specialist / Environmental Planner, Behan Planning and Design

Saratoga Springs, NY – 2005-2012

Managed several projects, including the Town of Charlton Farmland Protection Plan, the Town and Village of New Paltz Build-out and Fiscal Analysis, and the Mohawk Hudson Land Conservancy GIS Analysis for Strategic Land Acquisition Planning. Also served as a team member on over 60 planning and design projects for approximately 40 unique clients.

Project Manager & Environmental Scientist, SAGE Environmental

Pawtucket, RI – 2000-2004

Managed several soil and water impacted remedial sites in the Northeast. Responsible for the completion of Site Investigation Reports, Phase I through V reports for MA, and periodic status reports for submission to RI, MA and NY. Authored over 100 ASTM Phase I Environmental Site Assessment Reports, in addition to numerous Phase II Limited Subsurface Investigations for clients in the private sector. Also served as SAGE's GIS coordinator, involving preparation of GIS maps and presentations and training colleagues on the use of ArcView.



A view north of the farms along Waldorf Road in Chatham, a beautiful rural agricultural community.

Comprehensive Plan - Phase I & II

Town of Chatham, NY

The Town of Chatham, NY was looking to develop an update to its Comprehensive Plan, last adopted in 2009. Regrowth Planning was selected to assist the community with the first phase of this effort, which included a robust community outreach effort.

Working with a committee of volunteers and town board members, Regrowth Planning developed and facilitated a public meeting to identify issues and ideas of importance to local residents. Due to COVID precautions, the meeting was held in an open-air performance space, and simultaneously broadcast online, with all participants able to interact, submit comments and answer live-polling questions.

The input collected was used to develop a survey which was mailed town-wide to over 2,800 households and available online, with the results being summarized in a detailed 100-page report covering topics including farming, solar-arrays and short-term rentals such as AirBnB.

Regrowth Planning has since been hired by the Town of Chatham to draft a new Comprehensive Plan and implement necessary zoning updates, which are anticipated to be completed in 2023.



Year Completed: Est. completion Fall 2023

Prime: Regrowth Planning

Project Reference:

Abi Mesick, Town Board Member/Chair CPURC

Town of Chatham, NY

amesick@chathamnewyork.us (518) 653-6272



Volunteers and members of the CPURC after completing "Stuff-A-Thon" for survey mailings.

RELATED WORK



The main intersection in West Pawlet Village centered around the WWI Monument.

West Pawlet Village Master Plan

Town of Pawlet, VT

The Town of Pawlet Vermont was seeking to develop a Master Plan for the future vision of their West Pawlet Village. Regrowth Planning began the process with an Open House event to brainstorm issues, followed by a community survey to identify priority topics and gather different ideas, as well as a visitor survey for travelers along the Rail Trail.

Key issues identified in the community included the need for a new corner grocery store and other businesses, roadway intersection safety improvements around the WWI Monument, village beautification, capturing Rail Trail tourism visitors and reducing costs of the local wastewater treatment plant.

This project is currently conducting a series of topic-based Pot Luck Dinner Meetings to discuss potential solutions to top issues. This included a presentation on different roadway intersection design options, where the WWI Monument could be showcased in a way which better honors those it pays tribute to while resolving many pedestrian and vehicle intersection conflicts.



Year Completed: 2023

Prime: Regrowth Planning

Project Reference:

Jessica Van Oort

Town Selectboard, Town of Pawlet, VT

jvanoort.pawletsb@gmail.com (802) 325-3541





Old Brick Church in historic Williston Village

Village Zoning & Design Guidelines

Town of Williston, VT

The Town of Williston Vermont was seeking to redevelop the zoning ordinance for their Village Zoning District (VZD), which included a National Register Historic District as well as many contributing structures and additional review areas. The previous zoning for the village had become cumbersome and had resulted in some confusion and lack of interest in new development. The Town wished to reconfigure the zoning to clarify the standards and encourage adaptive re-use and more vibrant uses.

Regrowth Planning was selected to rewrite the existing Chapter 42 of the zoning ordinance, simplify and clarify the code requirements, and include graphics which helped to explain the code's intents and provisions.

The new ordinance—completely rewritten and reorganized—included standards and guidelines for site planning, subdivision design, residential density, screening and buffering, landscaping, exterior alterations, additions, demolitions, exterior materials, lighting and signs.

The new VZD Zoning is nearing public review stages and is expected to be finalized for adoption in 2023.



Year Completed: Completed 2022

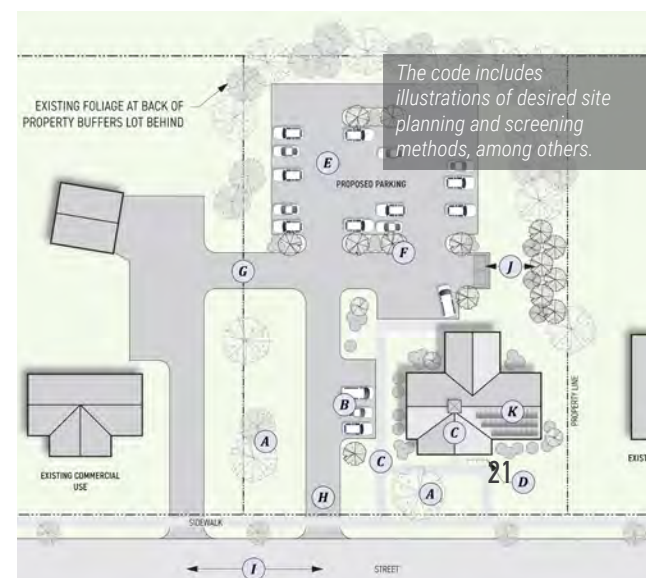
Prime: Regrowth Planning

Project Reference:

Emily Heymann, AICP

Planner, Town of Williston, VT

EHeymann@willistonvt.org (802) 878-6704



RELATED WORK



A view along the Oneida River in the Town of Schroepfel, New York.

Comprehensive Plan Update

Town of Schroepfel, NY

The Town of Schroepfel, NY was looking to update its Comprehensive Plan, which had not been updated since 2001. Regrowth Planning, in association with Saratoga Associates, was selected to assist the community with this effort.

Working with the Planning Board, a community survey was developed and mailed to all residents inquiring about their positions on a number of issues including economic growth, water and sewer services, protection of open space and farmland. The plan sought to identify options where infrastructure improvements could help to bring needed economic growth in selected areas of town while seeking to protect rural areas from unwanted change. The plan helped to lay the groundwork for future grant applications which were necessary to implement desired water and sewer upgrades. The plan also included recommendations for recreational trail and facility expansions which were designed to help attract younger families in an area which had been experiencing population declines.

The updated Comprehensive Plan was adopted in October of 2022.



Year Completed: Adopted 2022

Prime: Saratoga Associates

Project Reference:

Donald Clark, Planning Board Chairman

Town of Schroepfel, NY

dwclark@cscos.com (315) 920-8017



The plan included adaptive re-development concepts for underutilized commercial property.



Horse farms and open countryside help to define the attractive country character of Washington, New York.

Comprehensive Plan Hospitality Update

Town of Washington, NY

The Town of Washington, NY was facing uncertainty about whether a proposed new resort hotel development and other hospitality uses were supported by its current Comprehensive Plan. Regrowth Planning, in association with Community Planning & Environmental Associates (CP&EA), was hired to conduct a review of their current comprehensive plan and initiate a community visioning discussion about what types of development were appropriate in different areas of town. The work included a visual preference survey conducted at an Open House event, as well as a town-wide survey distributed to all residents.

Issues included the suitability and availability of local lodging options, potential economic benefits, desired short-term rental controls, proximity to natural resources such as aquifers, the role of the local village in providing space for these uses, and overall community character.

Our team completed the work with a final report providing detailed recommendations for specific updates to the Town Comprehensive Plan which reflected the current community vision on these issues, and provided specific recommendations for additional zoning changes to clarify the town's position on new hospitality uses.



Year Completed: 2022

Prime: CP&EA

Project Reference:

Tim Mayhew, Comprehensive Plan Review
Committee Chairman

tmayhew@stelviocapital.com (917) 592-0035



Additional Comprehensive Plan Experience



Various Municipalities

In addition to the above noted projects, Mr. Allen has experience in developing comprehensive plans and community visioning plans for several municipal clients over the past 17 years, including:

Town of Woodstock, NY	WOODSTOCK COMPREHENSIVE PLAN <i>(with Behan Planning and Design)</i>
Town of Wallkill, NY	COMPREHENSIVE PLAN <i>(with Behan Planning and Design)</i>
East Greenbush, NY	COMPREHENSIVE LAND USE PLAN <i>(with Behan Planning and Design)</i>
Albany Saratoga / CDT	CAPITAL DISTRICT TRAILS PLAN <i>(with Behan Planning and Design)</i>

Current Workload

Regrowth Planning currently is working with four other communities at this time, and expects to have the capacity and resources to begin this work in September 2023.

Town of Mount Holly, VT	BELMONT VILLAGE PLAN - <i>Expected completion September 2023</i>
Town of Warrensburg, NY	COMPREHENSIVE PLAN - <i>(Subconsultant) Expected completion August 2023</i>
Town of Clermont, NY	COMPREHENSIVE PLAN & LAND USE LAW UPDATE - <i>(Subconsultant) Expected completion 2024</i>
Town of Chatham, NY	COMPREHENSIVE PLAN - <i>Expected completion 2024</i>

Insurance Coverage

Regrowth Planning maintains the following insurance coverage. Insurance certificates can be made available on request.

Professional Liability:	\$1,000,000 per Claim / \$2,000,000 Aggregate
General Liability:	\$1,000,000 per Claim / \$2,000,000 Aggregate

Additional References



Various Municipalities

The following additional references are provided for Michael Allen, including from projects completed during prior employment.

West Pawlet Village Master Plan **Ed Bove**
Project Coordinator
Rutland Regional Planning Commission
ebove@rutlandrpc.org
(802) 775-0871

Town of Woodstock NY Comprehensive Plan **Bill McKenna**
Town Supervisor
Town of Woodstock, NY
supervisor@woodstockny.org
(845) 679-2113

City of Kingston NY Open Space Plan **Julie Noble**
Environment & Sustainability Coordinator
City of Kingston, NY
JulieLNoble@kingston-ny.gov
(845) 481-7339



TOTAL DUE: \$ 0.00

INVOICE

518.496.3009
info@regrowthplanning.com

PO Box 892
Dorset, Vermont 05251

Attention:

Title:
Client
Address
Town, Zip

Invoice Date: 00/00/22
Invoice Period: 00/00/22 - 00/00/22
Project Title: Project Title
Invoice #: 22_00_00
Terms: 30 Days

Contracted Services			Prior Invoices		This Invoice		Fee Remaining
Task	Description	Contract Amount	% Complete	Amount Billed	% Complete	Amount Billing Now	
1	KICKOFF, TOUR & RESEARCH	\$ 1,000.00	0%	\$ 0.00	0%	\$ 0.00	\$ 1,000.00
2	INTRODUCTORY OPEN HOUSE	\$ 4,040.00	0%	\$ 0.00	0%	\$ 0.00	\$ 4,040.00
3	COMMUNITY SURVEY	\$ 4,500.00	0%	\$ 0.00	0%	\$ 0.00	\$ 4,500.00
4	FOCUS GROUP MEETINGS	\$ 2,200.00	0%	\$ 0.00	0%	\$ 0.00	\$ 2,200.00
5	DRAFT VILLAGE MASTER PLAN	\$ 5,160.00	0%	\$ 0.00	0%	\$ 0.00	\$ 5,160.00
6	MASTER PLAN WORKSHOP	\$ 2,850.00	0%	\$ 0.00	0%	\$ 0.00	\$ 2,850.00
7	UPDATED VILLAGE MASTER PLAN	\$ 2,000.00	0%	\$ 0.00	0%	\$ 0.00	\$ 2,000.00
8	FINAL MASTER PLAN	\$ 1,200.00	0%	\$ 0.00	0%	\$ 0.00	\$ 1,200.00
	Expenses	\$ 400.00	0%	\$ 0.00	0%	\$ 0.00	\$ 400.00
	Total	\$ 23,350.00		\$ 0.00		\$ 0.00	\$ 23,350.00

Work performed this period includes:

- Preparation and attendance with Kickoff meeting (11/1)
- Review of Comprehensive Plan, Zoning documents
- Preparation and facilitation of Focus Group Meeting 1 (12/6), meeting notes
- Preparation and facilitation of Focus Group Meeting 2 (12/7), meeting notes
- Meeting with Review Committee (12/13)

Sincerely,

Michael Allen



Town of Chatham

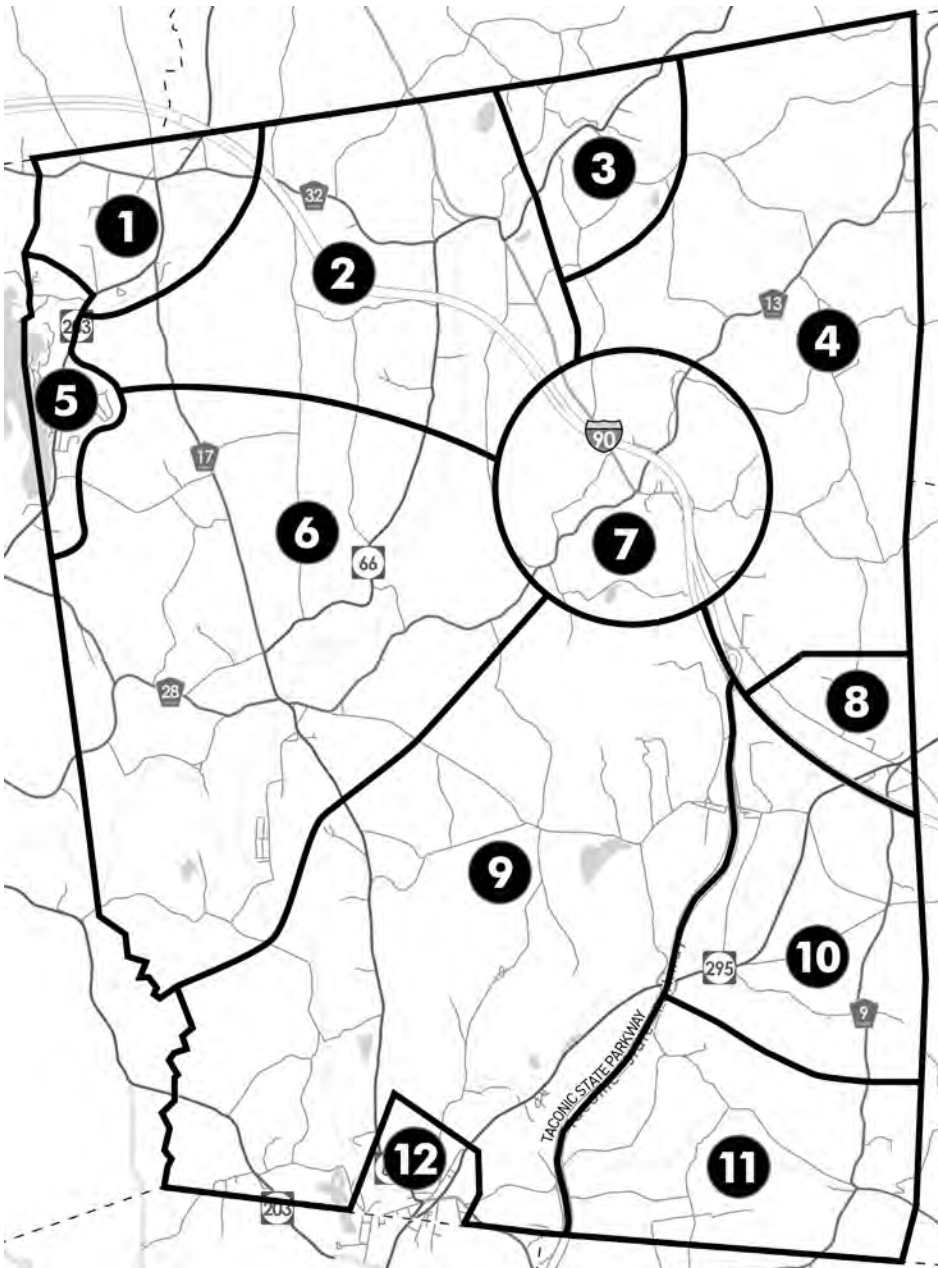
2021 Comprehensive Plan Update

Community Survey

Hello! The Town of Chatham is in the process of updating the Town Comprehensive Plan to provide direction for our policies and zoning over the next decade. In order to collect community input for this update, all residents and property owners are urged to fill out this survey. The results will be used to help identify and shape necessary updates to the plan, so your input is very important!

You are receiving a paper copy of this survey because it appears that no one from your household completed the online version, and this is being sent as a reminder. Please complete and return this survey to **Town Hall, 488 NY-295, Chatham, NY** no later than **Monday, October 18th** using the postage-paid return envelope provided. Thank you!

*NOTE: Due to high demand, the Online version of this survey will remain open if you still have your login code from the town postcard!
Find it here: www.chathamnewyork.us/survey*



■ **Approximately where in the Town of Chatham do you live? (Select one)**

(Refer to numbered areas on map at left)

- | | |
|---|---|
| <input type="checkbox"/> 1 - North Chatham | <input type="checkbox"/> 6 - Chatham Center |
| <input type="checkbox"/> 2 - Malden Bridge | <input type="checkbox"/> 7 - Old Chatham |
| <input type="checkbox"/> 3 - Riders Mills | <input type="checkbox"/> 8 - East Chatham |
| <input type="checkbox"/> 4 - Rayville | <input type="checkbox"/> 9 - "South Central" |
| <input type="checkbox"/> 5 - Kinderhook Lake | <input type="checkbox"/> 10 - New Concord |
| <input type="checkbox"/> 11 - "Southeast Corner" | <input type="checkbox"/> 12 - Chatham Village |
| <input type="checkbox"/> I do not live in town, but I own property there. | |

■ **What is your age? (Select one)**

- | | |
|-----------------------------------|--------------------------------|
| <input type="checkbox"/> Under 18 | <input type="checkbox"/> 46-55 |
| <input type="checkbox"/> 18-25 | <input type="checkbox"/> 56-65 |
| <input type="checkbox"/> 26-35 | <input type="checkbox"/> 66-75 |
| <input type="checkbox"/> 36-45 | <input type="checkbox"/> 75+ |

■ **How many years have you lived (or owned property) in the Town of Chatham?**

■ **Approximately how much of the year do you spend living in Chatham? (Select one)**

- | | |
|---|--|
| <input type="checkbox"/> Year round | <input type="checkbox"/> Summers |
| <input type="checkbox"/> Weekends, year round | <input type="checkbox"/> Summer weekends |
| <input type="checkbox"/> Other: | <input type="text"/> |

■ **What brought you to live here in Chatham?** (Select all that apply)

- ☐ Was born here
- ☐ Family lived/moved here
- ☐ Job is near here
- ☐ Wanted to live in rural community
- ☐ Wanted children to grow up in rural community
- ☐ Wanted a camp/vacation/weekend home
- ☐ Wanted to get away during COVID pandemic
- ☐ Other:

■ **How long do you expect to continue living in Chatham?** (Select all that apply)

- ☐ I have no expectation of leaving
- ☐ I do not expect to leave for a long time
- ☐ I will probably leave for better employment at some point
- ☐ I will probably leave for housing cost reasons at some point
- ☐ I will probably leave for personal/other reasons at some point
- ☐ Not applicable
- ☐ Other:

HOUSING & DEMOGRAPHICS

■ **How much do you agree or disagree with the following statements?**

	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree	No Opinion / Unsure
The Town of Chatham has a diverse and balanced population of different age groups.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The Town of Chatham would benefit from a diverse and balanced population of different age groups.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The Town of Chatham has a diverse and balanced population of different income groups.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The Town of Chatham would benefit from a diverse and balanced population of different income groups.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Housing in the town is affordable for the typical family.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Housing in the town is affordable for first-time home buyers, seniors and renters.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

■ **How much does the Town of Chatham need each of the following housing types?**

	Not Really Needed	Somewhat Needed	Highly Needed	No Opinion / Unsure
Small, affordable starter homes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Single family homes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Two-family homes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Multi-family homes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Townhouses/Condos	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accessory apartments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mobile homes/mobile home parks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Small (5-10 unit) multi-family apartment buildings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medium (10-20 unit) multi-family apartment buildings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Large (20+ unit) multi-family apartment buildings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Senior citizen apartments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assisted living/nursing homes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communal living opportunities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tiny house community	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other: <input type="text"/>				

■ **If you use a private well for water, how often have you had to ration water use because of limited supply?** (Select one)

- ☐ Never ☐ Once ☐ A few times
- ☐ Frequently ☐ Very Frequently ☐ Not applicable

■ **“Short-Term Rentals” are homes or apartments rented out to visitors or tourists for a period of several days or weeks, typically through an online service such as “AirBnB”, and has become increasingly popular. How likely are you to support the following measures?**

No regulation of short-term rentals: (Select one)

- ☐ Not Likely ☐ Somewhat Likely ☐ Very Likely
- ☐ No Opinion / Unsure

Homeowner is required to register for a permit: (Select one)

- ☐ Not Likely ☐ Somewhat Likely ☐ Very Likely
- ☐ No Opinion / Unsure



Upstate GIS

GIS & Environmental Planning