



Community Planning and Environmental Associates

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To: Town of Ancram Town Board

From: Nan Stolzenburg FAICP CEP

Date: March 6, 2023

Re: Proposal for Implementing Planning Process Recommendations

As per our last meeting, the Town Board asked me to prepare a proposal to include a scope of work and budget to begin to implement some of the priority items that resulted from the Planning Process Review. This scope includes work to accomplish the following:

New Materials for Project Review

1. Work with Building and Planning Staff, the ZBA and Planning Board to develop new application forms, checklists, and zoning verification forms for internal use.
 - a. Estimated to be 10 hours.
2. Prepare written materials to help clarify to the public project time frame and process charts.
 - a. Estimated to be 8 hours.
3. Prepare model resolutions that can be used by the ZBA and Planning Board. These will include model resolutions for a) SEQR (Lead Agency/Project Classification/Coordinated Review), b) completeness for review/set public hearing/referrals, c) approvals.
 - a. Estimated to be 4 hours.
4. Prepare an index to the Zoning and Subdivision laws so that topics can easily be found.
 - a. Estimated to be 8 hours.
5. Make recommendations on improvements to the Town Website related to planning.
 - a. Estimated to be 2 hours.
6. Prepare a list of items the Town can accomplish on their own.
 - a. Estimated to be 1 hour.
7. Review and update in draft form, an updated escrow law.
 - a. Estimated to be 2 hours.
8. Educational SEQR materials that can be provided to help applicants.
 - a. Estimated to be 6 hours.

Ongoing Consultant Project Review

- A. I propose to provide preliminary reviews for all site plan review and special use permit proposals that come before the Planning Board. I would review all submitted materials prior to the first time on the agenda and provide the Planning Board with a written memo that evaluates consistency with zoning, checklist of site plan and special use submissions, concerns and challenges to note for the Planning Board, recommendations, and if needed, further review steps and costs so that an escrow could be established. This is a preliminary, not deep dive review and would be a normal part of every site plan and special use permit application. Usually, the cost for this review is passed to the applicant via the initial application fee. The deliverable for each review would be a memo to the Planning Board and would be useful to help them focus on issues and concerns related to that application. This would be submitted, in writing to the Planning Board.

The Town Board should discuss applicability of having a preliminary consultants review for ASPR, subdivision and variance requests as well. For now, I am proposing providing a preliminary review that would be 2 hours per project for all site plan and special use proposals.

1. Estimated to be 2 hours per project.
- B. I propose to also provide a short zoom call with the Planning Board Chair, Jayelle, Ed, or others as needed to brief them on the project review and answer questions that might arise prior to their Planning Board meeting.
1. Estimated to be ½ hour per project.
- C. Note that zoning law updates such as time frames, ASPR triggers, scenic overlay, referrals, setbacks, digital submissions, and other zoning changes mentioned in the 1/25/22 memo can be accomplished via my work with the ZRC.

Estimated Costs

New Materials – 41 hours (\$4,510)*

Ongoing Project Review – 2 hours per review plus ½ hour per review for zoom call (\$275 per project)

Work with ZRC – Hourly rate of \$110 per hour.

*I will invoice for time spent, so if it takes less time to do these, I will only charge for actual time spent. If it seems that the estimated time is way off, I will let the Town Board know before proceeding further so we can reevaluate the project.