

Scope of Work

The purpose of this contract is to provide technical services that lead to an update of the Town of Massena Town Code as described in the Request for Proposals issued by the Town of Massena Planning Board. The goal will be to create an updated Town Code that is easy to understand and use, and is up-to-date relative to environmental protection and smart growth. The work will be performed by Cedar Eden Environmental, LLC, with the assistance of Tom Shepstone of Shepstone Management Company and the St. Lawrence County Planning Department. The work products of this project include an updated new Town Code, particularly as it relates to zoning and subdivision, and that incorporates land use recommendations from the Town's Comprehensive Plan. A new town Zoning Map and Town Code public information website will also be produced.

Scope of Services

Task 1 New Code Pre-development Process

Task 1.1 Background Information Collection

CEE LLC will provide the Town with a list of documents and information needed to conduct this project. CEE LLC will also work with County Planning to obtain digital GIS data relevant to this project. The necessary documents and information will be provided to CEE LLC by Planning Board, County Planning and others as required.

Task 1.2 Stakeholder Orientation and Working Group Formation

Cedar Eden Environmental, LLC & Shepstone Management Company will facilitate an initial orientation meeting with representatives from the Town Board, Town Planning Board, Massena Industrial Corporation (MIDC), Town Zoning Board of Appeals, Code Enforcement Officer, County Planning Office, Director of Chamber of Commerce, Town Engineer, and Town Attorney to discuss the Town's critical issues related to zoning, subdivisions, and land use. This meeting will be used to familiarize the parties with the project process, discuss major stakeholder concerns, and establish a Town Code Working Group consisting of representatives of these organizations.

Task 1.3 Creation of an Analytical GIS

Cedar Eden Environmental, LLC will create a GIS of the Town of Massena that contains all readily available digital information. These data sources will include the CEE LLC in-house data library, public and private sources of data, and the County Planning GIS department. The types of information that would be available for analysis would include standard base information (roads, rivers and streams), water features (lakes, ponds, and wetlands), elevation (slope, topography), USGS land use data (mid-1980's land use polygons), NLCD land use data (mid-1990s satellite land use), infra-red aerial photography, and other relevant data that the County Planning Department may be able to provide. CEE LLC will use this information to better understand the characteristics of the Town of Massena, and to prepare and present maps that can be used for discussions with the Town Code Working Group regarding open space, environmental protection, and community character.

Task 1.4 Facilitate Organizational Input and Public Input

CEE LLC will facilitate ongoing, task-based meetings with Town Code Working Group. These meetings will be scheduled on a regular basis as needed to discuss task-specific information. The purpose of these meetings will be to steer the development of the new Town Code to ensure that the project focus continues to address the needs and concerns of the Town, the Working Group, and the greater community. As work on the new Town Code progresses, CEE LLC will provide information and alternatives to the Working Group and facilitate discussion and decision-making.

CEE LLC will create and host a Massena Town Code website. This website will initially contain information on the Town Code update process and provide visitors with a method or methods of providing comment to the process. A PDF version of existing code will be posted using the digital files provided by the Town. CEE LLC will update this web page on a regular basis throughout the project.

The County Planning Department will facilitate scoping meetings with the general public and with specific focus groups. Examples of potential focus group participants include developers, attorneys and applicants that have appeared before the Planning Board, real estate agents, business owners, and surveyors. The County Planning Department will also provide an assessment of the compatibility of existing use patterns/standards, current town and village code, comprehensive plan, and the LWRP.

Task 2 New Code Development

Task 2.1 Technical Analysis

CEE LLC and Shepstone Management Company will provide a technical analysis of the information gathered in Task 1 and provide suggestions for improvements to existing Code based on Task 1 information and from a benchmark analysis of industry standards. Cedar Eden Environmental, LLC and Shepstone Management Company will review the existing Town Code relative to zoning and subdivisions and the land use recommendations of the Town's Comprehensive Management Plan, and taking into account the information provided by the County Planning Department from Task 1.4. CEE LLC will provide updates on the technical analysis and code suggestions to the Town Code Working Group.

Task 2.2 Development of Draft Code and Zoning Map

CEE LLC will use the information from the tasks in Task 1 and Task 2.1 to draft new Town Code that includes new and revised zoning, subdivision, and land use ordinances. The draft Town Code will be streamlined in order to make them user-friendly for both the regulator and the applicant, using schedules rather than text where appropriate. An applicant procedure fact sheet and permit decision tree will be developed and incorporated into the draft Town Code.

Cedar Eden Environmental, LLC will create a new, digitally-based Town Zoning Map using a Geographic Information System and based upon the existing Zoning Map, updates necessary to comply with revised zoning codes developed as part of this project, to comply with the

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Comprehensive Land Use Plan, and to accommodate any recommendations of the Town Planning Board. The Saint Lawrence County Planning Department has a number of digital data layers that will be used in creating the updated zoning map, most important of which is the parcel boundary layer for the town.

Task 3 New Code Adoption

Task 3.1 Comprehensive Website Update

CEELLC will update the Massena Town Code website with posting of draft zoning code and map for public review and comment. CEE LLC will provide a copy of the draft code in digital form, and up to six copies of a draft zoning map on D size paper (24 x 36).

Task 3.2 SEQR Process

CEE LLC will coordinate the SEQR approval process, including meeting with the appropriate regulatory officials, preparation of any required SEQR documents, and conducting up to two public hearings. CEE LLC will prepare revisions to the Draft Code and Map based upon comments from reviewing officials.

Task 3.3 Adoption of New Code and Zoning Map

CEE LLC will assist the Town in the adoption of the new code and zoning map, providing the final Town Code in digital form. CEE LLC will provide two copies of a final zoning map on E size paper (36 x 48). CEE LLC will also coordinate the printing of a final zoning map on laminated photo paper by a digital printing shop, with the cost of the actual printing being paid for by the Town. This would produce a more permanent map suitable for public display at a cost of around \$500 per map.

CEE LLC will create and host a Massena Project web site that presents the final documents and maps so that the public can access these documents. CEE LLC will provide the appropriate files to the Town if the Town wishes to host the pages on its own website.