

March 25, 2021



Mr. Trevor Cole, AICP
Town of Plattsburgh
151 Banker Road
Plattsburgh, NY 12901

Transmitted via email

RE: Smart Growth 'Lite' Plan--Former Clinton County Airport Area

Dear Trevor:

Thank you for the opportunity to present this proposal that my associates developed in collaboration with you.

As requested, the attached proposal will allow the town to continue to plan ahead for the important former airport area so future projects, land uses, and town zoning are in synch to maximize community values and advance the town's goals. This project will be similar to the town's successful smart growth planning initiative, but more of a 'smart growth lite' approach. The result will be a graphically-rich plan that will be very useful for the town toward development of appropriate zoning modifications including design guidelines for development and natural resource conservation.

We are equally excited about the potential for this property as the town and county and being part of your team.

Thank you in advance for the opportunity to be of continued service.

Respectfully submitted,

A handwritten signature in cursive script that reads "Cynthia A. Behan".

Cynthia A. Behan, RLA, President
Behan Planning and Design

Cc: John J. Behan
Michael B. Allen

Town of Plattsburgh--Smart Growth 'Lite' Plan--Former Clinton County Airport Area

Behan Planning and Design—Scope of Services—March 25, 2021

Project Understanding. The town recognizes the development pressures and opportunities for the former airport property and wants to plan ahead so future projects maximize community values and advance the town's goals. This project will be similar to the town's successful smart growth planning initiative, but more of a 'smart growth lite' approach. Some of the goals to be addressed in this project include:

- Coordinating creative plan for future land use and zoning with current infrastructure plans.
- Creating a sense of place that uses placemaking principals to create attractive public spaces.
- Responding to natural resources including the Saranac River corridor and associated habitats.
- Fostering use of renewable resources and transportation alternatives.
- Supporting an economically successful development pattern that will serve the town for the long term.

The town has requested the Behan Planning and Design team to develop and implement this proposal in collaboration with town staff and other stakeholders in developing a smart growth concept plan and basic zoning recommendations for the airport property. A future second phase of the project to be authorized will involve any final revisions to the draft smart growth concept plan and preparation and adoption of town code amendment (including SEQR compliance, town code zoning chapter amendment, other chapters as required) to implement the smart growth concept plan.

Project Approach/Tasks.

- Review and refine project goals in collaboration with town staff.
- Review existing plans and studies for the project area provided by the town.
- Preparation of simple existing conditions-opportunities and constraints map for review with town staff and participate in town-consultant planning charrette to create a discussion draft smart growth concept plan for the airport area.
- Conduct a stakeholder meeting to review discussion draft concept plan in collaboration with town staff. (Informal committee including for example IDA, the development corporation, town staff, resident/planning board member).
- Prepare draft smart growth concept plan for the project area with updated conceptual development and conservation design guidelines, zoning district recommendations.
- Consider funding needs and opportunities (incentive zoning, generic EIS/mitigation fees, special districts, grants)
- Present draft plan to stakeholders with town staff and town board.
- Submit final report.

Product: The final report will include an aerial concept-level land use plan. The plan will depict a preferred future development scenario and supporting graphics/imagery that will illustrate the recommended land use and zoning program for the former airport property. The report will provide a summary of the elements described above in the Project Approach/Tasks.

Plan Implementation. Develop brief memo report of implementation activities/opportunities in collaboration with town staff.

Project Budget. Behan Planning and Design and team will complete the above scope of services for a lump sum fee of \$24,000 inclusive of expenses.

Schedule. Authorization to proceed on or about May 1. Project complete on or about November 1, 2021. (in time to submit to grant funder, National Association of Realtors.)

Additional Services. The following services may be authorized by the town to be provided by the consultant as either an additional lump sum fee or hourly services. Additional services shall only be authorized by written agreement between the town and the consultant:

- Additional services not describe in above scope of services.
- Preparation of amendments to town code.
- Environmental review services (SEQR, NEPA compliance, etc.).
- Detailed land use plans and design guidelines for adoption.
- Preparation of construction documents.
- Grant writing services.

Exclusions. Hazardous materials testing, identification of contaminants/pollution sources, similar activities.