

ATTACHMENT A  
Village of Hamburg Comprehensive Plan Update

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**Our Services**

Clark Patterson Lee proposes to assist the Village by offering the following services. We will prepare a comprehensive plan update to meet established professional standards and to conform to section 7-722 of New York State Village Law. We will work with a Steering Committee established by the Village to gather information and develop a revised plan. The Committee will help build broad support for the plan within the community and will guide the direction of the plan to ensure it reflects residents' vision.

**Project Initiation**

We will attend a kick-off meeting of the Steering Committee to:

1. Confirm the scope of services.
2. Gather relevant documentation from the Village.
3. Discuss a tentative project schedule and set dates for committee meetings.
4. Schedule time and location for first public information meeting.
5. Review, discuss, and expand a preliminary list of issues to be addressed by the comprehensive plan update.

We anticipate conducting an additional four meeting with the Steering Committee to finish the project.

**Inventory and Analysis**

At the completion of the Project Initiation meeting, we will assess the existing conditions in the Village of Hamburg. This analysis will provide the community and the project team a better understanding of current conditions so as to more effectively plan for the future. Our analysis will focus on the changes that have occurred since completion of the last (2003) comprehensive plan. To meet budget and time expectations we are not proposing a comprehensive existing conditions analysis. Instead we will focus on implementation of the previous plan, design regulations and development within the village and the surrounding town. We will update the existing land use, transportation and community facility maps and will develop a concise narrative analysis of the existing conditions.

**Public Information Meeting**

Public support is integral to the success of the planning progress. Informed residents and stakeholders are also the best way to ensure the plan is implemented. To ensure this occurs we will emphasize the articulation of key principles defining sound village planning. As you are already aware, in many cases, the best policies are counter to conventional thinking and the (suburban style) planning conducted in the recent past in the communities most of us are familiar with.

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We will provide simple talking points throughout the development of the plan to explain the reasons behind proposed policies. We will provide meeting notices and press releases as required to get the word out in the Village's newsletter, website or other outlets.

Once the committee has drafted proposed recommendations we will facilitate a public information meeting to discuss the concepts and gather feedback. We will employ an informal discussion group format, accompanied with maps, paper, and pens, to assist in documenting the discussion and any ideas that are introduced. The meeting will include an overview of the purpose and benefits of a Comprehensive Plan, a summary review of existing conditions, a review of proposed concepts and the remaining key milestones for the project.

### **Draft Plan Development**

Based on the results of the committee discussion, public feedback, and existing conditions analysis, we will develop a draft plan that incorporates the information and community feedback gathered throughout the planning process, as well as information collected during previous planning initiatives. The draft plan will include a vision, policies, objectives, and action items, and supporting maps. Action Items will be organized within their policy area according to short-, mid-, and long-term time frames. The Future Land Use Plan will also be included with recommended planning-level revisions to subdivision and zoning regulations.

The suggested organization for the draft is as follows:

- Introduction and Planning Process Overview
- Existing Conditions Analysis
- Policy and Implementation
- Future Land Use
- Conclusion

We will provide one color copy, suitable for reproduction, of the Draft Plan for Committee review and one digital copy of the Draft Plan in PDF format to allow the Village to print additional copies and to post to the Village's website.

### **Draft Plan Review**

The Draft Plan will pull together in one document the key information from the planning process. Before the plan can be presented in its final form and adopted, it must be reviewed first by the Steering Committee and then by the public. Once the Committee has reviewed the document and changes have been made, it is strongly recommended that the updated Plan be made available to the public. Hard copies of the plan can be displayed at Village Hall and other public facilities (schools, library, post office). This

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will ensure ample opportunity for public review and comment, which can be submitted in writing and/or at the Public Hearing. We will attend a Steering Committee Meeting to review the draft plan with the Committee. We will provide one color copy, suitable for reproduction, of the revised Draft Comprehensive Plan Update incorporating comments from the Committee and the general public and one digital copy of the revised Draft Plan in PDF format to allow the Village to print additional copies and to post to the Village website.

**Public Hearing**

The Village will hold at least one public hearing on the Comprehensive Plan Update. This hearing will be held at the conclusion of the Steering Committee review. The Public Hearing is an opportunity for the community to comment on the plan. The Committee will then make final recommendations, if necessary, for changes to the Plan and submit it to the Village Board for adoption.

**SEQRA Compliance**

Under NYSDEC regulations, a comprehensive plan is a Type 1 action and is therefore subject to SEQRA compliance. Upon the completion of the Draft Plan, the Village Board should declare themselves as Lead Agency for SEQRA purposes. CPL will assist in completing the necessary forms for SEQRA compliance, including inquiries to necessary agencies and required notifications to NYSDEC.

**Final Plan**

We will incorporate agreed upon changes and prepare the Final Village of Hamburg Comprehensive Plan Update. We will attend a Village Board Meeting for Plan adoption. We will provide:

- 20 color copies of the final Comprehensive Plan with 1 unbound copy suitable for reproduction.
- 20 color copies of the Executive Summary with 1 unbound copy suitable for reproduction.
- Digital copies of relevant GIS data developed during the planning process.
- One full size copy of each map.
- Digital copies of the final Comprehensive Plan, Executive Summary, and associated maps in PDF format to allow the Village to print additional copies and to post to the Village website.