

January 17, 2024

Honorable Joel Maerten
Supervisor
Town of Pendleton
6570 Campbell Blvd.
Lockport, NY 14094



Re: Proposal for Professional Engineering Services
Town 2025 Comprehensive Plan Update
File No. 24J1-0005

Dear Supervisor Maerten:

Nussbaumer & Clarke, Inc. (Nussbaumer) is pleased to submit this proposal to provide professional engineering services to the Town in connection with the preparation of an update to the 2025 Comprehensive Plan (Project). Nussbaumer has subcontracted with Jason Knight, with High Road Community Planning and Analytics in support of this Project. Jason is also a planner and professor with Buffalo State College and will be involving the students from Buffalo State College to complete various background research and analysis tasks. Jason brings significant experience in working with local communities for the development of Comprehensive Plans.

SCOPE OF WORK

Complete an update to the 2025 Town of Pendleton comprehensive plan. This updated plan will provide a blueprint for the development, preservation, and enhancement of residential, commercial, and industrial areas as well as Town owned municipal facilities and critical infrastructure. The 2025 comprehensive plan will be updated for a 2040 horizon and will incorporate visions, ideas, and recommendations for future planning purposes.

TASK 1 – Project Initiation and Review of the 2025 Comprehensive Plan

- 1.1 **Kickoff and Project Initiation:** Kickoff meeting with the Planning Board to review the schedule, discuss goals and objectives, and establish a management strategy for community outreach and engagement via Town social media, website, etc.
- 1.2 **Review Current Plans, Issues, and Ideas:** Review existing completed plans and ongoing activities, identify issues/problems, and explore ideas for the future through personal meetings with Town officials, Town department heads and Town committees, the public, and other key stakeholders. Obtain pertinent plans, prepare a list of apparent issues, and collect ideas.
- 1.3 **Public Information Meeting (Planning Board):** Coordinate a public information meeting to inform the public about the comprehensive plan update initiative and to solicit initial input. The Town's website will be used to provide notifications and resources.
- 1.4 Summarize background information and existing conditions analysis in meeting minutes.



Task 2 – Community Profile

Develop a community profile that includes the following elements:

- 2.1 **Existing Conditions and Analyses:** Examination and analysis of where the Town is today and will include an assessment of:
- Demographic characteristics (population and growth trends, age distribution, household size, household income).
 - Local and regional economic characteristics (unemployment rates and trends, work force characterization, dominant business sector type, major employers and industries, economic trends, and jobs range).
 - Housing characteristics (the age, type, and condition of structures, tenure, vacancy rates, the extent and availability of low income housing, assessment of housing opportunities and choices, housing trends and access to jobs).
 - Current land use. Zoning and other relevant local development controls, and the extent to which these are consistent throughout the Town.
 - Agricultural and forest lands.
 - Community Facilities (accessible and used by the residents) Review locations of libraries, fire, schools and health care facilities.
 - Economic Development.
 - Infrastructure and public utilities (i.e., drinking water supply, sewage disposal, solid waste disposal, stormwater management and green infrastructure, communications, gas, and electricity) extent, capacity, age, and maintenance.
 - Environmental and natural resources (air quality, watercourses, wetlands, floodplains, aquifers, forests/tree cover, steep slopes, soil types, and rare plant and animal habitats).
 - Transportation systems, walkable/bikeable areas, public transit, connectivity with areas outside jurisdictional lines, distance to jobs.
 - Health and emergency services and facilities.
 - Parks and public spaces, recreation facilities, range of passive and active recreation, capacity and maintenance, accessibility etc.
 - Other community facilities.
 - Historic, cultural, and scenic resources.
 - Recreational resources and public access.
 - Fiscal resources.
- 2.2 **Comprehensive Plan Mapping:** All Town mapping will be developed based on available public information and formatted as GIS data for future implementation with the Town GIS management program. Mapping will generally include, but not limited to, an updated zoning map, community land use mapping (ie: open space, agricultural, etc.), environmental resource mapping (ie: wetlands, floodplains, water and natural resources, etc.), Cultural resource mapping, municipal infrastructure mapping (ie: water, sewer system, storm, etc.), and public utility infrastructure (ie: gas, electric, communications).



TASK 3 – Community Engagement, Visioning, and Goal Setting

- 3.1 **Public Engagement:** Utilizing the information collected and analyzed in Task 2, create a vision and establish goals for the Town of Pendleton moving forward. This task will be led by the Comprehensive Plan Committee and supported with community engagement, through an online survey and one community meeting. Efforts will seek to assess and understand the vision the community seeks over the next 15-20 years and develop attainable goals via policy recommendations. Recommendations will be based on an understanding of the technical and fiscal capacity of the Town.
- 3.2 **Vision statement:** Review the Goals and Objectives Work for the "vision for the future" of the Town's character, and appearance as projected out approximately 20 years. As part of this subtask, a Vision Map will be prepared that highlights any zoning change recommendations and other key resource features for the Town.
- 3.3 **Topics recommended for future study.** The Committee will identify issues that may require future study and investigation. These topics shall be those recommended to be carried out to implement the comprehensive plan. For each topic address the need and purpose of the topic, description of the tasks that are recommended to be undertaken, approximate cost and duration of the study and potential funding sources.

TASK 4 – 2040 Comprehensive Plan

- 4.1 **Draft Plan:** Prepare a draft Comprehensive 2040 Plan, building on the public feedback, conferring with the Committee and department heads, and incorporating material from tasks 1-3. The Comprehensive plan update will also incorporate an Implementation plan and schedule, which identifies tasks and recommended strategies to be carried out following the adoption of the 2040 Plan.
 - Review the draft plan with the Town Board, at a public meeting.
- 4.2 **SEQR:** The proposed action is consistent with a Type 1 Action and therefore, will complete the Long Form EAF and completion of the SEQRA process suitable for adoption of the updated Comprehensive Plan. A Public Hearing will be held as part of this task.
- 4.3 **Final Comprehensive Plan:** Based on comments received from prior meetings and direction from the Committee prepare the final plan document.

SCHEDULE AND FEE

Nussbaumer will begin work on this project immediately upon approval and anticipates issuing the draft Comprehensive Plan by August 2024. Nussbaumer proposes to complete this Project for a total lump sum fee of \$30,000.00.

All work will be completed in accordance with the current Engineering Retainer Services Agreement between Nussbaumer and the Town of Pendleton.

Upon acceptance of our proposal, please sign where so indicated and return the copy to Nussbaumer. This will then serve as our Agreement and Notice to Proceed.



On behalf of Nussbaumer, we appreciate the opportunity to present this proposal and look forward to working with the Town on this important community project. If you have any questions or need any additional information, please feel free to call.

Sincerely,

NUSSBAUMER & CLARKE, INC.

David M. Britton, P.E.
Vice President - Municipal Engineering

Accepted by: TOWN OF PENDLETON

Signature: _____ Title: _____

Printed Name: _____ Date: _____