

TOWN OF ANCRAM STRATEGIC PLAN SCOPE OF SERVICES

PHASE I - PROJECT INITIATION

Task 1.1: Planning Information Meeting

This initial meeting with the CDBG Project Team (CCBGPT and Comprehensive Plan Committee (CPC) will set the stage for the development of the community development strategic plan. The planning scope, schedule, and budget will be reviewed and refined. The key issues will be discussed, including a summary of the Town's preliminary conclusions about its economic development, housing and hamlet revitalization goals based on work already done in via the workshops, the survey, community meetings, the vision, the goals, and other already drafted Comprehensive Plan elements. In preparation for this, consultants shall review existing planning documents and come prepared with a list of additional information and data that may be needed for this project.

Deliverables:

- Written meeting summary outlining agreements/understandings reached.
- Attendance of scoping meeting.
- Final scope of services.
- List of additional needed resources and demographics for completion of the inventory portion of the Strategic Plan Elements
- Data and statistics for incorporation into the Strategic Plan Elements

PHASE II - AFFORDABLE HOUSING STRATEGIC PLAN ELEMENT

The purpose of this element of the Strategic Plan is to identify what the affordable housing needs of the Town are and will be, and how to best meet these needs. Ancram has a variety of buildings which could be converted into affordable housing for singles, young families and senior citizens.

Task 2.1: Town-wide Housing Demographic Analysis

The consultant team will review existing demographic data and information collected and included in the Town of Ancram Profile Document. Additional information or demographics will be collected to either fine tune the original data, or add to it as needed to answer the following housing questions: 1) how much of a demand is there likely to be now and in the next 10 years for low income and senior housing for current residents; 2) how many rental or for purchase housing units will likely be needed in the future to meet this need; and 3) at what price points. Demographics analysis of this task will be oriented to trying to answer these questions.

Deliverables:

- Updated Demographic and Statistical Analysis summary report with affordable housing needs projections

Task 2.2: Hamlets of Ancram, Boston Corners and Ancramdale Building Assessment

This task entails a windshield visual field survey and review. The objective is to record existing conditions of all structures within the hamlets. The ranking criteria for residential properties shall follow the HUD/NYS OCR standards and definitions for building condition criteria. The results of the housing analysis can be used to leverage future grant funding sources for housing rehabilitation projects within the Town for the next 24 months. During the windshield survey, the consultant team will simultaneously conduct a building inventory of all vacant structures and commercial buildings per HUD/NYS OCR guidelines. As feasible, this task will identify structures which could be used for future affordable homes for singles, new families and senior citizens.

TOWN OF ANCRAM STRATEGIC PLAN SCOPE OF SERVICES

Deliverables:

- This information will be detailed via a summary chart and narrative, windshield surveys, tally map and photographs and can be used future grant applications.

Task 2.3: Review/Revise Goals and Recommendations to Develop Affordable Housing Element of the Strategic Plan

Using the information gathered from the Housing Trend Analysis, the Hamlets Building Analyses, and a review of existing data, the 2030 Vision and supporting Goals and Strategies from the Draft Town of Ancram Comprehensive Plan, the consultant team will formulate a series of additional activities and recommendations for revising existing Goals and Strategies. This task will not repeat what is already in the Comprehensive Plan, but will build on and fine tune those goals and strategies. In addition to revising Goals and strategies, the recommendations in this element may also include additional activities to support housing needs, and identify funding strategies. This task will result in a draft Affordable Housing Element of the Strategic Plan.

PHASE III - HAMLET ECONOMIC DEVELOPMENT AND REVITALIZATION ELEMENT

Economic development in Ancram will be driven by revitalizing the center of the Town by solving the problems of the run-down buildings, inadequate septic and the dangerous intersection. Solving these problems is a precondition to attracting the commercial, retail and residential investment in the center of the Town. The purpose to this element of the Strategic Plan is to determine how best to accomplish these goals.

Task 3.1: Review of Dangerous Buildings and Intersections:

This task entails a half day site visit to the 82/7 intersection in Ancram and a visit to the Route 8/3/32 intersection in Ancramdale by a transportation engineer of the consultant team, review of pertinent traffic and accident data, and the development of broad preliminary recommendations for future analysis and refinement. In addition, engineering inspections will be done of three deteriorated buildings in the center of Ancram to determine extend of decay and feasibility fo repair.

Task 3.2: Review of Water and Sewer Alternatives in the hamlet of Ancram:

This review would include a site visit to the area to define the service area and identify known problem areas, describe alternative types of systems which could meet the Town's needs, lay out a possible system that would be appropriate for the area, provide gross estimates of the cost to implement a public sewer system, and provide approximate annual user costs. Priority will be given to solving the septic problems of the buildings in the center of Ancram.

Task 3.3: Hamlet Revitalization, Visual Guidelines and Zoning Recommendations:

The consultant team, with the assistance of landscape architects from Synthesis, will conduct a hamlet assessment process with emphasis on the hamlet of Ancram. It is anticipated that Synthesis efforts in this element will be 70% for the hamlet of Ancram, 15% for Ancramdale and 15% for Boston Corners. This will include a full day site visit to conduct an inventory of existing conditions and discuss opportunities and constraints with Town members, prepare base mapping that utilizes aerial photography, develop color rendered concept plans of the three hamlet areas with photographic examples of envisioned development and site, and develop a sketch-up model of primary hamlet area to create Character Sketch views related to the proposed vision. Design guidelines could be incorporated into the Towns zoning, subdivision and site plan land use regulations. It is anticipated that illustrations will be developed only for the hamlet of Ancram,

TOWN OF ANCRAM STRATEGIC PLAN SCOPE OF SERVICES

but that the consultant team will provide general guidelines for hamlet improvement for Boston Corners and Ancramdale as well.

Task 3.4: Evaluation of Town of Ancram Town Land

The consultant team will, using existing GIS data, evaluate the 28 acre Town-owned parcel to general identify buildable and non-buildable land on the site, and determine if the site is potentially suitable for placement of a town highway garage, or only for passive uses such as walking trails. If time permits, the consultant team will also evaluate the Blass Park site and the existing Town garage site to determine other possible uses.

Task 3.5: Development of Economic Development and Hamlet Revitalization Element

The consultant team will review and revise as needed hamlet oriented goals and strategies from the Town of Ancram Draft Comprehensive Plan based on the above efforts, identify next steps and funding opportunities, and develop a final draft Hamlet Revitalization Element of the Strategic Plan. As part of this, the consultants will review draft Comprehensive Plan goals and strategies and update both as appropriate to develop provide new insight and economic development approaches for the hamlets. The consultant team will identify any grant and/or loan programs applicable.

PHASE IV - DEVELOPMENT OF DRAFT AND FINAL PLAN

Task 4.1: Development of Draft Plan

Review all plan elements with CPC and CDBG. All of the major report components, maps, and graphics produced will be incorporated in the full plan. The consultants will format the written plan utilizing graphs and photos to make it easier for residents, landowners, and businesses to read and understand the plan's contents. GIS elements shall be compatible with the GIS data base already developed for the Town. Each of the above three sections will be developed in a way that they can be meshed into the rest of the Comprehensive Plan. After the plan is drafted, the consultant team will present the strategic plan to a town-wide meeting.

Deliverables:

- Draft strategic plans, strategies, maps, and associated graphics in a format to be consistent with the rest of the Comprehensive Plan document being developed by the CPC.
- Final Community Strategic Plans.
- 1-Electronic Copy of the Plan on Compact Disk.

TASK 4.2 Project Administration

The consultant team will assist with preparing the necessary materials for the Environmental Review Record.