



## Community Planning and Environmental Associates

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To: Town of Austerlitz Town Board  
From: Nan Stolzenburg, FAICP CEP  
Re: Proposal for Update of Comprehensive Plan  
Date: June 29, 2022

As per our conversation with the Comprehensive Plan Advisory committee, I offer the following proposal that outlines tasks, estimated time frames and estimated costs. This is based on an 18-month schedule, which is a realistic time period needed to get these tasks done. There are many factors that influence the timing of each task, but this is a realistic and general schedule to try to attain. There may be tasks that could have more volunteer time and less consultant time, but this budget reflects what the Committee asked for in relation to the consultants having a 'very involved role'. I am happy to discuss this further and fine tune it for tasks or budget as needed.

The fees are based on the following fee schedule:

Nan Stolzenburg FAICP CEP, Principal Planner: \$110 per hour (NS)  
Rick Lederer-Barnes, GIS Planner: \$95 per hour (RLB)  
Veronica Soeller, Senior Planner: \$75 per hour (VS)  
Mileage: \$0.62.5 per mile (Federal Mileage Rate)  
Printing, Materials, Supplies: At cost, no markup

Recommended Task	Estimated Time Frame	Estimated Fees
Meet with Town Board and Comprehensive Plan Committee for a kick-off meeting to go over tasks, schedule, identify stakeholders, etc.	Month 1	2 hours - \$310 (includes mileage) (NS)
<b>Phase 2: Update the Planning Database – to have factual information about Austerlitz</b>		
Update Planning Database (inventory) including collection of Census data, local data about the Town from other sources, and inventory of local cultural, historical, environmental, economic assets. The census data can help identify housing trends and calculate housing affordability.	Months 1 through 3	30 hours - \$2100 (VS)

Recommended Task	Estimated Time Frame	Estimated Fees
<p>Collect data for and map the basic layers including stream, wetland, floodplain, slope, ridgelines (building on past GIS work done), zoning, land use, conserved lands, and soils, but can also include climate resiliency and biodiversity-related maps such as critical habitats, core forests, and similar. Each map would have a concise narrative describing features shown on that map that would serve as the Town’s natural resource inventory. This will include all the mapping, shorter narratives, and recommendations in the Plan.</p>	<p>Months 1 through 3</p>	<p>20 hours - \$2250 (RLB)</p>
<p>Create a GIS Story Map for the NRI product. This is an online, GIS-based tool. This presents the natural resource data in maps able to be searched by resource or location.</p>	<p>Month 5 and 6</p>	<p>25 hours: \$2250 (RLB) 5 hours: \$550 (NS)</p>
<p>After the GIS data is collected and mapped, conduct an <b>Environmental Sensitivities Analysis</b>. This is a GIS study done using all the natural resource inventory information from above. It combines, and prioritizes those natural resources, and results in map(s) showing overlap of and location of environmental sensitivities. This can be used to create overlay districts to protect certain areas, target areas for conservation, and establish critical environmental areas.</p>	<p>Month 5 and 6</p>	<p>5 hours: \$450 (RLB) 2 hours: \$220 (NS)</p>
<p><b>Phase 3. Public Engagement – involve all walks of life in Town in SWOT analysis, updating vision and goals, and brainstorming opportunities.</b></p>		
<p>Work on a regular basis with the local comprehensive plan advisory committee. This usually entails a monthly meeting to facilitate the process and make decisions. Time should be spent as well coordinating with other committees at the Town level such as the Climate Smart Community Committee.</p>	<p>Ongoing, Usually Monthly Meetings</p>	<p>2 hours per meeting on zoom (\$220 each) (NS) – 10 meetings would be \$2200 Rick will attend when needed.</p>
<p>Conduct up to 5 interviews by phone or zoom and up to three focus groups. The focus groups should be on zoom or scheduled back to back so that they can be done in one trip to Austerlitz. The Town’s advisory committee would identify stakeholders to interview</p>	<p>Interviews- Month 2 Focus Groups – Months 3 and 4</p>	<p>Interview - 5 hours - \$550 (NS) Focus Groups - 8 hours</p>

Recommended Task	Estimated Time Frame	Estimated Fees
and groups to invite to focus meetings. The focus groups could concentrate on a topic (environment, economic, senior services, for example), or could concentrate on audience (seniors, hamlet residents, etc.). Information learned through this step would help inform the development of a town-wide survey and it is recommended these tasks be done before development of a survey.		\$880 (NS)
Conduct one open house format workshop (in person) to gain additional input and prioritize vision, goals, and opportunities to be included in the updated plan. At this event, have a map to create a new assets map asking residents and landowners to identify what assets they feel are important to the Town and where they are.	Month 5	10 hours - \$1100 (NS) 5 hours - \$350 (VS) 8 Hours -\$720 (RLB)
Develop, conduct and analyze an online (with paper option) resident/landowner survey. Mail a postcard or letter with information about how to do the survey (link, or phone number to request paper copy) to all residents and landowners in town. The results of the survey would help inform development of the open house workshop to follow. One important aspect of the survey is to gather input to help further describe and define what the Town’s character is and what it is desired to be. This information will be especially important to include in an updated plan.	Month 6-7	25 hours – \$2750 (does not include printing and postage of mailing postcard or letter of survey invitation) (NS and RLB)
<b>Phase 3. Update Vision and Goals – to establish the direction of the updated plan.</b>		
Develop full SWOT based on all above data sources.	Month 8	5 hours - \$550 (NS)
From all above and the SWOT, update vision and goals as needed based on all above information.	Month 8	3 hours - \$330 (NS)
Develop policy statements	Month 8 and 9	3 hours - \$330 (NS)
<b>Phase 4. Develop Strategies and actions including planning implementation toolbox</b>		
Review existing zoning law and prepare an audit that compares existing zoning to expectations as outlined with updated vision, goals and policies from above	Month 10	8 hours - \$880 (NS)

Recommended Task	Estimated Time Frame	Estimated Fees
steps. Make recommendations for improvements.		
Develop new recommendations, strategies and actions to be included in the plan for Committee review including zoning and land use recommendations to be included in plan needed to meet vision, goals, and policies.	Months 10 - 15	25 hours - \$2750 (NS)
Develop a full draft plan with all maps and appendices.	Month 16	20 hours - \$2200 (NS and VS)
<b>Phase 5. Conduct Adoption Process for Plan</b>		
Present draft plan to public at a presentation. This is an informal presentation with Q and A.	Month 17	8 hours (with prep) - \$880 (NS)
Following the more informal presentation, above, hold a legally noticed (required) public hearing hosted by Committee (online and/or in person).	Month 17	2 Hours with mileage - \$310 (NS)
Make edits to create a final draft plan based on public input.	Month 17	5 hours - \$550 (NS)
Submit Final Draft Plan to Town Board for their consideration. Town Board to refer plan to County Planning Board for GML 239 review.	Month 17	1 hour- \$110 (NS)
Adoption process includes: Town Board to hold a second, legally noticed (required) public hearing within 90 days of receipt of the final draft plan from the Advisory Committee.	TBA but recommend Month 18	If needed, we can attend hearing 2 hours with mileage- \$310 (NS)
Make edits to create a final plan.	TBA but after Town Board Hearing	5 hours - \$550 (NS)
Conduct SEQRA. Upon completion of those steps, the Town Board can adopt the plan via a resolution.	TBA, but after Town Board Hearing	Optional for Consultant to do. FEAF Part ! FEAF Section F, if needed – 5 hours - \$550 (NS)
		With postage, printing, legal notices, and miscellaneous costs a full project cost would be about \$30,000