

Planning & Development Advisors



Creating value by unlocking opportunities

September 20, 2020

Mr. Marcus Serrano, Administrator
Village Hall
236 Tate Avenue
Buchanan, NY 10511

Re: Proposed Planned Industrial District Rezoning Scope of Work

Dear Marcus,

As requested, please find this proposed Scope of Work for considering the rezoning effort for the approximately 365 acres in the Village of Buchanan zoned M-2 Planned Industrial District. This is a significant effort being considered by the Village and one that will set a different future for generations to come. Buchanan's leaders are looking at the changing landscape along the Hudson River Valley where communities have gone through a comprehensive planning effort to repurpose their waterfronts from an industrial past to mixed-use future. In all cases, the emphasis has been to take advantage of the greatest resource the community has -- the majestic Hudson River.

It must be recognized that this effort is a long-term commitment by the community that requires patience as the proposed area, particularly the Indian Point site, goes through the required clean up and decommissioning process. PDA will bring its Hudson River experiences including work with communities like Peekskill, Yonkers, Newburgh, Sleepy Hollow, and Irvington. These experiences are informed by the eventual development and implementation process that follows the planning and zoning work conducted by the community.

For this assignment, Planning & Development Advisors ("PDA") would be working under the direction of the Village of Buchanan Board of Trustees (the "Village Board" or the "Client") and coordinating with the Village Administrator.

Task 1. Creation of a Vision Statement

PDA would work with the Client and the greater Buchanan community to prepare a Vision Statement which will provide the inspirational foundation for the Village's effort as it looks to redevelop its waterfront area. The Vision Statement helps communicate the reason for existence and the purpose behind planning from a long-range planning and development perspective. One of the primary benefits of visioning is that it helps the community clarify how it will approach its critical planning, development and growth issues.

Work Product: Creation of a definitive Vision Statement

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Yonkers, New York 10705
914.552.8413 |
email: davidbsmith1992@gmail.com

Task 2. Setting the Rezoning Boundary.

As noted above, there are approximately 365 acres currently zoned M-2 Planned Industrial District. The Village will need to provide guidance as to how much, or all of the M-2 District is to be rezoned. It is noted that the results of Task 1 and Task 2 will be used later in the process as part of the Comprehensive Plan Update. It is noted that New York State Village Law requires that all village land use regulations must be in accordance with a comprehensive plan¹, refer to Task 4 below.

Work Product: Update to the Village Zoning Map with Amendments

Task 3. Drafting of Proposed Zoning Text

PDA will work with the Client on preparing draft zoning text and the appropriate zoning methodology which might include the creation of an entirely new zone, or the creation of an overlay format. The draft text would include at a minimum an incorporation of the Vision Statement adopted by the community, new definitions, the type of uses contemplated (these could be as of right, or conditional) lot and bulk requirements, process for review and approval, design intent and whether any incentives might be offered for providing certain elements important to the community. During this part of the process PDA assumes that it will also be coordinating with the Village Attorney. PDA will prepare and present the initial draft of the proposed amendments and will coordinate on one round of revisions to the draft amendments. Subsequent round(s) of revisions will be billed on an hourly basis based on the fee schedule below.

Work Product: Draft zoning text, bulk and schedule of use tables.

Task 4. Update to the Village's Comprehensive Plan

As noted in Task 2 the Comprehensive Plan and the Village's zoning need to be in compliance with one another. For this effort it is contemplated that the Comprehensive Plan Update would be limited and focused specifically on the proposed rezoning effort. The update would include the Vision Statement, zoning map amendment and, at the direction of the Client, some representative examples of other comparable communities to help the public better understand the development possibilities contemplated. Understanding that there would need to be a public hearing for this task, and as noted below under Task 6, there are opportunities to have coinciding public hearings for multiple task items. It is noted that the Village is also currently in the process of creating its own Local Waterfront Revitalization Program (LWRP) and the eventual work product from this process would be incorporated into that document.

Work Product: Technical memo that would be appended to the Village's existing Comprehensive Plan.

Task 5. Environmental Review

For this assignment, PDA would recommend the use of the Full Environmental Assessment Form ("EAF"), with supplemental reports as necessary. It is noted that the implementation of the zoning does not, in and of itself, present any impacts to the environment. Subsequent implementation and the

¹ New York State Village Law §7-222.11.(a)

proposal to develop would require that the Village, at that time, evaluate whether a more extensive environmental review may be required. The Full EAF will cover both the update to the Village' Comprehensive Plan and the proposed zoning text and map amendments.

Work Product: Full EAF using the NYSDEC Mapper Program with accompanying narrative describing in detail the proposed action.

Task 6. Meetings/Public Hearings

Attendance at meetings/public hearings at the request of the CLIENT with the Village of Buchanan staff, Board of Trustees, and other entities as appropriate. For this assignment PDA contemplates that four meetings will be required with the Village Board to review and discuss the work items described in Tasks 1 through 4 above and that attendance at one public hearing required as part of Task 2, 3 and 4 above. As noted in Task 4 there would be opportunities to hold multiple public hearings coinciding with one another, as an example, there would be a required public hearing for a rezoning effort as well as an update to the Comprehensive Plan, PDA would suggest as a way to be as efficient with the process as possible to hold those public hearings together.

Other Items Beyond the Proposed Scope of Work

Design Guidelines. Given the anticipated timeframes associated with the decommissioning process the Village could expect some time between adoption of the proposed zoning and an actual proposal for redevelopment. As part of the redevelopment process for the Village of Sleepy Hollow associated with the former GM Assembly Plant, PDA applied to New York State for grant monies to assist in interpreting the development principals outlined in the related Riverfront Development Zoning District.

Proposed Project Budget

Tasks	Proposed Budget
1. Creation of a Vision Statement	\$1,200
2. Setting the Rezoning Boundary	
3. Drafting of Proposed Zoning Text, Use and Bulk tables	\$7,900
4. Update to the Village's Comprehensive Plan	\$1,800
5. Environmental Review	\$2,100
6. Meetings (includes attendance at 4 meetings and one public hearing)	\$1,500
Total	\$14,500

Typical expenses including printing, document production, publications and postage would be billed at cost. For budgeting purposes, the Village could anticipate a printing budget of \$1,000. Any services

beyond the scope of work identified above such as preparing an environmental impact statement and responding to an Article 78 proceeding would be billed on an hourly basis. The preparation of site plans/architectural plans are to be provided by others.

All materials prepared as part of this process will be made available to the Village for posting on the Village's Web-site.

Fee Proposal

Our fees will be billed on an hourly basis, based on the fee schedule below for personnel assigned to tasks.

Principal	\$170/hour
Technical Support	\$85/hour

The Village will receive a monthly statement reflecting all services rendered. The monthly statement will also include charges for certain expenses including messenger service, printing and production of documents. Payment to PDA is the sole responsibility of signatory of this Agreement and is not subject to third party agreements.

We hope that you understand that our efforts to provide you with the best possible service at reasonable, professional rates requires that payment of any outstanding balances be made when billed. We cannot continue to provide services when any of our accounts are unpaid for more than thirty days and we reserve the right to suspend or terminate all services until payment is received.

Should you have any questions regarding the above, please feel free to contact me directly at 914-552-8413 or davidbsmith1992@gmail.com. We trust that you will find these terms of representation to be acceptable and will acknowledge this by signing and returning the enclosed copy of this letter.

We look forward to working with you on this exciting assignment.
Kind regards,

David B. Smith, Principal

I understand the nature and scope of the proposed representation and agree to be responsible for all fees and charges incurred:

By: _____
Mr. Marcus Serrano, Village Administrator
On behalf of the Village of Buchanan
Village Hall
236 Tate Avenue
Buchanan, NY 10511

Date