

# **VILLAGE OF FAYETTEVILLE**

## **2021 COMPREHENSIVE PLAN UPDATE**

### **Scope of Services and Fee Proposal**

Prepared for the Village of Fayetteville  
425 East Genesee Street  
Fayetteville, NY 13066

Prepared by Environmental Design and Research,  
Landscape Architecture and Engineering, P.C. (EDR)  
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# 1. INTRODUCTION

## Contact Information

Project Manager and Primary Communications Contact: Jane Nicholson  
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## Our Mission

Our mission is to make places better for people and for the environment because we are perpetually striving for balance: the balance between our client's needs and the community's satisfaction, the balance between immediate results and long-term viability, and the balance between respect for the natural environment and delivering the most relevant impact on people's lives. Our method for achieving *this is a "resource-based approach" that considers the needs of our clients, the community, and the environment to create realistic and long-lasting solutions.*

## Approach to Planning

Comprehensive planning is an important community-centered process, and its cumulative product should be a resource that is forward-thinking, adaptable, and responsive to community conditions. EDR approaches the comprehensive planning process with an interest in engaging, listening, and responding to stakeholders to forge a shared vision for the future of their community. EDR is dedicated to resource-based planning and design that takes advantage of local resources and embraces unique assets to help communities retain and celebrate their distinct sense of place. Our comprehensive planning strategies are action-oriented, with achievable recommendations for healthy and sustainable growth.

EDR has been providing public and private clients with integrated, multi-disciplinary and comprehensive land planning and design consulting services throughout the Northeast for more than 30 years. Our professionals can provide the following menu of practice areas and more:

- community planning / facilitation
- environmental regulatory and ecological consulting services
- landscape architecture
- site, civil, and water resource engineering
- cultural resource management services
- geographic information systems (GIS) analysis, database management, and mapping
- visualization and graphic design

EDR offers the following community planning services:

- resource identification and assessment
- zoning and land use regulations
- socioeconomic analysis
- build-out analysis
- community outreach

- visioning workshops
- master planning
- visualization of alternative design concepts
- implementation strategies

*EDR is a New York State certified Woman-owned Business Enterprise.*

## **Key Personnel**

### **Jane Nicholson, AICP, CFM**

#### **Senior Project Manager, Planning**

Jane Nicholson is a Certified Planner and Certified Floodplain Manager with over 17 years of experience in the public, private, and non-profit sectors. Ms. Nicholson specializes in comprehensive land use planning and zoning, development review procedures, grant writing, and urban design. In addition to her strong planning acumen, Ms. Nicholson is also a leading expert on environmental review and associated regulatory frameworks. She is a Certified Floodplain Manager and brings unique insight into developing design-based solutions to water quality challenges. She further serves as a leader in public outreach and participation, using unique techniques in engagement to involve community members in all aspects of the planning process.

Jane earned a Master of Science degree from the State University College of Environmental Science & Forestry, a Master of Public Administration from Syracuse University, a Master of Urban & Environmental Planning from the University of Virginia, and a Bachelor of Arts in Geography and International Relations degree from Syracuse University. She is currently a member of the American Planning Association (APA) and Association of State Floodplain Managers (ASFPM); and has also served on the Village of Cazenovia Zoning Board of Appeals for over eight years.

### **Sam Gordon**

#### **Senior Project Manager, Planning**

Sam Gordon is a Senior Project Manager with EDR. Sam has over 20 years of experience in community planning and sustainability. Sam has worked in both the public and private sectors; as well as internationally. Sam has managed and/or provided consulting expertise on a wide range of projects from comprehensive planning, local waterfront planning, community outreach and engagement, greenway planning, energy conservation and renewable energy deployment, to neighborhood revitalization and alternative mobility projects. Sam has successfully developed and implemented municipal planning initiatives, at the local municipal and regional scales, that have leveraged public and private sector investment in support of achieving community goals.

Prior to joining EDR, Sam served as the Director of Planning & Zoning for the Town of Dewitt from 2014 -2019. Sam was responsible for the procurement of grants totaling over \$500,000 for a Local Waterfront Revitalization Plan for the historical Erie Canal corridor to support the nationally recognized Elevating Erie initiative. Sam's leadership led to over \$20 million in active transportation infrastructure and updates to the Town's zoning to promote mixed-use development. Sam also

oversaw the Town of DeWitt Comprehensive Plan Update (2017); and was responsible for the implementation of the Town Comprehensive Plan, coordinating site plan review, Town code revisions, grant writing and administration, GIS mapping, project development, and administration.

**Joseph Falco, RLA, CPESC**  
**Senior Landscape Architect**

Joe Falco is an award-winning Landscape Architect at EDR. He is a registered landscape architect with more than 15 years of professional experience has engendered him with a talent for creating distinguished and memorable site designs, and a desire to integrate sustainable solutions into every project. As a project designer with EDR, Joe’s work has been recognized for design excellence by the American Society of Landscape Architects and others. He has also won several design competitions, including First Place for Monroe County’s proposed Cancer Survivor’s Park.

As a Senior Landscape Architect at EDR, Joe’s responsibilities include directing as in-house leader of concept design, preliminary design, design development, construction documentation, bidding and construction administration phases; providing technical guidance to production team, performs research with government agencies and material suppliers as required; coordinates in-house production activities with those of the prime consultant, project sub-consultants to EDR and other EDR discipline.

## **2. SCOPE OF SERVICES**

The proposed Scope of Services to accomplish this project will include five specific tasks, which are described below:

### **Task 1. Project Scoping Meeting**

At the outset of the project, EDR will coordinate a single Project Scoping Meeting with Village of Fayetteville leaders and staff. The purpose of the meeting will be to define project tasks and deliverables, clarify or reinforce responsible parties and roles associated with each task, establish the Community Engagement strategy, and determine a project schedule. This meeting may take place virtually or in the Village of Fayetteville.

*Deliverable: Following the Project Scoping Meeting, EDR will provide minutes that summarize the discussion and outcomes of the meeting, including a final project schedule.*

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### **Task 2. Community Participation**

Prior to commencing, EDR will develop a Public Engagement Plan based on the project scoping meeting outlined in Task 1. It is anticipated that community outreach and participation will include meetings with an Advisory Committee, stakeholder interviews or focus groups, and public meetings or workshops.

**Targeted Stakeholder Interviews (4)** EDR will conduct up to four (4) focus groups or stakeholder interviews. Working with Village leadership, stakeholders will be identified from various

community and regionally-based organizations/agencies as well as business owners, property owners, landlords, and residents.

**Public Meetings (2)** In addition to engaging of municipal leaders, the perspective of residents and business owners will also help to guide the update process. We will undertake two (2) public meetings that will take the form of a presentation and interactive, facilitated discussion.

*Public Meeting #1:* The first meeting will feature a review of progress toward the goals of the existing Plan, an overview of changes in existing conditions, and a solicitation of input from community members.

*Public Meeting #2:* The second meeting will focus on action items and key strategies for implementation.

The meetings may be held virtually or in-person, or a hybrid of both formats. In-person meetings will be held in conformance with current Covid-19 guidelines, and at a location that allows for social distancing.

*Deliverable:* EDR will organize and attend two public meetings virtually or in the Village of Fayetteville, to include a presentation and discussion facilitated discussion regarding the existing Plan and its update. This meeting will be scheduled for 2 hours of EDR staff time and will be attended by EDR's Project Manager and one additional staff member.

*Additional services:* EDR will organize and attend additional public meetings or workshops at the request of the Board of Trustees, at a cost of \$1,300 for each meeting, to be paid for by the Village. The cost of additional public meetings reflects the necessary allocation of resources for staff and material preparation. These meetings will be scheduled for 1.5 hours each and will be attended by EDR's Project Manager and one additional staff member.

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### **Task 3. Draft Comprehensive Plan Update**

EDR will prepare a DRAFT Comprehensive Plan, incorporating information developed in earlier tasks. The draft will support sustainable development and economic revitalization, be suitably formatted for review and consideration by the Village and public, and include, at a minimum, the following elements:

**Executive Summary** We will develop an Executive Summary that will serve as a concise reference for the final document. It will present key points of the Comprehensive Plan updates, actions taken, and projects accomplished by the Village since the last major update and adoption in 2014 and provide a brief overview of the purpose of the Comprehensive Plan, who was involved in the planning process, and highlight the vision, main findings, general goals, and key recommendations.

**Introduction** The plan will provide for the consideration of regional needs, due to the Village's role in the greater Fayetteville-Manlius community, and proximity to the City of Syracuse and other nearby population centers.

**Vision, Goals and Strategies** The review of data and other information will be the basis for updating the Vision Statement (Chapter 2) for the Village and identifying goals, strategies and recommendations that will be addressed under specific community topics (Chapter 3). We understand these topic areas will include the Village's core priorities for:

- Housing resources and future housing needs, including senior and affordable housing
- Existing and proposed locations and intensity of future land uses
- Land use impacts on strategic redevelopment sites and along Village edges
- Adaptive re-use of existing structures and sites
- Conversions along Main Street
- Multi-modal transportation facilities with a particular focus on pedestrian infrastructure and connections to neighborhoods and regional systems (bike, trail)
- The role of Design Guidelines in the Comprehensive Plan

Strategies and recommendations may require, for example, modification of the zoning district requirements, subdivision, site plan, and special use permitting procedures as well as consideration of other local land use regulations. Other strategies and recommendations may require graphic illustrations or maps to convey information.

**Focal Planning Areas** EDR will review the focal planning areas established for targeted sites throughout the Village. Each site will be reevaluated to ensure that all information contained in the *Concept Plan & Strategies* is updated and remains consistent with the overall Comprehensive Plan Vision, Goals, and Strategies. This effort will prove to be valuable if the Village pursues specific funding opportunities for implementation by indicating to the funding agencies that projects have been agreed to within the community via the Comprehensive Plan.

**Implementation Plan** EDR will review and revise the strategies and recommendations outlined in Chapter 6 in consultation with the Village and other stakeholders as appropriate (involved agencies) that will help prioritize actions to be undertaken. The implementation plan (Chapter 7) will be updated to prioritize timeframes for each significant action as well as identification of budgetary needs, opportunities for funding assistance, and a summary of specific tasks needed to implement the recommendations. Some recommendations, for example zoning modifications, may include draft language that should be considered in amending local regulations.

*Deliverable: Updated strategies and recommendations developed through the planning process will form the basis of Chapter 6 of the Draft Comprehensive Plan. Chapter 7 will include an implementation section that prioritizes actions that need to be undertaken and identifies responsible parties, timeframes, and possible funding sources.*

*EDR will undertake two rounds of revisions to reach a Public Review Draft Comprehensive Plan. We will begin with a Preliminary Draft Comprehensive Plan for review by the Advisory Committee. Based on their comments, a second Draft Comprehensive Plan will be prepared for further review and*

*comment which will result in the Public Review Draft Comprehensive Plan.*

*The preliminary and second Draft Comprehensive Plan versions will be provided in electronic (pdf) formats. The Public Review Draft Comprehensive Plan will be presented a concise, graphically rich format that is acceptable for adoption by the Village and easily distributed. Printed copies of the preliminary, second, or public review drafts of the Comprehensive Plan will be provided upon request as a reimbursable expense and cost per copy.*

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#### **Task 4. Final Comprehensive Plan Update**

The Public Review Draft Comprehensive Plan will be made available for public comment. Based on final comments, EDR will undertake final round of revisions that result in the Final Comprehensive Plan Update which will be presented to the Village of Fayetteville at a regularly scheduled meeting of the Board of Trustees for formal adoption.

The Final Comprehensive Plan Update will be presented in a format that is acceptable to be adopted by the Village, that will be a concise, graphically rich, and, easily referenced and designed. The final document will be in an electronic format that makes it easily transmittable, reproducible and for posting to the Village website. *All mapping will be provided in Shapefile, Jpeg and PDF format for continued use and updating by village staff.*

*Deliverable: EDR will prepare the Final Comprehensive Plan Update and submit one digital (PDF) copy and five hard- bound copies to the Board of Trustees.*

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#### **Task 5. SEQR Compliance**

According to the regulations set forth in 6 NYCRR Part 617.4, the adoption of a municipal land use plan is considered a Type I Action. It is anticipated that the Village of Fayetteville Trustees will serve as Lead Agency for Coordinated Review. The Team will assist with the preparation of a Full Environmental Assessment Form (FEAF), Coordinated Review package (if other Involved Agencies are identified in the process), and filing the Determination of Significance with the NYSDEC Environmental Notice Bulletin.

### 3. SCHEDULE

TASKS	MONTH (2021)						
	June	July	Aug	Sep	Oct	Nov	Dec
Task 1: Scoping							
Task 2: Community Outreach							
Task 3: Draft Comp. Plan Update							
Task 4: Final Comp. Plan Update							
Task 5: SEQR							

### 4. COMPENSATION

EDR proposes to undertake the Scope of Services described above in consideration of payment by the Village of Fayetteville of a fiat, lump sum fee in the amount of \$19,980. A cost schedule that provides anticipated labor hours for various staff positions and associated costs for each task is provided below.

Task	Estimated Hours by Labor Category	Proposed Fee
1. Project Scoping and Weekly Client Coordination	28	\$ 3,500
2. Community Outreach	48	\$ 2,196
3. Draft Comprehensive Plan Update	142	\$10,144
4. Final Comprehensive Plan Update	20	\$ 1,976
5. SEQR	12	\$ 1,464
<i>Reimbursable Expenses</i>		\$ 700
<b>Total:</b>		<b>\$19,980</b>

Work for this proposed scope of services will be billed at current hourly rates. Reimbursable expenses will be billed at actual cost, plus 10% to cover administrative costs. This fee estimate only includes those services explicitly described herein, not including those described as "Additional Services".

## 5. TERMS OF SERVICE

EDR Can provide or arrange with sub-consultants to provide additional services upon receipt of written authorization for a renegotiated contract amount or at hourly rates current tat the time the additional services are provided.

Billings for services rendered will be on a monthly basis. Payment is due within thirty (30) days of the invoice date. Client agrees that EDR may, at its option, stope work in the project if payment is not received within forty-five (45) days of the invoice date and that EDR shall not be liable for any damages arising from any resulting delay to the project. Interest charges on overdue payments will be at the rate o f1.5% of the unpaid balance, compounded monthly. The laws of the State of New York shall govern and apply to interpretation of this contract. Client agrees to pay all related costs, court costs and attorney's fees incurred by EDR in order to collect overdue invoices and /or in the defense of claims brought against EDR.

Statute of Limitations: Client and EDR agree that all claims against EDR shall be deemed to have accrued and all applicable statutes of limitation shall commence to run no later than the date when EDR's services defined by this Agreement are substantially completed, irrespective of the date of final payment by the Client. The progress of EDR's scope of services identified herein in sufficiently complete in accordance with this agreement for the Client to occupy and/or utilize the portion of the work to which it relates for its intended use.

Limit of Liability: in the event of a claim by the Client against EDR for negligence, negligent performance of reach of the Agreement, and /or contribution or indemnity, the Client agrees that EDR;s total liability to the Client shall be limited to and shall not exceed the amount paid to EDR by the Client for services rendered pursuant to this Agreement up to the date that written notice of the claim is received by EDR.

## 6. PROPOSAL SIGNATURE

On behalf of EDR, I would like to thank the Village of Fayetteville and its dedicated staff for the opportunity to update the Village's Comprehensive Plan. So much has occurred within the Village in the past seven years since the existing Plan was developed, and I look forward to a productive partnership as we work together over the next few months. Please feel free to contact us if you have any questions regarding this proposal. Services will commence upon return of this Agreement. Please acknowledge acceptance of this agreement by signing below and return original Agreement to 217 Montgomery Street, Suite 1100. Syracuse, NY 13202, phone (315) 471-0688 · fax (315) 471-1061.

\_\_\_\_\_  
Client

Date: \_\_\_\_\_

\_\_\_\_\_  
EDR

Date: \_\_\_\_\_