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**Environmental Design & Research, Landscape Architecture, Planning, Environmental Services, Engineering and Surveying, P.C. (EDR) agrees to provide professional services to:**

**CLIENT:** Town of Canandaigua  
**CLIENT ADDRESS:** Town of Canandaigua  
Canandaigua Town Hall  
5440 Routes 5 & 20 West  
Canandaigua, New York 14424  
**CONTACT PERSON** Mr. Tim Jensen, Director of Development  
**PROJECT NAME:** Town of Canandaigua Comprehensive Plan Update  
**DATE:** February 1, 2010  
**SERVICES** shall consist of: The tasks outlined below.

### **TASK 1: Project Initiation and Administration**

The project initiation meeting will be strategically used to refine the proposed scope of services, in collaboration with the appropriate Town representatives. In addition to the project scope, we will discuss project expectations and goals, roles and responsibilities, anticipated deliverable products, project administration and housekeeping details, project schedule, and communication protocols.

Deliverables: EDR will attend the project initiation meeting and will prepare the final Scope of Work and Agreement for this project. EDR will submit periodic project status updates, meeting notices, and other relevant project information for timely posting on the Town's website. Throughout Phase I EDR will be responsible for project administration which consists of managerial tasks from project initiation to completion including but not limited to, billing reviews, invoice preparation, and project status updates.

### **TASK 2: Community Profile**

Learning about the community's past experiences, current assets, and potential opportunities will help EDR provide an independent assessment of your current situation. EDR will engage with the community to assess its past growth patterns, current conditions (physical and regulatory), and future trends in the context of the whole community. Although EDR will utilize Canandaigua's current Comprehensive Plan, maps, and other relevant documents as a springboard for its initial research, EDR will provide a "fresh and independent" review of the community's attributes. A review and assessment of the Town's existing conditions will include a review of the following:

- Special Use Committee Report
- Draft Trails Plan
- *Prioritizing Farmland and Scenic Views in the Town of Canandaigua* report
- Permitting records for the Town for the last five years
- Town of Canandaigua Comprehensive Plan of 2003
- Hamlet of Cheshire Master Plan 2004
- Farmland and Open Space Conservation Program 2004
- Parks and Recreation Master Plan 2007
- Town of Canandaigua existing and proposed Trails Map 2009

We will also interview with Town representatives and/or Town stakeholders for important perspectives regarding the Town's attributes, as well as collect the following readily available data:

- Land uses classifications
- Municipal boundaries
- Zoning district(s) and regulations
- Town parks
- Canandaigua's Open Space Index Map

- GIS based maps of environmental resources within the Town of Canandaigua
- Historic and culturally significant places
- NYS DEC freshwater wetlands and National Wetland Inventory wetlands
- FEMA Q3 data 100 year flood zone
- Agricultural districts
- Tax parcels
- Local transportation (vehicular and pedestrian) routes
- Water and wastewater infrastructure & Town utility expansion policy
- Housing occupancy/ownership rates
- Population, age distribution
- Canandaigua Lake Watershed Management Plan and related maps

Deliverables: EDR will undertake a tour of the Town with a designated member of the Advisory Committee (AC) as our tour guide. We will also interview up to four Town representatives or stakeholders to obtain a full perspective on the relevant issues facing the Town. EDR will draft a summary update to Appendix A. Inventory and Analysis, Town of Canandaigua Comprehensive Plan 2003, which will include a summary analysis of the current social, environmental, and physical state of the Town of Canandaigua. This written narrative will be supported by maps, graphs, charts and/or photographs. EDR will meet with the AC to review our Inventory and Analysis Update and to discuss the first public informational meeting for this project. EDR will facilitate a public informational meeting to inform the public of this project, including its primary goals, expectations, anticipated milestones, and public participation opportunities.

### **TASK 3: Zoning Code Diagnosis**

EDR will undertake a critical analysis of the Town's current land use regulations (zoning districts, overlay districts, dimensional standards, and subdivision regulations.). We will determine whether the Town's land use regulations are allowing (or promoting) development patterns and uses that protect and complement existing natural and cultural resources or development that works contrary to the Canandaigua's natural setting. We will undertake a diagnostic analysis of the Town of Canandaigua Zoning Districts and land use regulations to determine their effectiveness in advancing the Town's goals as stated in the Comprehensive Plan, Farmland Protection and Open Space Plan, and Hamlet of Cheshire Master Plan. We will also consider the quality of integration of Chapter 105, Local Law 5 of 2008, which is the most recent amendment, into the original text of the town's zoning code.

Deliverables: EDR will provide a written narrative of our analysis, findings, and recommendations. We will identify where the zoning regulations are compatible with the Town's vision and goals, and where they may conflict. EDR will facilitate one meeting with the AC to review and discuss our findings.

### **Task 4: Community Vision and Goal-Setting**

The Town of Canandaigua has a vision statement that was last revised in 2003. Since then, the community has experienced growth opportunities as well as challenges. EDR will facilitate a visioning workshop during which participants will be encouraged to reassess the Town's current vision statement. While renewing its vision, the Town should consider its relationship with the City of Canandaigua and the positive energy for growth and prosperity that can be obtained through supporting the Town's visions and growth management strategies. Fostering a collaborative and supportive inter-municipal relationship will only strengthen and enhance both communities.

Deliverables: We will facilitate one visioning workshop open to the public. Based upon the results of the workshop EDR will prepare two alternative vision statements and one set of supporting goals. We will facilitate one meeting with the AC to discuss and review the results of the workshop, and discuss the two alternative sets of vision statements and goals, with the intent of selecting the final community vision. We will provide a written narrative of the visioning process and the final vision statement as selected by the AC.

**TASK 5: Findings**

The culmination of Tasks 1 – 4 above described will be a renewed and community supported vision statement with supporting goals and objectives; an updated assessment of the Town's profile; and a diagnostic assessment of the Town's zoning code. EDR will review these three elements and determine a cost efficient way to advance the Town's growth management, farmland protection, and open space preservation goals.

Deliverables: EDR will recommend to the AC and Town Board the scope of work or detailed work plan necessary for the Town to update and integrate its comprehensive plan and zoning code. The detailed work plan will include a prioritization of steps necessary to implement the recommendations. We will facilitate one meeting with the AC and Town Board to review and discuss our findings and recommended next steps to effectively and efficiently revise the Town's zoning code and land use ordinances, update the Town's Comprehensive Plan, as well as other implementation measures determined to be necessary. We will also prepare and facilitate one public informational meeting during which we will present the renewed vision statement and goals, changes in the Town's profile since 2003, and our analysis of the zoning code. The scope and fee for additional consulting services from EDR to assist in advancing the recommendations including revisions to the zoning code will be determined after completion of this planning initiative.