



TOWN OF NEWPORT

# Comprehensive Plan Review Proposal

NEWPORT TOWN BOARD

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Town Supervisor  
Nathaniel E. Lowell



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*Letter from the Town Supervisor*

Dear Town Board & Community:

Comprehensive planning is how we create a shared vision for our future. The Town of Newport's comprehensive plan guides legislative priorities, local laws, community projects, and more. However, the Town last reviewed the comprehensive plan in 2011 – thirteen years ago. It is time to return to the Town's primary guiding document and create a renewed vision for our community that can act as a strategic roadmap for the next ten years and beyond. That vision must be genuinely inclusive of the opinions and input of all our residents and accurately represent what they want our community to be. The best way to ensure that is to have a clear plan development process that holds the plan development team accountable.

With that in mind, I have developed a seven-phase proposal that integrates a combination of in-house resources and outsourcing of select tasks to create a revised Town comprehensive plan that analyzes our current community and creates a clear vision and action items for the future. The proposal has substantial community engagement requirements to ensure that the plan is representative of the community and calls for the creation of a Comprehensive Planning Steering Committee of Town officials and residents to guarantee internal accountability to the laid-out project timeline and its deliverables.

This document outlines the proposal and its various requirements. The proposed plan will allow for the development of short-term and long-term strategic goals that will enable our community to have a clear and tangible vision for the years ahead.

All my best,



**Nathaniel Lowell**

Town of Newport Supervisor

## *Comprehensive Plan Steering Committee Overview*

The Comprehensive Plan Steering Committee (CPSC) is the advisory committee to the Town Board on the comprehensive plan review process, with the task of developing the new comprehensive plan and providing a final recommendation to the Town Board. The CPSC is composed of a chair, a vice chair, and eight members appointed by the Town Board.

### **Committee Membership**

Chair - Town Supervisor

Vice Chair - Councilmember

Member 1 - Codes and Zoning Enforcement Officer

Member 2 - Planning Board Representative

Member 3 - Zoning Board of Appeals Representative

Member 4 - Community Member

Member 5 - Community Member

Member 6 - Community Member

Member 7 - Community Member

Member 8 - Community Member

### **Meeting Schedule**

August 12, 2024

September 2, 2024

October 7, 2024

November 4, 2024

December 2, 2024

January 6, 2025

February 3, 2025

March 3, 2025

April 7, 2025

May 5, 2025

June 2, 2025

July 7, 2025

August 4, 2025

### **Committee Member Responsibilities**

#### Chair

The Chair is responsible for preparing monthly meeting materials and coordinating with elected officials, consultants, and other community stakeholders to develop the comprehensive plan. The Chair is also responsible for reporting progress on a monthly basis to the Town Board at their monthly meetings.

#### Vice Chair

The Vice Chair, in addition to holding the responsibilities of a Committee Member, is responsible for fulfilling the responsibilities of the Chair in their absence.

#### Committee Researcher

The Committee Researcher, in addition to holding the responsibilities of a Committee Member, is responsible for the development of the Review and Analysis of Local Planning Efforts, Ongoing Initiatives, and 2011 Town Comprehensive Plan (RALI) Report.



### Committee Secretary

The Committee Secretary, in addition to holding the responsibilities of a Committee Member, is responsible for writing and submitting CPSC meeting minutes to the Chair within two weeks of each CPSC meeting's occurrence.

### Committee Member

Committee members will attend the monthly CPSC meetings and prepare for meetings by reading agenda, agenda packets, and other meeting materials in advance of the meetings, as well as perform other reasonable duties as assigned by the Chair.

### **Committee Member Interview Process**

Committee Member positions will be advertised in the Town newspapers, on the Town website, and on Town social media pages, with an application period being open for fifteen days. Applicants will be asked to submit a résumé and statement of interest, as well as attend an interview for consideration.

After the application period closes, the Town Supervisor and Deputy Supervisor or designee will interview the applicants and make recommendations to the full Town Board. The Town Board will consider the applicants at the August 2024 Town Board meeting.

The Town Supervisor will notify the approved Committee Members of their appointment within five business days of the Town Board's decision. The Town Supervisor will also notify all other applicants of the Town Board's decision within five business days of the Town Board's decision.

## Project Requirements & Timeline

The Comprehensive Plan Steering Committee’s timeline is guided by seven phases to ensure a clear and streamlined plan development process. The phases and their requirements are detailed below throughout this section.

Comprehensive Plan Project Timeline	August	September	October	November	December	January	February	March	April	May	June	July	August
RALI Report													
Phase Two: Community Profile Development													
Phase Three: Community Engagement Plan Development													
Phase Four: Community Engagement													
Phase Five: Draft Comprehensive Plan													
Phase Six: Environmental Quality Review													
Phase Seven: Final Comprehensive Plan													

### Phase One: Committee Introduction and Role Assignments

In August 2024, the CPSC will have its first meeting to have the committee members review the project’s purpose, timeline, and deliverables set by the Town Board and discuss the methods for achieving the project’s completion within the designated review period. The CPSC will designate a member of the committee as the Committee Secretary to take meeting minutes at each meeting.

The CPSC will also designate a member of the committee as the Committee Researcher to conduct a review and analysis of local planning efforts, ongoing initiatives, and the 2011 Town Comprehensive Plan with the goal of identifying areas for improvement and better understanding past goals of the Town and the larger community. The Committee Researcher will develop a written review and analysis of local planning efforts, ongoing initiatives, and the 2011 Town Comprehensive Plan (RALI) report.

*Review and Analysis of Local Planning Efforts, Ongoing Initiatives, and 2011 Town Comprehensive Plan (RALI) Report Due Date: September 9, 2024*

### Phase Two: Community Profile Development

In September 2024, the CPSC will have its second meeting to review the RALI report. Each committee member will be given access to the report at least 48 hours before the meeting to give them the chance to develop specific feedback. The Committee Researcher will respond to the feedback and implement suggestions where appropriate.

The CPSC will then discuss the purpose of a community profile and set expectations for the community profile within the group. The Chair will communicate these expectations to the Town of Newport’s Comprehensive Planning consultant Amy Fitzgerald Planning (AFP) and share a digital copy of the RALI report with AFP.

AFP will collect necessary relevant data (as determined by AFP and the CPSC), to the extent not already available or provided by the CPSC, from the Town, County, Census and other organizations to describe existing conditions and create a community profile. It will consist of a comprehensive inventory and analysis of existing conditions, including narrative, maps, and relevant data. The profile will include consideration of relevant demographic data and trends related to population, employment, housing, aging, work force and other relevant indicators. An environment and natural resources inventory, land use and zoning, housing and neighborhoods, transportation, traffic patterns, public utilities and infrastructure, parks, recreation, open space, schools, library, economic conditions, and similar factors will also be included.

The inventory will be used to assist in the identification of local issues and potential opportunities. The analysis of the local conditions and issues will identify potential opportunities and solutions to existing issues. The draft Community Profile will be submitted to the CPSC for review before a final version is created.

In October 2024, the CPSC will have its third meeting to review progress on the Community Profile. AFP will share progress on the Community Profile, either in-person or via a written report.

In November 2024, the CPSC will have its fourth meeting to review the complete draft Community Profile and provide feedback to the AFP. Each committee member will be given access to the complete draft Community Profile at least 48 hours before the meeting to give them the chance to develop specific feedback. AFP will respond to the feedback and implement suggestions where appropriate.

*Final Community Profile Due Date: December 9, 2024*

### **Phase Three: Community Engagement Plan Development**

In December 2024, the CPSC will have its fifth meeting to discuss the purpose of a community engagement plan and set expectations for the community engagement within the group. The Community Engagement Plan must include the following: a Community Survey, two Community Visioning Workshops, and two Focus Group Meetings that target specific community stakeholders. The definition and goals of each of the requirements not outlined in this document will be created by the CPSC within the Community Engagement Plan.

The Chair will prepare the Community Engagement Plan. The draft Community Engagement Plan will be submitted to the CPSC for review before a final version is created.

In January 2025, the CPSC will have its sixth meeting to review the draft Community Engagement Plan and provide feedback to the Chair. Each committee member will be given access to the draft Community Engagement Plan at least 48 hours before the meeting to give them the chance to develop specific feedback. The Chair will respond to the feedback and implement suggestions where appropriate.

*Final Community Engagement Plan Due Date: January 13, 2025*

#### **Phase Four: Community Engagement**

In January 2025, the CPSC will release the community survey with both a digital and hard copy version of the survey available. Hard copies of the community survey must be sent to all households within the Town. The CPSC must also work with the Town Supervisor's Office to advertise the survey on the Town website and Town social media pages to the extent practicable.

In February 2025, the CPSC will have its seventh meeting to host the first Community Visioning Workshop.

In March 2025, the CPSC will have its eighth meeting to host the first Focus Group Meeting directed at specific community stakeholders.

In April 2025, the CPSC will have its ninth meeting to host the second Focus Group Meeting directed at specific community stakeholders.

#### **Phase Five: Draft Comprehensive Plan**

In May 2025, the CPSC will have its tenth meeting to discuss its Community Engagement findings and provide feedback to the Chair on the format and structure of the Comprehensive Plan. The Chair will respond to the feedback and implement suggestions where appropriate. The Chair will also notify the CPSC that they will be drafting the Comprehensive Plan over the course of May 2025 to July 2025.

In June 2025, the CPSC will have its eleventh meeting to receive an update from the Chair on the development of the Comprehensive Plan and provide feedback. Each committee member will be given access to the working Comprehensive Plan document at least 48 hours before the meeting to give them the chance to develop specific feedback. The Chair will respond to the feedback and implement suggestions where appropriate.

In July 2025, the CPSC will have its twelfth meeting to host the second community visioning workshop. The goal of this session is to provide the community with an opportunity to share feedback on the working Comprehensive Plan document and provide input on whether it aligns with the community's shared vision. The Chair will respond to the feedback and implement suggestions where appropriate.

**Phase Six: Environmental Quality Review**

In August 2025, the Town Attorney will prepare the necessary materials for State Environmental Quality Act (SEQRA) compliance.

*Environmental Assessment Form (EAF) Due Date: August 2025 Town Board Meeting*

**Phase Seven: Final Comprehensive Plan**

In August 2025, the CPSC will have its thirteenth and final meeting to review the final draft of the Comprehensive Plan and consider making a recommendation to the Town Board.

*Final Comprehensive Plan Due Date: August 2025 Town Board Meeting*



## *Project Budget*

The Comprehensive Plan review process' budget is designed to limit the cost to the Town through a combination of in-house work and outsourcing of specific activities. By doing most of the work in-house, the cost of the project will be significantly decreased, while maintaining foundational and procedural support by experts.

The proposed cost projections are as follows:

ITEM	SOURCE	PRICE	TOTAL
Community Profile Development Consultant <sup>1</sup>	B8020.4	\$12,000.00	\$12,000.00
Environmental Review Form	A1420.4	~\$500.00	~\$500.00
			<b>~\$12,500.00</b>

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<sup>1</sup> See Appendix for the Full Consultant Proposal.

*Appendix*

Amy Fitzgerald AICP, Principal Planner Community Profile Consulting Proposal

*SCOPE OF SERVICES*

**Task 6: Community Profile**

Amy Fitzgerald Planning (AFP) will collect necessary relevant data (as determined by AFP and the Comprehensive Plan Steering Committee), to the extent not already available or provided by the Comprehensive Plan Steering Committee (CPSC), from the Town, County, Census and other organizations to describe existing conditions and create a community profile. It will consist of a comprehensive inventory and analysis of existing conditions, including narrative, maps, and relevant data. The profile will include consideration of relevant demographic data and trends related to population, employment, housing, aging, work force and other relevant indicators. An environment and natural resources inventory, land use and zoning, housing and neighborhoods, transportation, traffic patterns, public utilities and infrastructure, parks, recreation, and open space, schools, library, economic conditions, and similar factors will also be included.

The inventory will be used to assist in the identification of local issues and potential opportunities. The analysis of the local conditions and issues will identify potential opportunities and solutions to existing issues. The draft Community Profile will be submitted to the CPSC for review before a final version is created.

Some cost savings can be gained by reusing relevant materials (data, maps) from any recent County, State or other recent sources. New GIS maps will also be created.

Products: Community Profile report, including a comprehensive inventory and analysis in the form of relevant data, narrative, maps, and graphics.

*Proposed Budget*

Amy Fitzgerald AICP, Principal Planner has an hourly rate of \$100/hour. The Community Profile demands a significant effort and an estimated 120 hours is needed to complete the task.

	<i>Expected hours</i>	<i>Rate</i>	<i>Cost</i>
<b>Task 6: Community Profile</b>	120	\$100/hr	\$12,000

*Schedule*

The timing of the Community Profile can be flexible, but can be started in summer of 2024. Once started, approximately two months are needed for the creation of a draft Community Profile. Revisions can be made in a timely manner.

