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## **Town of Long Lake, Hamilton County NY Comprehensive Plan Project 2019**

### **SCOPE OF WORK**

The Town of Long Lake has a current budget of \$35,000 to develop a comprehensive plan with a dollar for dollar match from New York State Department of State for a total cost of \$70,000.

The scope of work involved for the two-year project includes selecting a consultant through an RFP process initiated by the Long Lake Town Board. A Project Advisory Committee will be formed with appointments made by the Town Board, community volunteers, business owners and staff members of the Town of Long Lake. All appointed members of the Project Advisory Committee will be approved by the Long Lake Town Board. The Project Advisory Committee will meet bi-monthly/monthly as needed and be determined by the needs of the project and work with the consultant. It is anticipated this work will be initiated shortly after the selection of the consultant.

The planning study must consider at a minimum an inventory of relevant infrastructure, assets, environmental impact, demographic and economic information relevant to important trends in the Town and Hamlets of Long Lake and Raquette Lake. The work will involve gathering public input through a public participation process; visioning; addressing land use within the Adirondack Park; economic development goals, and quality of life initiatives. It will provide vision for continued investment in improving resident and visitor experiences as well as identifying sustainability goals, tourism goals, goals to develop a vision for the communities of Long Lake and Raquette Lake and project a vision for these communities 5, 10, 20 years from 2020 with the aim of setting concrete goals and objectives for future development and projects. The plan will amplify quality of life for residents while helping attract visitors and future residents by highlighting unique features of the community. The plan will include identifying strategic partners in the local community, the Adirondack region and beyond who can help the community attain these projected goals.

This plan will set the stage to execute transformational projects. It will identify barriers to economic growth and recommend local solutions. The plan will assist in identifying and securing grant funds for future project implementation.

The scope will include public outreach, citizen surveys, stakeholder and community meetings, and economic analyses. The cost will be \$70,000 and will take approximately 12-24 months to produce. Once finalized Town leaders and other stakeholders will initiate implementation and ensure progressive development of plan goals. Long Lake will commit \$35,000 in cash to develop the plan. It will heavily involve citizens, stakeholders and business owners. As a long-range policy document, the plan will address the community's needs in a cohesive, transformational, sustainable and replicable manner.

### **Current Plans and Conditions**

Initiation. Meet with Comprehensive Plan Project Advisory Committee (“PAC”) to establish roles and project schedule and determine communication protocols. The PAC will start the Request for Proposal (“RFP”) process for a comprehensive plan as the first order of business. A consultant should be selected by the beginning of June. Consultant will work on the plan by end of June. Summer and fall will be dedicated to public solicitation and information gathering. The plan should be reviewed by the public, and the town board, receive feedback, be completed and plan will be adopted in 2020.

Current plans, Issues and Ideas. During the first three months of the project the consultant will be engaged in soliciting feedback from the public, partnering communities and other organizational stakeholders. The consultant will be tasked with a review of regional and local plans and on-going activities, identify issues/problems, and explore ideas for the future with the Project Advisory Committee, Town Officials, Town Department Heads and key stakeholders.

Complete Community Profile. Based on Census from 2010 and census data and estimates, evaluate trends impacting the community. Additionally, include an overview and inventory of public infrastructure serving the town.

### **Formulate Community Direction**

Develop a description of what the Town seeks to be in the year 2040. Provide goals, objectives and a clear and implementable action plan. The comprehensive plan will overlap with many of the North Country REDC’s eight key strategies and will focus on the tourism economy, seeking to diversity its portfolio and accelerate private investment. This effort will also coincide with the REDC’s goal of elevating global recognition of the unique style the North Country can provide. The comprehensive plan will attract and nurture entrepreneurship. The plan will establish a clear and predictable direction for the Long Lake making Town more amenable to investment and development. The plan will focus on expanding economic opportunities for residents and workers by evaluating the best path forward to improving the Town’s infrastructure.

Vision statement, Goals and Objectives. Work with Town to formulate a “vision for the future” based upon community input. Vision should help shape or retain the character and appearance of the Town.

Develop an Implementable Action Plan. Based upon the community’s vision, goals and objectives, an action plan will be developed that accounts for the community’s capacity, costs, and implementation timeframes. Additionally, a framework for the organizational structure necessary to guide implementation of the completed comprehensive plan should be included.

Host Community Meeting / Outreach. A community meeting detailing the community profile, trends, a draft vision and draft goals and objectives will be held to help prioritize goals, objectives and actions.

### **Draft Comprehensive Plan**

Draft Plan. Prepare a draft plan that builds upon the steps outlined above at a minimum.

### **Final Steps**

Draft Review. Review the draft plan with the Town Board at a public meeting.

Final Comprehensive Plan Report. Based upon comments received and direction from the Project Advisory Committee, prepare the final plan document.

Prepare SEQRA Documents for Adoption.

### **Final Deliverables**

- 1.) Comprehensive Plan document that will serve as a guide for Long Lake's development over the next 20 years. The plan will guide Long Lake's efforts to stimulate economic development, promote business growth and retention and implement several quality of life improvement projects. The plan will maximize its natural resources and recreational assets. It will ensure highest quality of life for residents, ensure a viable environment for investment and attract tourism as a driver of economic activity. including topical items, supporting maps and graphics, including a future land use map. Text and maps shall also be provided in digital format(s) for GIS and reproduction purposes.
- 2.) 20 Hard copies of the final comprehensive plan will be provided by the consultant.