Tioga County 2021 Municipal Training

WORKING WITH DEVELOPERS TO FOSTER INVESTMENT IN THE COMMUNITY

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MRB | *group*

www.mrbgroup.com

Objectives

- Identify developer-friendly best practices

- Outline municipal procedures

- Outline best practices to encourage investment and create strong communities

Introduction

Working With Developers:
Why It Matters

- Saves time and money
- Creates consistency
- Sets expectations
- Developer-friendly community
- Ability to work toward a shared vision for development

(1)

INTERNAL PROCEDURES

Reviewing Boards

- PB and ZBA stay up to date with training requirements
- Adopt Rules of Procedure
- Set Board meeting dates

Calendars & Schedules

- Review procedures

- Set application submittal deadlines

- Know your referral requirements

- Create a calendar

2021 BOARD CALENDAR
Meetings dates & times are subject to change

TOWN APPLICATION DEADLINE [1] 12:00pm	SENECA COUNTY PLANNING BOARD[2] Meeting: 7:00pm	HISTORIC PRESERVATION COMMISSION Meeting: 7:00pm	PLANNING BOARD Meeting: 6:00 PM	ZONING BOARD OF APPEALS Meeting: 7:30pm
January 25, 2021	February 11, 2021	February 23, 2021	February 25, 2021	February 25, 2021
February 22, 2021	March 11, 2021	March 23, 2021	March 25, 2021	March 25, 2021
March 22, 2021	April 8, 2021	April 27, 2021	April 22, 2021	April 22, 2021
April 26, 2021	May 13, 2021	May 25, 2021	May 27, 2021	May 27, 2021
May 24, 2021	June 10, 2021	June 22, 2021	June 24, 2021	June 24, 2021
June 28, 2021	July 8, 2021	July 27, 2021	July 22, 2021	July 22, 2021
July 26, 2021	August 12, 2021	August 24, 2021	August 26, 2021	August 26, 2021
August 23, 2021	September 9, 2021	September 28, 2021	September 23, 2021	September 23, 2021
September 27, 2021	October 14, 2021	October 26, 2021	October 28, 2021	October 28, 2021
October 25, 2021	November 11, 2021	November 23, 2021	November 25, 2021*	November 25, 2021*
November 22, 2021	December 9, 2021	December 28, 2021	December 23, 2021*	December 23, 2021*
December 27, 2021	January 13, 2022	January 25, 2022	January 27, 2022	January 27, 2022

Application Forms

Complete Application Forms

- Clear identification as to what the application is for

- Calendar or Schedule of PB & ZBA meeting dates

- Application specific materials
- Checklist

- SEQR Form

- Signatures

Accessible

- Website

- Development Office/ Codes Office

(2)

KNOW AND DEFINE YOUR VISION

Visioning

- Comprehensive Plan
- Design Guidelines
- Design Standards
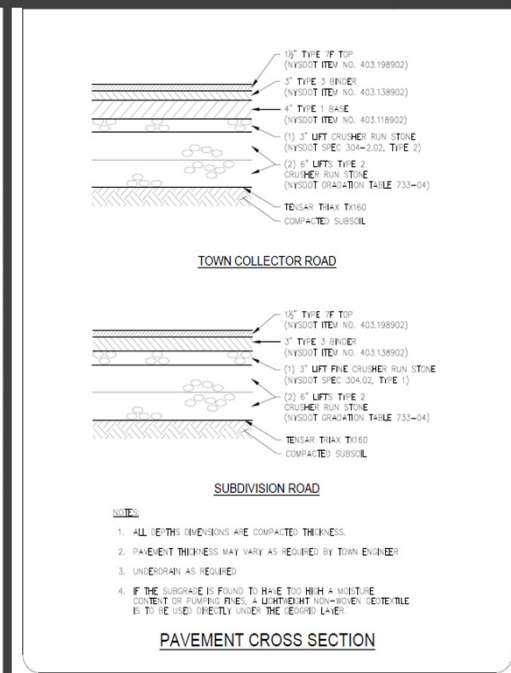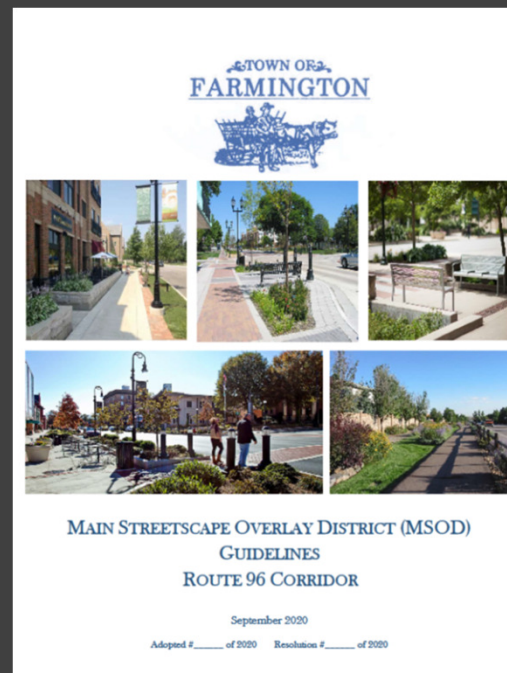- Zoning code – integrate objectives

Comprehensive Plan

- Comprehensive plans are a 10-20 year vision. Should be updated every 10 years

- A comprehensive plan becomes a Litmus test for decision making:

  ❑ Does this request support the plan's vision of our future?

  ❑ Zoning and planning must be legislated and enforced "… in accordance with the comprehensive plan."
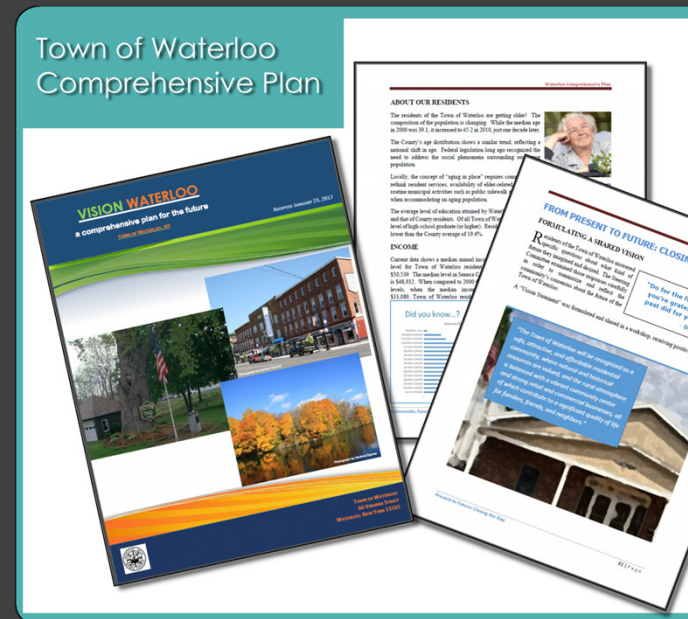
Design Guidelines & Standards

- The criteria established is intended to provide minimum standards to serve the best interests of the municipality.

- This information is provided to aid in the submission of material in a uniform manner and attempt to expedite the various review and approval procedures.

TOWN OF FARMINGTON

MAIN STREETSCAPE OVERLAY DISTRICT (MSOD)
GUIDELINES
ROUTE 96 CORRIDOR

September 2020

Adopted #_____ of 2020   Resolution #_____ of 2020

TOWN COLLECTOR ROAD

SUBDIVISION ROAD

NOTES:
1. ALL DEPTHS DIMENSIONS ARE COMPACTED THICKNESS.
2. PAVEMENT THICKNESS MAY VARY AS REQUIRED BY TOWN ENGINEER.
3. UNDERDRAIN AS REQUIRED.
4. IF THE SUBGRADE IS FOUND TO HAVE TOO HIGH A MOISTURE CONTENT OR PUMPING FINES, A LIGHTWEIGHT NON-WOVEN GEOTEXTILE IS TO BE USED DIRECTLY UNDER THE GEOGRID LAYER.

PAVEMENT CROSS SECTION

(3)

STREAMLINED REVIEW PROCEDURES

Pre-Application Meeting

Who?
- Code Enforcement Officer
- Highway Dept. Rep
- Public Works Dept. Rep
- Project Applicant (developer or representative)
- Elected Official (Supervisor/Mayor/)

Why?
- Gain insight into the proposed project
- Better understand the intent of the developer
- Communicate the developer's responsibilities
- Communicate the process
- Save time and money
- Build trust between developer and community

*Note that this is not mandatory unless otherwise included in your code

Pre-Submission Presentation

Application Submission
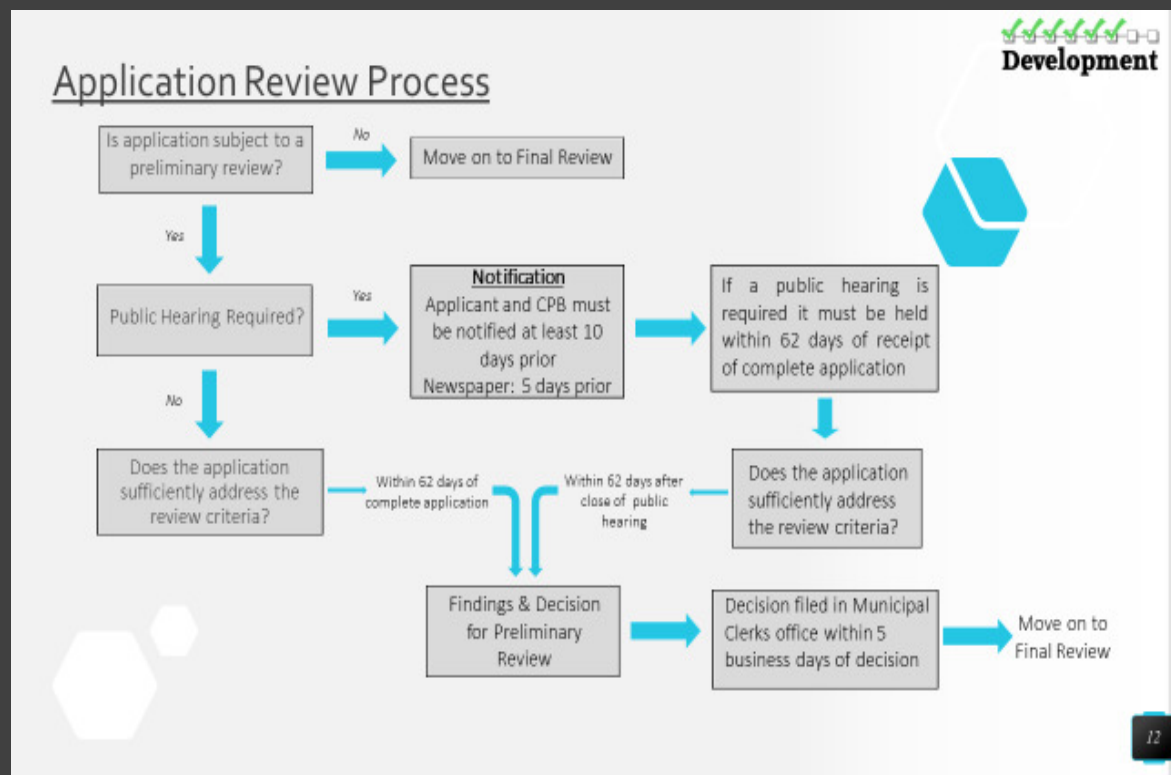
Common Elements:

- Application Form – Completed & Signed?

- Fees submitted?

- Sketch or Preliminary Site Plan (or if a one-phase review, Final Site Plan)

- Narrative of intent and demonstrating compliance with local plans

- SEQR Form

Application Review Process

KNOW THE CALENDAR

- Where is it going?

- Is a Hearing required?
  When?

- Is a County referral
  required?

Plan Review Committee (PRC) Meetings

Suggested

- Code Enforcement Officer
- Highway Dept. Rep
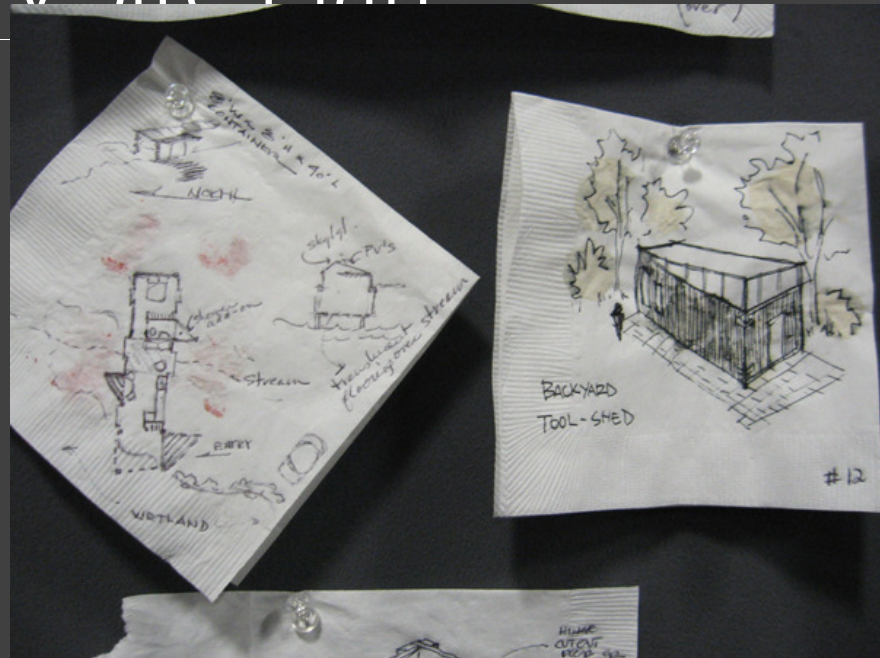- Public Works Dept. Rep
- Planning Board/ ZBA Rep
- Engineer

Optional

- Project Applicant (developer or representative)
- Elected Official (Supervisor/Mayor/)
- County Rep
- NYSDOT Rep
- Fire Dept. Rep

*Note that this is not mandatory unless otherwise included in your code

Sketch / Preliminary Site Plan

Sketch / Preliminary Site Plan

Sketch / Preliminary Site Plan

Basic Layout of the Site:

- Location and dimensions of buildings
- Proposed parking
- Means of ingress / egress
- Screening/Landscaping
- Existing natural features (e.g. wetlands)
- Adjacent land uses
- General location of utilities

Final Site Plan

**A Final Site Plan submittal will include:**

- Location map with existing conditions
- Surveyed information & Topo
- Proposed buildings and layout:
    - Grading & Contours
    - Site Access including ingress and egress
    - Parking and loading areas
    - Utilities including water, sanitary, storm, electric, natural gas, etc.
    - Engineering Reports
    - Stormwater mitigation measures
    - Erosion & Sediment Control Plans
    - Details/ Specifications
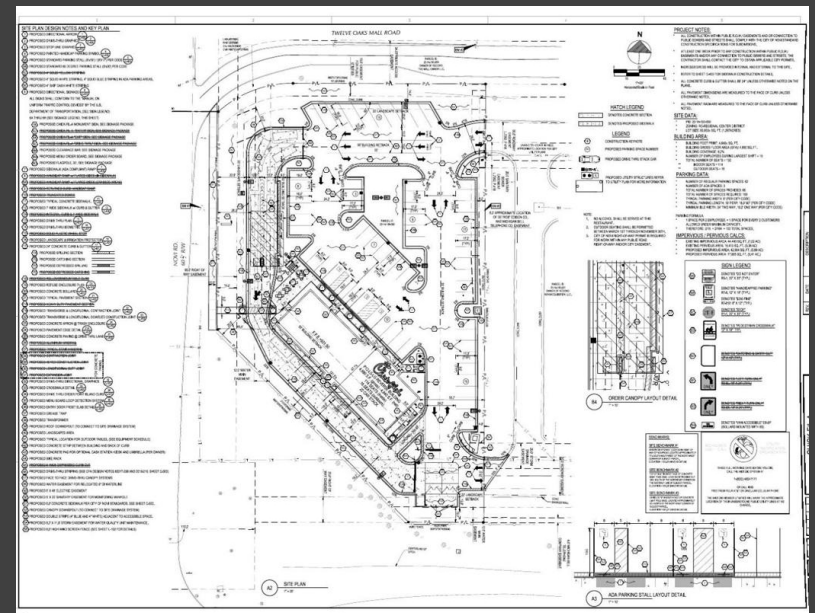
Plan Sheet Examples
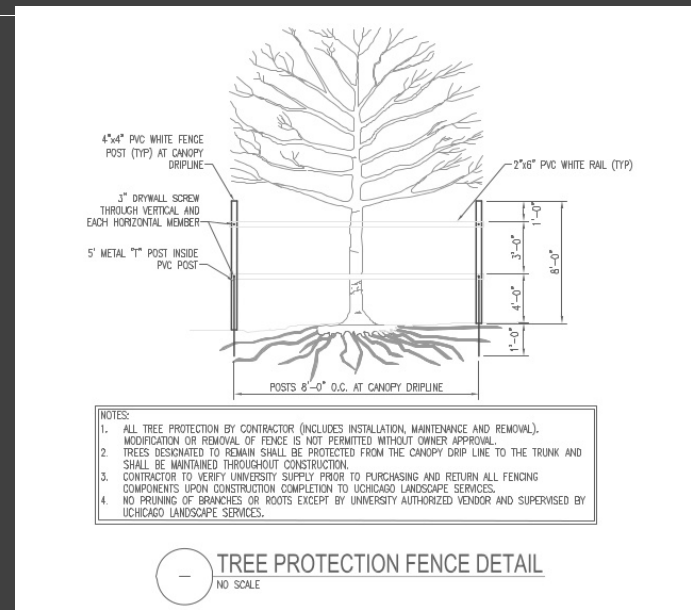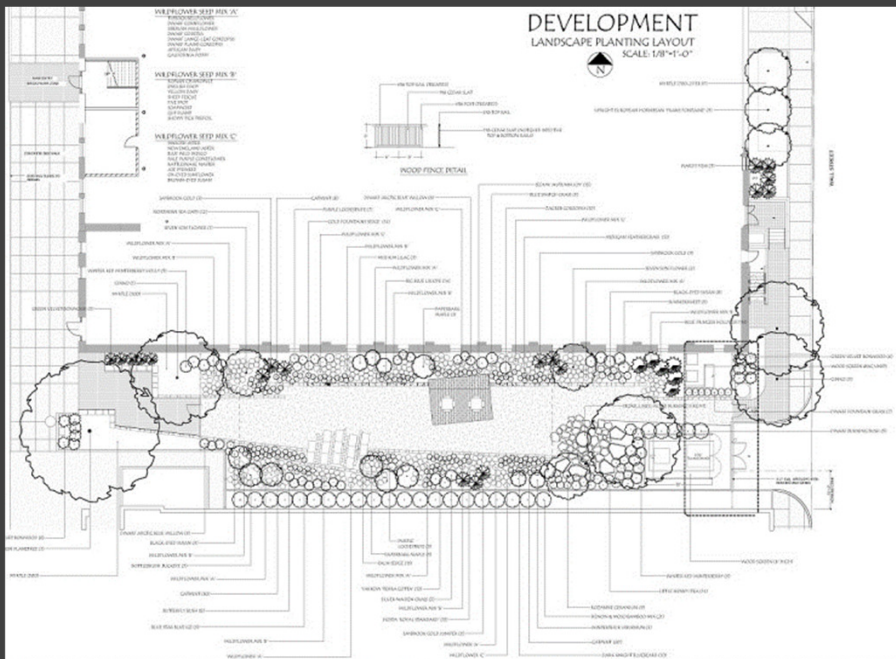
Elevation Example
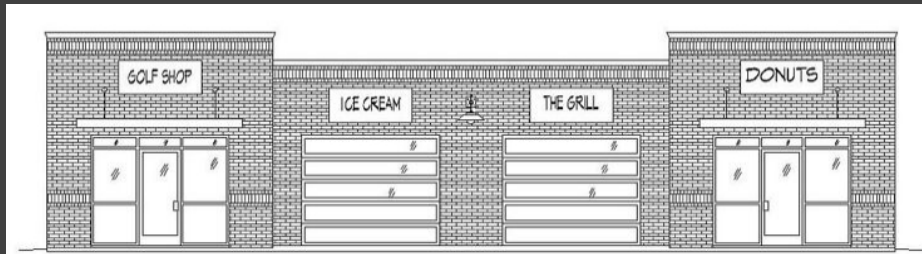
Remember....

Every project that comes before your board <u>MUST</u>:

1. Follow the same procedures and protocol with each applicant

2. Be transparent

3. Maintain a decision-making process that is grounded in the code, that is, as a Board, you can only review and comment on those components that are specified outlined in your review process

4. Projects are compliant with a municipal adopted Comprehensive Master Plan, Design Guidelines or Design Standards, or other adopted long-range planning document

(4)

APPLY BEST PRACTICES TO FOSTER INVESTMENT

1. Building Layout
2. Traffic & Access Management
3. Parking, Internal Circulation, Refuse
4. Landscaping
5. Stormwater Management
6. Lighting
7. Noise
8. Architectural Detail

Pedestrian-Friendly Building Layout

Traffic + Access Management

Limit curb cuts
Sight distance
Pedestrian safety
Shared access
Intersections
Side road access
Internal roads
Parallel access roads

Parking, Internal Circulation + Waste Management

Limit parking in the front of the building

Encourage parking to the rear or the side

How do pedestrians get safely from Point A to Point B?
Have you considered users of all ages and abilities?

Consider where waste receptacles will be placed in context of parking, pedestrians, etc.
Noise, smell – for people and animals
Waste pickup – ingress/egress for trucks
Options to conceal or enclose

Landscaping – Parking Areas

Landscaping – Parking Areas

"Purposeful landscaping"
Creative and interesting site design
Green infrastructure for stormwater management

Landscaping - Streetscape

"Purposeful landscaping"
How does it tie into the rest of the streetscape?
Can it be maintained?

Stormwater Management

Lighting

Lighting

Dark Sky compliance for fixtures
Encourage LED lighting for energy saving, longer life, and better color rendering (how you see color)

Noise

What we thought we were getting…

What we got!

Architectural Detail

Review what your code requires for exterior detail, particularly if you are in a historic district
Reverts back to building layout and site orientation

(5)

FINAL THOUGHTS

1. Set expectations early in the process (i.e. Pre-Application Meeting / Conference)

2. Stay true to your code and be willing to enforce it in the process

3. Leverage the SEQR process to determine potential adverse impacts

4. Understand and enforce your Comprehensive Plan, Design Guidelines, etc.

5. Consult your regional agencies and design experts

And last but not least…

ENFORCEMENT IS KEY

As a condition, you may require that all approval conditions associated with the development must be met to the extent practicable prior to the issuance of a Certificate of Occupancy or Compliance

QUESTIONS

THANK YOU!

Contact:
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