



REQUEST FOR PROPOSAL (RFP) SOLICITED BY

THE VILLAGE OF BALLSTON SPA, NEW YORK

FOR

VILLAGE COMPREHENSIVE PLAN

RESPONDER DUE DATE: February 2, 2022 @ 4:00 P.M

ISSUE DATE: DECEMBER 13, 2021

Designated Contact: Karen Martell, Chair Comprehensive Plan Steering
Committee karenmartell27@gmail.com

Submissions to Liz Kormos, Trustee
66 Front Street, Ballston Spa, NY 12020
TrusteeKormos@villageofballstonspa.org

A. Introduction

The Village of Ballston Spa, New York is in search of a qualified professional planning consultant (Consultant) experienced with municipal comprehensive plan development and zoning to submit a proposal. The Village has completed the existing conditions portion of the comprehensive plan with a technical assistance grant from CDTC and CDRPC. The Village has also recently completed an Economic Development Plan with Saratoga Prosperity Partnership and is in the process of developing a transportation plan (Pedestrian and Bicycle Master Plan and Linkage study) under a grant from CDTC. The Comprehensive Plan Steering Committee (Committee) will be conducting on-going public discussions exploring current conditions and developing guidelines for future decision making. The Consultant will review existing work, gather public input necessary to complete the plan and work with the Committee to plan and present the full Comprehensive Plan to the Village Board for approval.

The last Comprehensive Plan was completed in 1993. The project methodology must include a thorough and collaborative effort that both builds on the existing body of work recently accomplished and being developed by the Village and engages a variety of stakeholders. The process will culminate in an integrated Comprehensive Plan document for consideration by the Village Board of Trustees that reflects the long-term vision, goals and policies of the community and provides a guide for future decision makers

B. Community Description

The Village of Ballston Spa was settled in 1787 and remains a unique destination with a historic downtown. Ballston Spa was incorporated as a village in 1807. The Village was once a major spa destination in the early 1800s. As it declined as a resort community it became a major industrial center manufacturing a range of goods. After the decline of waterpower, it became an agricultural hub that sent food to growing cities. For a generation after WWII, village prosperity was tied to jobs in Schenectady's GE and Alco. It is now known as a walkable community with a pedestrian-oriented street layout.

Ballston Spa is one of the few intact villages in the Capital Region. It has retained for over a century its police, fire, library, judicial, educational, public works, retail sector, post office, lighting, and traffic regulation services. Residents, ranging from the wealthy to those who are not, find themselves interrelating with one another as they cross paths, many on a first-name basis. Ballston Spa seems to have the proper population mix and number which provides pools of talented people and a cross-pollination among organizations. Citizens of all ages work with dozens of not-for-profit entities, enriching lives in the village and far beyond its borders. Its neighborhoods have distinct flavors but are too small to allow any one of them to be segregated from others. As an intact village, Ballston Spa offers residents a very family-friendly environment with excellent schools, school age childcare and a full recreation program. It is not by accident the community is described as a strolling village of friends. It is this characteristic that attracts people to relocate here and to visit.

When it was the center of a farming community, residents of the Towns of Malta, Ballston, Milton, Galway, and Charlton identified with the Village. Currently, the Ballston Spa Community is mostly defined by its school district, which has its offices and schools in or adjacent to the Village, and to a lesser degree, its zip code. However, for over a generation, most residents of Malta use their town's name with Ballston Spa's zip code, in contrast to residents of Wilton and Greenfield in zip code 12866, who use Saratoga Springs.

The 1.6 square mile Village, with a population of 5,276 in 2018, is the Saratoga County Seat and lies within two towns: Ballston and Milton. New York State Route 50 (Church, Milton, and Doubleday Avenues), a

north-south highway between Schenectady and Saratoga Springs, passes through the village and intersects New York State Route 67. County Road 63 (Malta Avenue) and NYS Rte. 67 leave the village connecting it to U.S. Route 9 and Interstate 87 (The Northway). Ballston Spa has many independent small retail businesses, restaurants, and service establishments. Over 14,508 vehicles travel through the Central Business District each day.

Three years ago, Ballston Spa's government found itself with extensive delayed maintenance and insufficient funds. It has since been focusing on fiscal concerns and building a framework necessary to fully serve its residents. An updated Comprehensive Master Plan is part of that latter effort.

C. Comprehensive Plan Purpose

The Village of Ballston Spa intends to prepare and adopt a Comprehensive Plan (in compliance with NYS Village Law) which will help anticipate and respond to changing conditions, especially those caused by climate change and the information revolution. The plan should utilize sustainable and smart growth practices that integrate social, economic, and environmental considerations to prepare for future needs, while preserving the historical and architectural significance of the community and maintaining or improving the quality of life for its residents. Ballston Spa intends that the Comprehensive Plan be a document that provides a basis both for land use in the Village and all other future governmental decision-making and acts as a promotional document by assuring those interested in residing or investing in the Village that the community is guided by a cogent and practical plan.

The Comprehensive Plan will become an official policy document for the Village. It will be a guide for evaluating proposed projects and programs and for considering amendments to Ballston Spa's policies, regulations, and local laws.

The Comprehensive Plan will also be used by (a) Federal, NYS, and Saratoga County officials when determining funding of a local project or program, (b) bond agencies, (c) business owners/merchants to assist in their decisions, and (d) Ballston Spa residents, boards, commissions, and administration to have coordinated goals for the Village's future and to establish a benchmark to evaluate how well the Village is responding to its goals and objectives established in the Comprehensive Plan.

D. Background and Project Goals

A variety of current planning activities provide an essential background and context to the future Comprehensive Plan. The Village's goal is that the Consultant successfully integrate the underlying data, analysis, Committee's work product, community input and relevant recommendations and action plans into a Comprehensive Plan that reflects the vision and goals of Ballston Spa into the future.

To gain efficiency as well as avoid duplication of already completed existing conditions and tasks, the Village stresses that all relevant data, mapping, public input, and relevant goals and recommendations already compiled from recent activities be fully utilized as a foundation of the comprehensive planning effort. Activities that are recent or currently underway will provide much of the foundation for the Comprehensive Plan and are listed chronologically (see L. for Reference Materials):

- **Village of Ballston Existing Conditions Report (2021) completed by the Capital District Regional Planning Commission (CDRPC) and Capital District Transportation Committee (CDTC)** CDRPC and CDTC provided technical assistance consisting of key mapping, economic and demographic data, prior plan review, and matrix of prior plan recommendations, which was vetted and edited by the

Committee and will serve as an important foundation for the community discussion and planning to take place within the Comprehensive Plan process.

- **Pedestrian and Bicyclist Master Plan and Linkage Study** (currently underway)
- **DEC Urban Forestry Tree Inventory and Management Plan** (currently underway)
- **Economic Development Plan (2020)**- Saratoga Prosperity Partnership
- **Commercial Revitalization Plan (2003)**- Camoin Associates
- **On-going meetings of the Committee relating to various Village concerns**

E. Scope of Work

The Selected Planning Consultant will be asked to meet and report to the Committee. Committee members were selected by the Village of Ballston Spa Board of Trustees to represent a cross-section of Village residents and stakeholders. The meetings with the Committee will be held on Zoom-two times a month, generally the first and third Thursday, will be open to the public, and will be recorded. The required tasks will include at least the following, each of which should be performed in close coordination with the Committee and within the context of the Village's goals, (i) ensure a vibrant, walkable downtown area, (ii) spur economic and smart growth, (iii) preserve the Village's historical, natural, and architectural character, (iv) preserve and enhance the quality of life for all classes of residents, and (v) anticipate changes to the economic, social, and environmental conditions over the next 10 to 15 years.

Consultants may respond individually or as a member of a team or both to the tasks described below. The Village reserves the right to negotiate any and all elements of this project. The Village reserves the right to award all tasks to the consultant team as submitted, including subconsultants of a team, or to individual consultant submittals allowing the Village to create a team, based on the Village's selection.

Task 1- Community Engagement

Consultants should describe their proposed overall approach to community engagement and detail the techniques to be used relative to each aspect of plan development, incorporating the scheduled Committee meetings and resultant community input on the public comment pages. Consultants should specify the use (if any) of surveys, the number of public meetings, open houses, workshops, "tent" events, or other events to be held during the project process, and other creative ways to engage the community.

1. Develop and present, as a supplement to the Committee's work, if deemed needed, a public outreach and engagement plan. This will take into consideration the significant community input received in recent years through the Village's ongoing efforts described above, but may include and not be limited to, meetings with various Boards, Departments, and groups to gather information not already gathered. Consultant should work closely with the Committee to coordinate public outreach.
2. At least two public work sessions shall be engaged in with the Committee in creating a vision of the future of the Village as it pertains to land use, Village resources, and quality of life.
3. The Village website and social media pages should be used in disseminating information related to the Plan. The Consultant should also collaborate with Village staff and Committee.
4. The Consultant shall attend meetings with the Committee, Village staff, residents, developers, landowners, appointed and elected officials, and other stakeholders and be prepared to

document those meetings. The Consultant should also prepare and conduct presentations as appropriate.

Task 2- Comprehensive Plan

Objective

The Plan will guide decisions affecting the physical development and redevelopment within the Village. The process for the Plan will be critical to its success and must ensure that the final document reflects the desired vision for the community as determined by residents, landowners, business leaders, appointed and elected officials, and other stakeholders through community participation. The Plan will be a guiding document and present a vision and goals reflective of the community's unique natural character and provides a clear process, together with specified objectives, policies, and strategies, to guide the Village to build upon its strengths while becoming a community able to meet future challenges head-on by balancing the needs of all its residents and businesses to foster the community's vision.

Overall, the Comprehensive Plan should articulate a shared community vision and desired future, define various long, medium, and short-term goals and objectives, and provide guidelines for decision making within each of the below-listed focus items, as they relate to those goals and objectives. Strategies for implementation linked to specific goals and objectives shall be identified by the blueprint. The document shall include an implementation and action framework outlining specific steps, roles, responsibilities, projected time frame, and performance measures to accomplish the identified strategies. The selected consultant, in conjunction with the Committee, should also take into consideration the Village's unique history, identity, character, and values while addressing each aspect of the Comprehensive Plan.

The Comprehensive Plan is expected to focus on, at minimum, the following themes:

- Response to effects of climate change and the information revolution
- Government responsibility for its buildings, parks, utilities, and storm water management
- Relationship of built environment to Village character and uses by residents, businesses, and visitors
- Actual residential uses vs. permitted uses and lessons for preparing future regulations
- Village's position in the Capital Region's economy and what it means for future investment by residents and businesses.
- Social and Community Cohesion and Quality of life issues
- Overall effect of community wealth and the government's ability to raise funds.

These focus areas are topics of planned meetings of the Committee over eight months, with a separate subject for each month. The selected consultant is expected to insert itself (in person or virtually) into the meeting schedule at the earliest possible time, preferably by leading discussion during the second meeting of each month. It is anticipated those second meetings will develop decision-making guidelines to be used in the resulting plan. See the attached schedule of meetings and topics, which is made a part of this RFP.

Overall, the Consultant shall appropriately identify future challenges and opportunities that the Village may face within these themes and beyond, and develop strategies, policies, and recommendations to address these challenges and opportunities. The work shall integrate into the Comprehensive Plan

sustainability principles and practices, including recommendations for resiliency to climate change, information technology, and other appropriate environmental and technological conditions.

Task 2A. Project Initiation and Management

The Plan will require effective coordination with staff and the Committee. The Committee will work with the Consultant in analyzing data, reviewing deliverables, and coordinating with involved Village stakeholders. The Committee will provide overall guidance throughout the effort.

As part of its proposal, the Consultant shall present a proposed project schedule with estimates for each task's duration, related deliverables and community engagement elements, costs, and proposed completion date. The Consultant shall conduct a meeting with the Committee as soon as practical after signing a fully executed contract with the Village. The meeting objectives will be to validate the proposed project schedule and approach to project management, lines of communication, and an initial discussion of data, its analyzation, and other information needs. It is expected that the Plan will be completed by the winter of 2022.

Task 2B. Community Profile

The review should include analysis of current studies and identification of elements that should be incorporated into the plan.

- Review the existing Comprehensive Plan (1995), Commercial Revitalization Plan (2003), Economic Development Plan (2020) and scope of work for Pedestrian and Bicycle Master Plan and Linkage Study (2021). Effort should be focused on integration into Comprehensive Plan work products, exiting plans and studies, on-going meetings of the Committee, and public comments on Committee subjects. All of the above may be accessed on the Committee's page on the Village web site.
- Review the existing code and Mayor's Ad Hoc Zoning Committee report (2020)
- Collect necessary relevant data, to the extent not already available or provided by the Committee, from the Village and other organizations that have agreed to assist the Village to describe existing conditions in relation to land use and other matters. This effort is anticipated to be greatly reduced and should utilize all recently compiled data, mapping and public input garnered through the Economic Development Plan, and Comprehensive Plan Existing Conditions Report, and Committee efforts.
- In addition to the items identified above, the Village is open to suggestions which the Consultant believes will be of value in producing a viable Comprehensive Plan.

Task 2C. Address Priority Issues

In addition to meeting the broader goals of the comprehensive plan described above, the consultant shall provide input and recommendations on issues currently facing the Village.

1. Topics to be included in the final Comprehensive Plan:
 - a. Establish a definition of "community character" – As infill development occurs adjacent to established neighborhoods an understanding of how to define and apply preservation methods of community character during the land use review process will assist in minimizing potential impacts of new development.

- b. Historic Preservation – The Ballston Spa Historic District was established in 1999. Further exploration of a local historic district or historic standards for future development within the district should be explored. Other measures to implement historic preservation village-wide should be discussed with the community.

Task 2D. Articulate Community Goals and Implementation Framework

1. Set achievable goals that are ambitious in nature to propel the prosperity and livability for all socio-economic classes of the community in a positive direction.
 - a. These goals should be set at short, medium, and long-term timeframes.
 - b. The consultant shall propose a detailed implementation framework, with strategies paired with these goals, policies, and objectives.
 - c. The implementation framework or action plan shall also identify project champions and potential funding sources, guidelines for decision makers, and performance measures.

Task 2E. Comprehensive Plan Work Products

1. Complete Comprehensive Plan - The draft Plan shall be prepared in a user-friendly format that is easily navigable for all persons wishing to utilize it.
 - a. Meet all the Village’s functional requirements: consistent, integrated look, feel, and aesthetics that accurately represent and respect the Village of Ballston Spa.
 - b. The selected consultant should fully utilize images/photographs, maps, tables/charts, renderings, and other graphics that enhance the user experience.
 - c. The Village has a strong desire for a planning document that will serve as a regular reference guide for Village staff, officials, partner organizations, and the Village as a whole. Plan recommendations should identify guides for near term actions as well as long-term policy decisions and funding sources and implementation mechanisms should be identified where possible.
 - d. In addition to the standard hard copy format, the Plan must be in web-based interactive format, so the document is actively used.
2. The final Plan shall contain the elements necessary for adoption by the Village according to NYS law.
3. Provide high quality, printed and electronic copies of the final Comprehensive Plan and any graphics, maps, and databases created during the project must be given to the Village of Ballston Spa with no copyright restrictions.
 - a. Includes original images/photographs, maps, tables/charts, renderings, etc.
 - b. The selected consultant must provide original documents, as well as final PDF versions created during the project: Word documents, Excel files, GIS files/layers, etc.

Task 3- Support Plan Adoption Process and Prepare Final Plan

A Final Plan document will be prepared by the Consultant based on feedback received on the draft plan. The Planning Board will review the final plan and the Village Board will ultimately formally adopt the plan. Consultants should assume completion of this task will require several drafts and comments, presentation

to the Committee, public open house, public hearing, etc., and should also include these activities as part of the proposal:

1. SEQR- prepare all necessary documentation and process the plan through the State Environmental Quality Review (SEQR) regulations. The Proposal should describe the firm's approach to SEQR compliance on the project.
2. Circulate the draft Plan to the other Boards and Committees, as well as make it available to the community for comments and suggestions.
3. Coordinate with the Committee to hold public community work sessions convened to review the draft plan.
4. Revise the draft plan in response to comments and suggestions received in the work sessions and prepare a final plan

F. Fees

Consultant should provide a separate fee for tasks 1, 2, and 3. A separate fee for each Task shall be provided so the Village can evaluate all responses comparatively. The Village reserves the right to award all tasks to the consultant team as submitted including subconsultants of a team, or to individual consultant submittals, allowing the Village to create a team based on the Village's preferred selection. The selected consultant(s) shall work with the Village to develop a formal scope of services.

G. Proposal Format and Requirements

Proposals should contain the following information:

1. Title Page: Provide the name of your firm, address, telephone, and name of contact person on a title page.
2. Letter of Transmittal: Provide a complete statement regarding the understanding of the project and your interest in working with the Village of Ballston Spa on the Plan. The transmittal letter shall be signed by a duly authorized officer or agent empowered with the right to bind the consultant submitting a proposal for consideration. (max. 1 page)
3. Firm Background: Provide information on the size, location, available resources, and brief discussion on past experiences related to updating comprehensive plans, and/or the specific task addressed in the proposal. (max. 2 pages)
4. Project Team: Identify the project team (including sub-consultants and associates) and provide a statement of qualifications for each individual, including information such as: education, professional registrations, area of expertise, and years of service in their respective field. Identify the project manager with overall responsibility for the effort and communication with the Village and include an organization chart. (max. 5 pages plus organization chart)
5. Work Samples: List and provide in electronic format only (either a webpage link to the document or other electronic format) three (3) examples of comprehensive plans for communities similar to the Village of Ballston Spa, or other applicable writing samples and work products recently completed by your firm. Identify the client and contact information. (electronic only).
6. Methodology and Approach: Provide a description of the method and approach your firm intends to utilize to complete the Plan. (max. 2 pages).

7. Understanding of Ballston Spa: Provide information that demonstrates your understanding of the Village of Ballston Spa generally and the unique issues facing the Village specifically. Identify how the Village's background and issues will impact the methodology and approach to the Plan. Identify experience in preparing comprehensive plans for municipalities in Home Rule States such as New York. (max. 1 page)
8. Schedule: Include a detailed phasing and task list and estimated completion time of each task. The schedule shall include an estimated duration for each proposed task. Provide an estimated start date and completion date of the Plan based on an estimated consultant selection date of February 24, 2022 and Committee meeting schedule. (max. 1 page)
9. References: Submit names, e-mails, and telephone numbers of other municipal officials that we may contact to verify performance on projects recently completed by your firm as identified under the Firm Background section of the proposal submittal. (max. 1 page)
10. Verify Firm Capacity: Provide a statement verifying your ability to begin work on the Plan and complete the tasks within the timeframes identified in the Methodology and Approach section of the submitted proposal based on your firm's current workload and capacity.
11. Cost Proposal: Submit a not-to-exceed cost breakdown and proposal of the Plan process, including travel and material expenses, for the work identified by the consultant in the Methodology and Approach and Timeframe sections of the proposal submittal. The costs should be broken out with separate amounts provided for completion of Task 1- Community Engagement; Task 2- Comprehensive Plan; Task 3- Support Plan Adoption Process and Prepare Final Plan. The cost proposal shall include hourly not-to-exceed rates for each category of staff involved. (max. 1 page)
12. Supporting Information (Optional): Provide other supporting information you feel may help us further evaluate your qualifications and fit for completing the Plan (max 1 page, plus optional electronic appendices)

H. Tentative Schedule

The tentative schedule for this Request for Proposals is as follows:

- Release of RFP: Monday, December 13, 2021
- Deadline for Questions: Monday, January 10, 2022
- Indicate intention to respond to RFP: Wednesday, January 12, 2022
- Question Responses and/or Addenda to RFP: Wednesday, January 19, 2022
- **Proposal Submission Deadline: Wednesday, February 2, 2022 4 PM**
- Selection Committee Reviews Complete: Thursday, February 10, 2022
- Schedule Consultant Interviews: Week of Tues. Feb. 15 to 22, 2022
- Selection of Consultant: Thursday, February 24, 2022

I. Selection

Submitted proposals will be evaluated based on the following criteria:

- Qualifications and experiences of the Consultant firm/team, key personnel, and the personnel who will be working directly on the project,

- Demonstrated understanding of overall goals and objects of the plan and ability to perform plan tasks,
- Record of past performance on similar projects/reference checks,
- Demonstrated ability to work with professional and volunteer staff and boards,
- Demonstrated ability to complete task on time and within the budget,
- Cost-effectiveness of the proposal.

This RFP does not commit the Village to select a consultant, to pay any costs incurred in the preparation of this request, or to produce or contract for services. The Village reserves the right to accept or reject any or all RFPs received because of this request, or to modify or cancel in part or in its entirety the RFP if it is determined the best interest of the Village to do so.

J. Questions

Questions should be directed to Karen Martell, Chair of the Comprehensive Plan Steering Committee, by email only karenmartell27@gmail.com no later than January 10, 2022

K. Submittal Requirements

The consultant shall submit one (1) unbound, single sided original, and one (1) digital copy of the proposal submittal with required electronic data.

The deadline to submit proposals is no later than February 2, 2022 at 4:00 PM.

The proposal should be submitted in a sealed envelope labeled “RFP: 2022 Comprehensive Plan Proposal” and delivered to:

Village of Ballston Spa
 Attn: Liz Kormos, Trustee
 66 Front Street
 Ballston Spa, NY 12020

In accordance with the General Municipal Law and the Village’s Procurement Policy request for proposals for professional services are not subject to competitive bidding requirements.

L. Reference Materials all on Committee’s page at Village website

- Village of Ballston DRAFT Existing Conditions Report (2021) completed by the Capital District Regional Planning Commission (CDRPC) and Capital District Transportation Committee (CDTC)
- Pedestrian and Bicyclist Master Plan and Linkage Study (currently underway) -
- DEC Urban Forestry Tree Inventory and Management Plan (currently underway) – copy of RFP
- Economic Development Plan (2020)- Saratoga Prosperity Partnership -
- Commercial Revitalization Plan (2003)- Camoin Associates -
- Village of Ballston Spa Comprehensive Plan (1995) -
- Village of Ballston Spa Comprehensive Plan (1965) -
- Meetings and minutes of Comprehensive Plan Steering Committee and Public Comments

- Village of Ballston Spa Zoning Code - <https://ecode360.com/9056692> (not on Committee webpage)
- Meeting Schedule of the Steering Committee (Attached)

**BALLSTON SPA COMPREHENSIVE MASTER PLAN
STEERING COMMITTEE
MEETING SCHEDULE
SARATOGA COUNTY SPECIAL FACILITIES BUILDING**

All meetings begin at 7 PM

and

May be accessed by Zoom

(See <https://www.villageofballstonspa.org/comprehensive-plan-steering-committee> for a link to an invite)

NOTE: Each month is devoted to a category of concerns identified by the Steering Committee. The first meeting of the month will collect information [the what] and determine the effects of that information [The how]. The second meeting will seek to understand why those phenomena are important or why they work. From that understanding, guidelines for future decision making relating to the month's topic are to be developed.

GOVERNMENTAL BUILT INFRASTRUCTURE

Thursday, December 2, 2021

and

Tuesday, December 16, 2021

Review condition of various village-owned properties

Village Hall

Police Station/Court

DPW Garage

Library

Eagle-Matt Lee Firehouse

Union Firehouse

Wiswall Park

Iron Spring Park

Kelly Park

Swimming Pool

Memorial Spaces: Civil Sam, Obelisk, Submarine, 9-11.

Assess reasons for current conditions

Suggested Actions

UNCONTROLLED FORCES

Thursday, January 6, 2022

and

Thursday, January 20, 2022

Expected effects of climate change

Population shifts

Weather events

Industries it will damage or encourage

Expected effects of IT changes

Home use

Employment stratification

Retail operations

Residential choices of people

Winners and Losers

Best guesses of future regional economic prosperity

What village should do to prepare for changes

BUILT ENVIRONMENT OF VILLAGE

Thursday, February 3, 2022

and

Thursday, February 17, 2022

Review existing styles and time periods they represent

Explore how buildings relate to decisions to

- Live in the village

- Visit the village

- Invest in a business

The “je ne sais quoi” of Ballston Spa

- Result of lax zoning enforcement?

- How to define it

Maintaining village character

- CBD building heights

- Design standards

- Teardowns

New Structures

- Compatibility with existing structures

- Creation of clean energy

Methods of implementation

HOUSING

Thursday, March 3, 2022

and

Thursday, March 17, 2022

Review of non-conforming residential uses in existence

Reasons for those uses (beneficial and detrimental)

Socio-economic patterns

Optimal percentage of population in rentals- Considerations

Potential changes

- Promote owner occupied houses

- Use of accessory apartments & definition

Encourage different types of neighborhood life
Should condo & other housing types be encouraged
Clean energy sources but minimize visual impact
Business use of homes
Housing for Boomers & Gen Xers

UTILITY INFRASTRUCTURE

Thursday, April 7, 2022

and

Thursday, April 21, 2022

Condition of:

Water system

Sanitary Sewer

Electric grid

Information delivery systems

Changes which may be needed in each area

How to accomplish changes

STORMWATER MANAGEMENT

Thursday, May 5, 2022

and

Thursday, May 19, 2022

Known aspects of storm sewer system

Anticipated rainfalls & effects

Capacity of Creeks and Flood Plain

Soil types and absorption

Determine ultimate needs to handle stormwater

Use of Footes Pond & Kelly Park

Expand Gordon Creek channel

Increase size of storm sewer drains
Use of rain gardens, green roofs, etc.

Setting priorities

ECONOMIC CONSIDERATIONS

Thursday, June 2, 2022,

and

Thursday, June 23, 2022, (**4th Thursday**)

Review SCPP New Wave plan; make additions & deletions
Effect of Saratoga Springs on local economics
Areas outside village affected by village
Airbnb operations in village
Home businesses
Keeping up with IT changes & best use of IT for promotion
Climate change effects on demographics and markets
Parking Constraints

locations for various types of home businesses
Considerations to regulate Airbnb
Flexibility to allow new businesses & different uses
Village's role as economic coordinator & promoter
IT infrastructure
Improving downtown experience
Most important suggestions for action in SCPP Plan

SOCIAL CONSIDERATIONS

Thursday, July 7, 2022

and

Thursday, July 21, 2022

Review diversity: household composition, yearly income, education, labor force, ethnicity, lifestyles, age, and CDRPC existing conditions; resources for aging in place.

Review social organizations in and about the village, their purposes and structural health

Review Transportation Plan- additions & deletions

Review Trees and Park Plan- additions & deletions

Review how village's public spaces are used and by whom

Study technological & demographic changes in near future

Best ways to ensure quality of life for residents

Be welcoming to new businesses, residents

Enhance family activities throughout village

Tax base expansion

Keep diversity in face of rising housing vales

Priorities from Transportation and Trees & Parks Plans

Promotion & support of local organizations.

ARTICULATING A VISION

Thursday, August 6, 2022

and

Thursday, August 18, 2022

What makes Ballston Spa tick?

What are the sources of money brought into the village?

Why are people willing to put their time, money, and energy into being part of the village?

What re-occurring themes has the committee encountered?

What elements should the vision statement cover?

Prepare a vision statement.

ZONING

Thursday, September 1, 2022

and

Thursday, September 15, 2022

Define areas that should have common treatment

What to do with non-conforming uses created after 1949?

Use of overlay districts, PDDs, and transition zones

Use of architectural standards

Preventing zoning from diluting village character

Minimize costs for zoning applicants

Encourage proactive administration without damaging adjacent property values.

How conclusions square with stated vision?

WHERE VISION AND REALITY CLASH

Thursday, October 6, 2022

and

Thursday, October 20, 2022 (Tentative)

Discussion of budgetary restraints, bonding, grants, and other funding sources and prioritize various suggestions of the comprehensive master plan.

Meeting to review first draft of Comprehensive Master Plan with consultant's staff to be announced