

Request for Proposal December 15, 2008

The Village of Croton on Hudson is soliciting proposals from selected consulting firms to assist it in reviewing its current zoning for each of its distinct commercial areas. Your firm is one of those selected to submit such a proposal.

The following provides brief, pertinent background information and sets forth envisioned phases by which the Village expects the selected consultant to proceed and outlines the proposal requirements.

BACKGROUND

The Village of Croton-on-Hudson consists of approximately 4.7 square miles in the rough shape of a triangle, with one leg being the Croton River and another being the Hudson River. With the exception of a major commuter rail-yard complex and a mid-sized County Park, Croton Point Park, the Village is primarily residential in character, with most homes being single residences on small lots. It is estimated that the population, which has generally been slow in growth over the past thirty years, is approaching 8,000. In 1992, the Village adopted a Local Waterfront Revitalization Program (LWRP) that reflected realistic development possibilities and policies to govern them. In 2003, after a 16-month long planning process, the Village adopted a Comprehensive Plan. This plan identified certain goals and objectives and made recommendations for each of the Village's commercial districts. In 2004, the Village adopted the Gateway Overlay Law, which outlined specific zoning regulations and design guidelines for each of the three "gateway" areas of the Village. In 2007 the Village formed the Harmon Business Development Committee, in response to many vacant lots, storefronts, and undeveloped businesses in the Harmon area. In 2008, the committee produced a report outlining certain amendments to the gateway overlay law for the Harmon gateway. In producing this report, the Committee utilized the services of Saccardi & Schiff and Danth.

The Comprehensive Plan outlined four distinct commercial areas in the Village; North Riverside Avenue, the Municipal Place Gateway, the Harmon Gateway, and the Upper Village. Each of these commercial areas is defined by specific characteristics with their own intricacies and challenges for their revitalization.

The Village Board of Trustees is struggling with reconciling conflicting needs of the community. There are empty store fronts and vacant lots in the commercial areas of the Village. The dilemma is how to bring in commercial business and additional retail stores through a combination of zoning amendments, marketing strategies, and improved aesthetics while maintaining the intimate, small-town feel of the Village. The second dilemma is how to take advantage of mixed use zoning (which is currently allowed in the Village's two commercial zoning districts) as a tool for smart growth and revitalization; while maintaining the current population and not burdening the infrastructure.

PHASE I – review existing documentation, zoning requirements of each commercial district, and existing conditions

The consultant will review the following reports and study the existing conditions of the four commercial areas. As part of this phase, the consulting firm will make the Committee aware of planning concepts adopted by other municipalities in New York and elsewhere that might be appropriate for the Village.

| Documentation | Link on Village Website |
|--|---|
| Local Waterfront Revitalization Report | http://www.crotononhudson-ny.gov/Public_Documents/CrotonHudsonNY_Bcomm/waterfront |
| Comprehensive Plan | http://www.crotononhudson-ny.gov/Public_Documents/crotonhudsonny_webdocs/cpindex |
| Gateway Law | http://www.crotononhudson-ny.gov/Public_Documents/CrotonHudsonNY_Engr/gateway |
| Harmon Business Development Committee Zoning Recommendations | http://www.crotononhudson-ny.gov/Public_Documents/CrotonHudsonNY_Bcomm/commercial |
| Report from Saccardi and Schiff | http://www.crotononhudson-ny.gov/Public_Documents/CrotonHudsonNY_Bcomm/commercial |
| Report from Danth | http://www.crotononhudson-ny.gov/Public_Documents/CrotonHudsonNY_Bcomm/commercial |
| Zoning Code | http://ecode360.com/?custId=CR0035 |
| Zoning Map | http://www.crotononhudson-ny.gov/Public_Documents/CrotonHudsonNY_Engr/zoning-map.pdf |

PHASES II–V – Recommendations for the 4 commercial districts - North Riverside Avenue, the Municipal Place Gateway, the Harmon Gateway, and the Upper Village

The consultant should study each commercial district separately and make recommendations for zoning changes, marketing strategies and aesthetic improvements. The consultant will look at traffic impacts, pedestrian impacts, population impacts, tax impacts on both Village and school tax, and impacts on the other commercial areas within the Village.

PHASE VI – Village-owned property

The Village currently owns property at 44 Wayne Street, Municipal Place (known as the former sewage treatment site) and Maple Street (known as the Katz property). The consultant should provide specific recommendations for the future uses of these sites as a way of enhancing the commercial areas where they are located.

Phase VII – preparation of local law for zoning changes and SEQRA

If zoning amendments are recommended the consultant should prepare the necessary local law and all SEQRA documentation.

THE CONSULTANT'S PROPOSAL

The proposal should clearly address how the consulting firm plans to assist the Village through each phase of its work and what the fees will be for each phase. These fees need to include the costs of complying with and preparing necessary documentation for all SEQRA requirements. If the proposal includes steps or phases not envisioned in this letter, please indicate the substance and cost of each such additional step. An estimate of the number of meetings the consultant will attend, including any public hearings should also be included in your proposal. Provide resumes of participating personnel and describe the envisioned role of each person. Finally, a time estimate of the duration of each envisioned phase is required.

CONSULTANT SELECTION

The criteria for selecting the consulting firm or firms shall include:

- The firm's recent experience in similar assignments
- An expertise in marketing as well as planning
- An understanding and sensitivity to local development, quality-of-life, and related issues.