

SUMMARY SCOPE OF WORK

Trumbull Plan of Conservation and Development (POCD) Update

TASK 1: PROJECT INITIATION AND ISSUES SCOPING

1.1 Initial Preparation and Information Collection

- Collect and review current POCD, other relevant plans, studies and data, including GIS data.
- Meet with the Planning and Zoning Commission (PZC) to review the scope of work, review implementation status of current Plan, and solicit comments on issues, challenges, and opportunities facing Trumbull. **(1 PZC meeting)**
- Participate in a community orientation tour, led by staff or the PZC.
- Set up and maintain a project website. The website will be updated as needed, which we expect to be at least every two weeks. We will work with staff and the Commission to determine which elements to provide on the project website, but expect the website might include:
 - Project overview / welcome to the website
 - Information on the current POCD, state statutes about POCDs and other relevant background information
 - Notices of progress and upcoming meetings
 - Project documents that the Commission has reviewed (“library”)
- Prepare a questionnaire for individual board and commission members and department heads to fill out about issues of concern to them. Town staff will distribute and we will collect and we will summarize findings in assessment report.

1.2 Public Workshop

- Prepare publicity materials for the public workshop including a press release, a flyer for the Town to print out, email, post, etc., and other materials to help get the word out about the workshop.
- Hold an interactive workshop for residents regarding significant issues in Trumbull. **(1 Public Workshop)**

1.3 Conditions and Trends

We will update the Conditions and Trends based upon available data. Updated data will include population, population projections, number of housing units, age distribution and other data contained in the current POCD. Additional data on housing, fiscal conditions, jobs and other topics may be collected as necessary.

July 25, 2012

1.4 Assessment Reports

Based on tasks 1.1 to 1.4, we will prepare a report outlining changes since the current Plan was adopted, community issues and priorities, and the implications for the Plan Update. We will meet with the Planning and Zoning Commission to review the report and to determine topics that warrant priority attention. (**1 PZC meeting**).

Task 1 Deliverables:

- Press release for workshop (Word document)
- Flyer for public workshop (pdf and jpg)
- Assessment Report on Scoping (pdf)
- Assessment Report on Conditions and Trends (pdf)
- Meeting summaries (Word document)

TASK 2. PLANNING STRATEGIES

It is our understanding that the Commission intends to add specificity to the current plan and address certain key topics in more detail. Therefore we propose during this task to work with the Commission to refine the vision, confirm goals, and update and expand upon strategies.

Task 2.1. Research and Analysis

Based upon the results of Task 1 and additional research, for each topic in the POCD we will:

- Recommend updated goals.
- Update data, as available.
- Prepare new maps that clearly depict the strategies for each topic area.
- Update the “recommendations” to include short and long term strategies, including possible zoning updates.
- In addition, we would address those specific topics outlined by the Town including:
 - Identify short and long term strategies to enhance the Pequonnock River Trail, including an analysis of shared parking opportunities for the River Trail.
 - Prepare an Open Space and Greenways Plan which depicts existing and potential trail and greenway connections between open space and destinations (e.g., community facilities, retail areas, etc.)
 - Overall review of whether existing zoning districts are helping to achieve the Town’s goals for housing and economic development, and general recommendations on possible zoning updates to better meet goals.

July 25, 2012

We will summarize these items in a report or series of reports for the Commission to review.

Task 2.2 Working Meetings

We would meet up to three times to review our findings and seek direction from the Commission. (**up to 3 PZC meetings**).

Task 2 Deliverables:

- One to three reports (pdf)
- Meeting summaries (Word document)

TASK 3: PREPARE PLANNING PROGRAM AND DRAFT PLAN

3.1 Preparation of Planning Program and Plan Organization

A Planning Program is essentially an outline of the recommended goals and strategies. In this case, the Planning Program will be based on Section 10.2 of the current plan and updated based upon the findings in Tasks 1 and 2. We will meet with the PZC to review the Planning Program to ensure that key elements are covered. We will also provide alternatives for how to organize the Plan to ensure it is user-friendly and compelling. (**1 PZC meeting**).

3.2 Draft the Text of the Plan and Create Plan Maps

- Based on information collected, input from residents and local officials, the Planning Program, and discussions with the PZC, we will prepare a first draft of the full plan update, including mapping. The current Plan will be used as the basis for the updated Plan.
- We will include a review of consistency with the new State POCD and State map. We will identify any discrepancies and outline options for resolving such discrepancies.
- We will meet with the Planning and Zoning Commission up to 3 times to review the first draft and then prepare a second draft of the plan. (**up to 3 PZC meetings**).
- We will prepare an implementation table and work with the Commission to determine priorities for each action.

July 25, 2012

Task 3 Deliverables:

- Draft Planning Program (pdf)
- First Draft POCD (pdf and, as budget allows, printed copies)
- Second Draft of POCD for public review (pdf and, as budget allows, printed copies)
- Meeting summaries (Word document)

TASK 4: PUBLIC REVIEW AND PLAN ADOPTION

4.1 Public Information Meeting

- We will present the draft Plan at a public information meeting. We can help the Town publicize the meeting by preparing a press release and flyers. **(1 public meeting)**
- We will meet with the Commission to review the public feedback and determine additional edits to the plan. **(1 PZC meeting)**
- Update the draft plan and provide copies to the Town so that it can initiate the formal adoption process.

4.2 Adoption Process

- Present the plan at the public hearing on adoption. We will prepare a press release to help publicize the public hearing. Contact local cable access about filming the hearing and providing a link to the on the project website **(1 public hearing / up to 2 meetings if hearing is kept open after first meeting)**
- After the public hearing, we will meet with the Commission to determine final edits, if any, and assist in the adoption of the plan. **(1 PZC meeting)**
- Upon adoption, we will transmit printed copies (amount to be determined by Commission and budget) and a digital version.

Task 4 Deliverables:

- Press release for Public Information Meeting (Word document)
- Flyer for Public Information Meeting (pdf and jpg)
- Memorandum outlining possible edits based on public input (pdf)

July 25, 2012

- Updated draft POCD for Public Hearing (pdf and, as budget allows, printed copies)
- Press release for Public Hearing (Word document)
- Memorandum outlining possible final edits to POCD (pdf)
- Meeting summaries (Word document)
- Final Adopted POCD (pdf and Word document)

ADDITIONAL SERVICES

As part of the POCD process we can produce a companion guide with design recommendations for commercial retail areas and for the conversion of single family homes to commercial uses. The design guide will rely on visuals to convey good design practices by using photographs and graphics to illustrate best practices. The guide will include principles for building massing and bulk, rooflines, materials, lot layout, windows, awnings, signs, streetscape elements, and other aspects of design.

We suggest that the vision and goals are incorporated into the POCD in the Development Strategies. The actual guide can then be a separate document so that it can easily be distributed and updated as needed.

To develop the guide, we recommend:

- Hold a visual preference survey workshop where attendees rate buildings, facades, streetscapes for their suitability in Trumbull.
- Meet with the PZC to review the results of the visual preference survey, provide our professional recommendations, and confirm which design elements to include in the design guide.
- Prepare a draft guide.
- Meet with the PZC to review the draft guide (as part of a meeting during Task 2).
- Make updates based on PZC feedback.

Assuming an mid-July start date, the following outlines a possible time frame for completion of the POCD. The addition of Potential Additional Tasks would extend the timeframe.

Legend	
Planning and Zoning Commission meeting	■
Public Meeting / Meeting with Other Boards	□
Consultant Work Time	■

	2012						2013								
	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S
Task 1: Initiation and Issues Scoping	■	■	□	■	■										
Task 2: Planning Strategies			■	■	■	■									
Task 3: Planning Program and Draft Plan							■	■	■	■	■				
Task 4: Public Review and Adoption											□	■	■	■	■

Hold Visual Preference Survey in late fall, early winter.

Mandatory 65 day review period