



TOWN OF WEST SENECA

TOWN SUPERVISOR
SHEILA M. MEEGAN
TOWN COUNCIL
EUGENE P. HART
WILLIAM P. HANLEY, JR.

To: The Honorable Town Board

From: John J. Fenz, Esq.
Town Attorney

Date: May 18, 2016

Re: Agreement with Steinmetz Planning Group
Design Standards & Guidelines Proposal

Kindly authorize the Supervisor to execute the necessary documents to enter into an agreement with Steinmetz Planning Group which incorporates the terms of the attached Design Standards & Guidelines Proposal. This Agreement shall be subject to legal review.

The Proposal sets forth a scope of work which Steinmetz would perform in tandem with the Design Standards Advisory Board to prepare design criteria for the Town Center and nonresidential properties.

The scope of work shall be completed in an amount not to exceed \$22,000.00.



May 3, 2016

Mr. Eugene P. Hart
Town of West Seneca
1250 Union Road
West Seneca, New York 14224

RE: Design Standards & Guidelines Proposal

Dear Mr. Hart,

As requested, I am providing you with a proposal for the completion of design standards and guidelines for the Town of West Seneca. It is anticipated that this project will result in a set of design criteria for the "Town Center" area of Union Road as well as a set of town-wide nonresidential design requirements. The proposed scope of work includes the following services:

- Conduct a Project Kick-Off Meeting with the Steering Committee to introduce the process, review the results of the Community Preference Survey conducted as part of the Comprehensive Plan Update Process, and present a Design Primer;
- Draft the preliminary building and site design criteria for the "Town Center" and provide to the Committee for their review;
- Review the preliminary code language for the "Town Center" at the second Committee Meeting;
- Revise the "Town Center" language based on input from the Committee;
- Draft the preliminary building and site design criteria for the town-wide nonresidential design criteria and provide to the Committee for their review at the third Committee Meeting;
- Revise the town-wide design language based upon input from the Committee;
- If necessary, convene a fourth Committee Meeting to review the final language for both the "Town Center" and town-wide design criteria;
- Complete the Long Environmental Assessment Form and submit it to the Town Attorney for his review;
- Conduct a Public Hearing to present the design criteria to the community; and
- Submit the final set of design criteria to the Town Board for adoption.

This scope of work can be completed for a not-to-exceed fee of \$22,000.00 and can be accomplished within six months. This scope includes up to four (4) Steering Committee meetings and one (1) Public Hearing.

If you have any questions, or would like me to provide our project experience or a list of references, please do not hesitate to contact me.

Respectfully submitted,

John E. Steinmetz, AICP
President

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