

## ***I. Project Understanding***

The Town of Gardiner is at a critical crossroads in its development. It is the fastest growing town in Ulster County. At the same time, the community is concerned that the growth that occurs serves to strengthen the Town's character and economic base while protecting important environmental resources.

The Town has a current comprehensive plan in place that is widely respected and broadly accepted in the community. The question facing the community is what steps should it take to implement the principles of the plan? In particular, the community needs to identify a few high-priority items that are critical to the success of the plan and develop wide spread community agreement on that steps to be taken in response to those issues.

This project is intended to create such a consensus-based action plan for the Town of Gardiner. The project will involve identifying a short list of three or four key issues that are essential to the success of the plan. A series of interactive community-wide forums will be held to help identify responses that have wide support among community members.

The project final report will summarize the results of the community forums and detail an action plan for the Town of Gardiner to further the concepts and principles in its Comprehensive Plan.

## ***II. Scope of Work***

The process of creating a consensus based Action Plan for the Town of Gardiner will involve the following tasks:

**Task 1. Creation of Project Steering Committee:** The Town of Gardiner and Fairweather Consulting will meet to identify members of the project steering committee to provide regular advice and input regarding the Gardiner Action Plan. The Town will be responsible for recruiting members of the Steering Committee. Potential members of the Committee include key stakeholders in the community such as representatives of the planning board, town offices including the department of public works, community members, representatives of the local chamber of commerce, tourism, environmental groups, developers and the business community. In addition to providing regular review of the work of the Action Plan, steering committee members are expected to serve as spokespersons and "champions" for the Action Plan among their peers throughout the Gardiner community. Among the responsibilities of the Committee members will be regular review of work completed by the project team, recruitment of other community members to attend the community forums associated with the creation of the Action Plan, and a general willingness to speak favorably on the importance of this process for realizing the goals and objectives of the Gardiner Comprehensive Plan.

**Task 2: Consultation with Town Officials and the Project Steering Committee on Critical Community Planning Issues:** Fairweather Consulting will meet with the Steering Committee and Town Officials to identify what they see as key planning challenges facing the Town. Stakeholders invited to this session could include local elected officials, planning and zoning board representatives, developers, environmental groups, and others identified by the Committee. This meeting will take place at approximately the second or third week of the project schedule. Following the meeting, Fairweather Consulting will prepare a written summary of the three or four priority issues to be addressed by the interactive community forums for review and finalization by the Committee.

**Presentation to Project Steering Committee** – Preliminary results of Tasks 1 and 2 will be presented to the Project Steering Committee for their review and comment in approximately week 3 of the project schedule.

**Task 3. Creating the Format for the Four Interactive Community Forums:** Based upon the results of tasks 1 and 2, Fairweather Consulting will design an interactive workshop to enable stakeholders in the Town of Gardiner to identify approaches to address the critical issues identified in Task 2. The exercises will involve group-based mapping exercises to enable the community to identify the geographic areas involved, the local actions required to respond to the issues and public or private stakeholders who will be responsible for those actions.

Fairweather Consulting will work with the Project Steering Committee to identify the most effective means of publicizing the community forums. This could involve mailings, flyers, public service announcements, and other outreach methods that have proven successful in the community in the past.

**Task 4. Conducting Four Interactive Community Forums:** Fairweather Consulting will conduct four interactive community forums at various locations in the Town of Gardiner. The purpose of these forums will be to engage the stakeholders in the community in a process to identify areas of consensus that exist in the community as it implements its Comprehensive Plan. The forums will be built around group exercises that involve identifying broadly supported actions that can be undertaken in the Town to further key aspects of the comprehensive plan. It is envisioned that the forums will be held at various times and locations in Gardiner to maximize the extent and diversity of citizen participation.

**Task 5. Documenting an Emerging Action Plan for Gardiner:** Fairweather Consulting will compile the results of the Four Interactive Community Forums for review by the Project Steering Committee. The documentation will identify key areas of consensus for local action and develop a sequenced plan for implementing the recommended actions. In addition, the preliminary assignments of roles and responsibilities will be reviewed by the project steering committee and then discussed with each of the organizations and/or individuals identified as part of the implementation team. These will be reviewed with the Project Steering Committee before being finalized in a draft report.

**Presentation to Project Steering Committee** – The results of Tasks 3 through 5 will be presented to the Project Steering Committee for their review and comment in approximately week 24 of the project schedule.

**Task 6. Presentation of Draft Action Plan:** At the conclusion of Task 5, Fairweather Consulting will make a public presentation on the preliminary recommendations of the Action Plan. If scheduling permits, the presentation will be at a regular session of the Town Board. These presentations will take place in approximately week 32 of the project schedule.

**Task 7. Final Report on an Action Plan for the Town of Gardiner:** The results of all project tasks will be compiled into a Action Plan for the Town of Gardiner. This draft will include a statement of the critical issues that need to be addressed to implement the Comprehensive Plan, the consensus-based responses that were identified for each of these issues, and an identification of the organizations that will be responsible for undertaking these actions. The resulting Action Plan will include a statement of goals, benchmarks, sequential steps, and budgets for each of the issues address by the Action Plan.