Town and Village of Richfield Springs, NY
Comprehensive Plan and Zoning Ordinance Update
Task List and Schedule
2-Apr-15

	2015							2016				
	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr
TASK 1 - PROJECT COORDINATION/INITIATION			-	-	-		-		-	•		-
1.1 Project Team Coordination												
1.2 Committee Orientation Meeting & Early Issues Identification												
TASK 2 – COMMUNITY PARTICIPATION PLAN												
2.1 Prepare CPP outlining methods and means of public outreach												
2.2 Community Input (potential listing)												
2.2.1 Stakeholder Interviews												
2.2.2 Focus Group Meetings												
2.2.3 Community Visioning Meeting												
2.2.4 Public Informational Meeting - Presentation of Draft Plan												
2.2.5 Public Informational Meeting - Presentation of Final Plan												
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TASK 3 - INFORMATION GATHERING AND ANALYSIS												
3.1 Base Map Preparation												
3.2 Land Use and Zoning Analysis												
3.2.1 Land Use Map												
3.2.2 Zoning Map												
3.2.3 Zoning Ordinance Review/Diagnostic Report												
3.3 Recreational Facilities and Open Space												
3.4 Agriculture – NYS Agricultural Districts and Large Farmlands												
3.5 Natural Resources (NYS wetlands, Federal wetlands (if available)											
steep slopes, flood plains, streams, rivers, lakes, etc.)												
3.6 Cultural and Historic Resources												
3.7 Infrastructure Assessment												
3.8 Summary Report												
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TASK 4 - COMPREHENSIVE PLAN POLICY DEVELOPMENT												
4.1 Committee Working Session – Vision, Goals, and Objectives												
4.1 Committee Working Session – Recommendations												
4.2 Vision, Goals, Objectives, and Recommendations Refinement												
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TASK 5 - DRAFT COMPREHENSIVE PLAN												
5.1 Committee Working Session - Future Land Use Plan												
5.2 Comprehensive Plan Draft Report					1							
5.3 Public Informational Meeting - Presentation of Draft Plan												

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ASK 6 - IMPLEMENTATION STRATEGY	1	1	1	<u> </u>			1	<u> </u>				
1 Prepare Implementation Matrix	_											
2 Committee Working Session – Priority Assignment (H, M, nmediate, Medium, Long-Term)	L;											
ASK 7 - FINAL COMPREHENSIVE PLAN												
1 Final Comprehensive Plan												
2 Public Informational Meeting - Town & Village Board Review												
ASK 8 – SEQR – GENERIC ENVIRONMENTAL IMPACT STATEMEN		1		_			1					
1 Prepare SEQRA Documentation (i.e., LEAF, Lead Agency Requestions)	,,											
esolutions)										<u> </u>		
2 Lead Agency Request and Declaration												
 Lead Agency Request and Declaration Prepare Draft GEIS (Appendix to Comp Plan) 												
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