

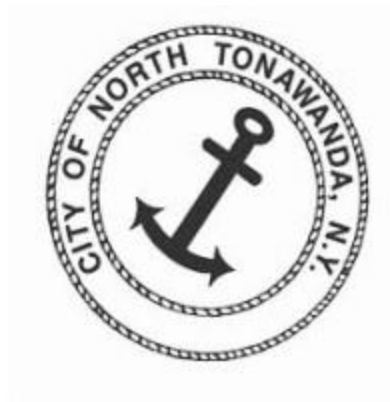
Request For Proposal

*Preparation of*

Comprehensive Plan Update

*and*

Local Waterfront Revitalization Program (LWRP)



City of North Tonawanda, New York

April 13<sup>th</sup>, 2023

**STATEMENT OF NEED:**

The City of North Tonawanda, New York is seeking submittals from qualified consulting firms to assist in the preparation of two documents: a Comprehensive Plan Update for the City of North Tonawanda and an amendment to the approved 1988 City of North Tonawanda Local Waterfront Revitalization Program (LWRP).

The development of the Comprehensive Plan Updated is funded by an Environmental Protection Fund (EPF) Smart Growth grant, while the development of the LWRP amendment is funded by an EPF LWRP grant. The submittals must demonstrate the commitment to use the services of MWBE-certified planning consultants for the development of each project and meet the MWBE goal for each project, as indicated in Appendix II and III.

The Comprehensive Plan update will address and determine the city's priorities, be forward thinking, and will be developed in a way that fosters sustainability and economic development, recognizes the city's natural assets and preserves the community character. The Comprehensive Plan must integrate Smart Growth principles and the associated planning process must follow, at a minimum, a detailed work plan to guide and complete the Plan update.

The LWRP will provide for a sustainable and resilient waterfront community and prepare for the ongoing revitalization of the Niagara River and Erie Canal waterfronts. Planning will identify natural and cultural waterfront resources, engage the community in identifying means of sustainably using those resources and protecting critical resources, build on lessons learned during past extreme weather events and climate change predictions to transform the city into a resilient community, advance downtown revitalization based on smart growth principles, and propose projects that follow resilience principles. The outcome will be a community consensus on the future of the City's waterfront revitalization area, consistent with the State's coastal policies.

The planning effort will be led by a Comprehensive Plan Update and Waterfront Advisory Committee, with input from topic-specific subcommittees and assistance from technical and city staff. It will involve coordination with governmental agencies, the private sector, citizen groups and the general public. Broad and extensive public input is essential, with facilitated meetings expected throughout the community. In addition, a website with content reflecting the evolution of each plan, and potential interactive features, would be preferred.

The proposal should demonstrate that the consultant understands the diverse responsibilities involved in drafting both a Comprehensive Plan and a Local Waterfront Revitalization Plan, interact with the public and city staff and officials, interact with New York State Department of State (NYSDOS) reviewers and address comments received on different versions of the draft Comprehensive Plan and draft LWRP amendment, and that the consultant is responsible for producing both final draft documents for adoption by the City of North Tonawanda Common Council and NYSDOS.

## **PURPOSE:**

***Comprehensive Plan Update:*** The City of North Tonawanda intends to prepare and adopt a Comprehensive Plan Update, in compliance with NYS laws and the requirements of the Smart Growth grant awarded to develop this plan, that will help anticipate and respond to changing conditions and will identify sustainable practices that balance social, economic, and environmental conditions. The City intends that the Comprehensive Plan be a document that provides a basis for both land use in the City and governmental decision making. The Comprehensive Plan will become the official policy document for the City. The plan will be a guide for the City when evaluating proposed projects and programs, and when considering amendments to City policies and regulations including zoning. The Comprehensive Plan update will also be used by Federal, New York State, and Niagara County officials when determining funding for a local project or program, bond agencies, City residents, boards, commissions, and administration to ensure coordinated goals for the City's future and to establish a benchmark to evaluate how well the City is responding to its goals and objectives identified in the plan. The structure of the Plan will be informed by the current Comprehensive Plan which addresses the following areas individually: Economic development, Environment and recreation, Housing, Waterfront, History and Culture, and Community Services/Quality of Life.

The approach will integrate Smart Growth principles into the focus areas and will provide for extensive community engagement. The Updated Comprehensive plan will have to be consistent with the policies of the approved City of North Tonawanda LWRP.

***Local Waterfront Revitalization Program (LWRP):*** The City of North Tonawanda intends to adopt an amendment to its currently approved Local Waterfront Revitalization Program that will address State policies and reflect the community's vision for the waterfront revitalization area, which includes area resources of regional significance such as the Erie Canal, Niagara River, Little River, and Tonawanda Creek. The LWRP amendment will address improving water quality, flooding and erosion, view corridors, scenic resources and open space, public access, recreation and tourism, and infrastructure. A previous version of the draft LWRP amendment, developed by the City in 2011, may be used to inform the content of the new version of the amendment. The LWRP may integrate proposed waterfront land and water uses and projects based on the recommendations of the Comprehensive Plan update.

## **GOALS**

***Comprehensive Plan Update:*** The primary goal of the City in adopting an updated Comprehensive Plan is to maintain and/or improve the overall quality of life in the City of North Tonawanda. The Plan will describe the characteristics that define the City's neighborhoods and commercial areas. The Plan will identify those areas that the residents of the City determine need to be maintained or improved, and will address resident's concerns. Some of the areas may include:

- Increasing the vitality of the downtown and waterfront areas, encouraging a stable and enduring economic base and promoting economically viable development for a diverse community;

- Identifying land use, zoning, housing, and residential development principles that both reflect the needs of the community;
- Improving circulation, traffic calming, transportation, and parking;
- Providing a framework for sustainable practices, supported by green building practices, and addressing ways to improve resiliency and address climate change;
- Investing in public infrastructure, utilities, and storm water management; and
- Preserving the natural, cultural, recreational, and historic assets in the City.

The City intends that the Comprehensive Plan Update have practical implications for the City, be results oriented, and clearly and concisely discuss whether current regulations and policies do in fact protect or result in the characteristics that are agreed upon as defining of the City. The Plan should also include a prioritized list of project items, projects and programs to be implemented, and a time frame for implementation. The Plan needs to contain an action plan that identifies both short term and long-term goals, any agencies responsible for recommended actions, and estimated costs and funding strategies for the implementation of such actions. The Plan will provide that it be reviewed every five years and revised as necessary.

***Local Waterfront Revitalization Plan (LWRP):*** LWRP will advance the community’s long-term goal of revitalization and redevelopment of the waterfront, balancing economic development with protection of natural resources and public access to the City’s most significant natural assets, the Niagara River, Erie Canal, and Tonawanda Creek. The LWRP process will facilitate consideration of the impact of redevelopment on the entirety of the City; this comprehensive view is an identified view of the community. Issues of concern to be addressed in the planning process include how the redevelopment is going to accommodate changes to circulation, the impact on view sheds and public access throughout the city, impact on surrounding neighborhoods, and responsible environmentally-resilient development which reduces climate-related impacts including project sea level rise and flooding. Also, important the City as a whole is appropriately scaled development that will provide economic opportunities. Through the Public Access and Recreation policies, the LWRP will promote public enjoyment of the waterfront, with recreation opportunities for both residents and visitors. In addition to physical access, visual access will be protected. The project will provide for the protection and enhancement of cultural, historic, and underutilized sites.

## **HISTORY OF THE CITY OF NORTH TONAWANDA**

The City of North Tonawanda, New York is located in Niagara County and is equidistant between the cities of Buffalo and Niagara Falls. North Tonawanda is surrounded by waterfront assets including the Niagara River, the historic Erie Canal, the Little River, and Tonawanda Creek. With a population of about 30,000, the City of North Tonawanda is home to a diverse and vibrant community.

Historic Webster Street, which is the Downtown core of the City, is anchored by the Riviera Theatre and Gateway Harbor Park. Over the past 20 years, the City of North Tonawanda has undergone a true transformation of its downtown and waterfront areas. Through walkability and placemaking enhancements downtown, and the addition of recreational amenities along the

waterfront (bicycle paths, kayak launches, docks, etc.) the City has been able to attract and sustain private development to continue growth and momentum.

### **SCOPE OF WORK**

The selected consultant, in preparing a Comprehensive Plan Update and an LWRP amendment, must incorporate the items documented in Appendix II and III.

### **PUBLIC MEETINGS**

The consultant will facilitate public meetings, recommend meeting content, prepare the public meeting agendas, presentations, documents for distribution, content for the Comprehensive Plan Update and the LWRP website and meeting minutes. There will be benchmark meetings held throughout the process to allow the Comprehensive Plan and LWRP Committee to effectively monitor the progress of work.

### **PROJECT TIMELINE**

The project is intended to be completed within 12-18 months upon the finalization of a contract and notice to proceed is issued.

### **DELIVERABLES**

See Appendix II and III for specific Comprehensive Plan Update and LWRP deliverables.

### **PROPOSAL SUBMISSION REQUIREMENTS**

Responses to this RFP shall consist of:

- A. *Letter of Transmittal* (1 Page)- A letter of transmittal that includes a single contact (Project Manager), mailing address, telephone number and email address.
- B. *Introduction/Summary* (2 Pages Maximum)- A short introduction and summary of the company (ie. How long the company has been in business, number of employees, etc.) In addition, a description of what disciplines are included within the firm.
- C. *Scope of Work* (10 Pages Maximum)- Include a detailed work program that addresses:
  - a. Tasks to be performed
  - b. When each will be completed (timeline)
  - c. Schedule of work products
  - d. Proposed budget with cost breakdown by Scope of Work element and a lump sum fee for the services required to fulfill this RFP.
  - e. Breakdown of the MWBE-certified services that will be used for the development of each plan, and related costs.

D. *Project Management and Communication* (1 Page maximum)- Methods the consultant proposes use to manage the project and communicate with the City of North Tonawanda and the public as to project progress, reviews, and conduct of public meetings.

E. *Personnel Qualifications and Experience* (7 Pages Maximum)- Resumes of the individuals who will be assigned to the project.

F. *Comparable Projects with References* (3 pages maximum)- Identify 3 comparable projects in progress or completed with the following information:

- a. Current contact names and telephone numbers
- b. Summary of the project
- c. Current status of the regulations (ie. In progress, adopted)
- d. Nature of public involvement in the formation of the regulations

G. *Representative Work Sample*- A representative work sample similar to the work being requested. The sample may be provided digitally (ie. PDF) Directing the City to an online document or file-sharing site is also acceptable. Only one (1) representative work sample is required per submittal.

H. *Subcontractors*- In recognition of the broad range of specialties required to produce these two plans, please provide a list of any and all subconsultants or co-collaborators together with their qualifications and experience and a description of their scope of involvement.

### **PROPOSAL REVIEW CRITERIA AND AWARD**

A selection committee consisting of City of North Tonawanda employees and Common Council members, with input from the LWRP/Comprehensive Planning committee will evaluate proposals based on the following criteria:

<b>Review Criteria:</b>	<b>Weight</b>	<b>Max Points</b>	<b>Points X Weight</b>
Understanding of the project goals (scope-of-work)	5	5	25
Past performance on similar projects	3	5	15
Qualifications/Experience of Proposed Staff	3	5	15
Ability to meet schedules and budgets	2	5	10
Ability to meet MWBE goal for each grant	5	5	25

Cost and proposed distribution effort	1	5	5
Overall quality of the RFP submittal	1	5	5
<b>TOTAL</b>			<b>100</b>

The City of North Tonawanda reserves the right to seek clarification of any proposal submitted and to select the consultant that is best able to address the project purpose and to reject any and all of the proposals. The City of North Tonawanda reserves the right to withdraw this request for proposals, to accept or reject any or all proposals, to advertise for new proposals if it is in the best interest of the City to do so, and to award a contract as deemed to be in the best interest of the City. This solicitation of proposals in no way obligates the City of North Tonawanda to award a contract.

**The selection committee at its discretion will conduct interviews of finalists prior to award.**

### **EQUAL OPPORTUNITY**

The selection of the consultant shall be made without regard to race, color, sex, age, religion, national origin, or political affiliation. The City of North Tonawanda is an equal opportunity employer and encourages proposals from minority and women-owned businesses.

### **CONTRACT REQUIREMENTS**

The consultant must be registered with the Secretary of State to do business in the State of New York prior to contract signing. The consultant shall be solely responsible for all claims of whatever nature arising out of rendering of services by the consultant during the terms of the contract. The consultant shall indemnify the City of North Tonawanda and other participants hold harmless against the same to the extent permitted by law. The selected consultant shall comply with all federal, state, and local laws and regulations in performance of service.

### **BUDGET:**

The Budget for the City of North Tonawanda Local Waterfront Revitalization Plan is \$152,942. Of this amount, \$130,000 is an EPF LWRP grant from the NYS Department of State, and \$22,942 is the local match provided by the City of North Tonawanda. 30% of the grant or \$39,000 must be used for the services of a MWBE-certified firm.

The Budget for the City of North Tonawanda Comprehensive Plan Update is \$111,112.00. Of this amount, \$100,000 is an EPF Smart Growth grant from the NYS Department of State, and \$11,112.00 is the local match provided by the City of North Tonawanda. 30% of the grant or \$30,000 must be used for the services of a MWBE-certified firm.

**MWBE (MINORITY & WOMEN BUSINESS ENTERPRISE) REQUIREMENTS:**

Pursuant to NYS Executive Law Article 15-A and 5NYCCR Parts 142-144, for purposes of this procurement, the NYS Department of State has established an overall goal of 30 percent for MWBE participation, for both projects. Please identify how the goals will be met. The MWBE Goals are as follows:

<b>Comprehensive Plan Update:</b>	
MBE Goal:	\$15,000 (15%)
WBE Goal:	\$15,000 (15%)
<b>Local Waterfront Revitalization Plan:</b>	
MBE Goal:	\$19,500 (15%)
WBE Goal:	\$19,500 (15%)

**INSURANCE**

The Consultant/Firm shall maintain the following insurance, certificates which will be provided to the City at the time of contract signing.

1. Worker's Compensation and Employer's liability and disability benefits covering the consultant's/firm's employees, as required by law;
2. Professional Liability- \$1,000,000.00.

**PROPOSAL FORMAT AND DUE DATE**

Submit five (5) complete sealed proposal sets. All submissions become the property of the City of North Tonawanda upon submission. Sealed submittals must be hand delivered or mailed to:

**Laura Wilson  
Director of Community Development  
500 Wheatfield Street  
North Tonawanda, New York 14120**

Electronic submissions:

The consultant/firm shall provide one (1) electronic copy incorporated into a single PDF file for review. The electronic copy shall be submitted as a single .pdf file via email to

[LWilson@lumbercitydc.com](mailto:LWilson@lumbercitydc.com)

**SUBMISSIONS MUST BE RECEIVED BY 4:00 PM ON MAY 18<sup>th</sup>, 2023**

Emailed or faxed submissions will not be accepted.



**QUESTIONS CONCERNING RESPONSES TO THIS RFP**

All questions should be directed in writing to Laura Wilson, Director of Community Development by email to [LWilson@lumpercitdc.com](mailto:LWilson@lumpercitdc.com) or by mail to 500 Wheatfield Street North Tonawanda, NY 14120 no later than 4:00 PM on **May 4<sup>th</sup>, 2023**

Answers to submitted questions will be posted by **May 11<sup>th</sup>, 2023** on the City’s website at: [www.northtonawanda.org](http://www.northtonawanda.org)

**Quote Sheet**

<b><u>Work Description</u></b>	<b><u>Unit</u></b>	<b><u>Unit Price</u></b>	
		<b><u>In Numbers</u></b>	<b><u>In Words</u></b>
<b>CPU/LWRP CONSULTANT</b>	<b><u>Lump Sum</u></b>		

The City reserves the right to award the contract to any firm, as best meets the needs of the City.

NOTE: Unit prices include all work necessary to complete, in place, each listed item including, but not limited to, labor, materials, and incidentals. Unit prices are to be written in both words and numbers. In case of discrepancy, those shown in words shall govern. All prices are to be in dollars and cents.

Quotes Submitted By:

\_\_\_\_\_  
(Firm name)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Telephone Number)

\_\_\_\_\_  
(Printed Name of Authorized Representative Submitting Quote)

\_\_\_\_\_  
(Authorized Signature)

Date:

**APPENDIX I- RESOURCES**

1. [City of North Tonawanda- 2008 Comprehensive Plan](#)
2. [City of North Tonawanda- 1988 Local Waterfront Revitalization Plan](#)
3. [City of North Tonawanda- 2012 Brownfield Opportunity Area Plan](#)
4. [City of North Tonawanda- 2022 DRI Strategic Investment Plan](#)
5. [Local Waterfront Revitalization Program Preparation Guidance](#)

## **APPENDIX II- COMPREHENSIVE PLAN UPDATE WORK PLAN**

### **1. Comprehensive Planning Committee Meetings**

The Comprehensive Planning Committee will meet on a regular basis during the planning process to advance the preparation, review, and approval of the Comprehensive Plan, and to organize and conduct community participation events.

During the first meeting, the Comprehensive Plan Committee will review project requirements and roles and responsibilities, transfer necessary information to the team of consultants (if applicable), and identify new information needs and next steps. The Comprehensive Plan Committee or the consultant (if applicable) will prepare and distribute a brief meeting summary clearly indicating the understandings reached at the meeting.

All subsequent meetings will advance the preparation of the Comprehensive Plan and assess the evolution of the project, the new information needed, changes in roles and responsibilities, and next steps.

Work on subsequent tasks shall not proceed prior to Department review.

Products: Meetings held with appropriate parties. Written meeting summaries outlining what has been discussed and understandings reached and identifying the participants to the meeting.

### **2. Community Participation Plan**

Prepare a Community Participation Plan that describes the public outreach and participation efforts that will be conducted during the development of the Comprehensive Plan, pursuant to the local and State statutes. At a minimum, the Community Participation Plan shall include (in-person or virtual) interviews with local and regional stakeholders, a community survey, a public information meeting, one or more public workshops, one or more public hearings, and a webpage with links to announcements, presentations and documents prepared during the planning process. The Community Participation Plan shall identify key individuals, organizations, and entities to be involved, and shall identify roles and responsibilities in coordinating the entire outreach process, logistics, and the proposed schedule of the proposed public outreach and participation efforts.

All public outreach and participation efforts will be publicized in the community through press releases, announcements, individual mailings, and any other appropriate means. Public access must be provided to each public meeting or workshop. Outreach efforts should encourage participation from populations who are frequently underrepresented in this process, including immigrants, refugees, and minorities.

Meeting and public engagement should be scheduled at times that are convenient to underrepresented communities (e.g., at night or on weekends instead of during the day) and

at locations that are ADA accessible. Meetings shall be advertised with generous advance notice to garner maximum publicity, awareness, and participation.

A summary of each public outreach and participation efforts will be made available to the public in written form and through other appropriate means, such as websites.

Products: Draft and final Community Participation Plan.

### **3. Community Survey and Stakeholder Interviews**

Develop a relevant and realistic community survey about current local conditions and issues. The survey should be made available to the public as hard copy and online. In addition, identify a set of topics that shall be discussed with stakeholders to obtain additional relevant information and elicit stakeholder reactions and suggestions. Following the completion of the survey, develop a summary of results and analysis.

Products: Draft and final Community Survey. Draft and final list of topics to be discussed during the stakeholder interviews. Summary of survey and interviews responses and analysis.

### **4. Review Local and Regional Planning Efforts and Ongoing Initiatives**

Identify and review existing local and regional planning documents and ongoing initiatives. This review process will also include consultation with community leaders and with neighboring communities, if applicable, to identify common issues and assess if Smart Growth principals are the basis for addressing those issues.

The Comprehensive Planning Committee and the consultant(s), if applicable, shall develop a written findings report describing and assessing existing planning documents and the issues and opportunities identified by community leaders.

Products: Written findings report.

### **5. Community Profile**

Draft a Community Profile consisting of an inventory and analysis of existing conditions, including narrative, maps, and relevant data. The inventory will be used to assist in the identification of local issues and potential opportunities. The analysis of the local conditions and issues will be conducted from a Smart Growth perspective and identify potential solutions to existing issues and potential opportunities. A chart of smart growth principles will be provided to be included in the comprehensive plan which will summarize the opportunities and challenges to addressing each principle. The inventory and analysis of existing conditions may include the following, at a minimum:

- History of the municipal jurisdiction and boundaries.
- Description of previous comprehensive plan development and adoption processes.

- Demographic characteristics (population and growth trends, age distribution, average household size, ethnic composition, average household income, social diversity and integration, demographic trends).
- Local and regional economic characteristics (unemployment rates and trends, work force characterization, dominant business sector type, major employers and industries, sales tax information, property tax rates, economic trends and jobs range).
- Housing characteristics (the age, type, and condition of structures, type of occupancy - renters versus owners, vacancy rates and trends in the community and length of residency - percentage of residents five years in home, the extent and availability of low-income housing throughout the community and in identified neighborhoods, assessment of housing opportunities and choices, housing trends and access to jobs).
- Local and regional economies and development trends (including housing, commercial, industrial and agricultural development).
- Land use and smart growth focus areas.
- Agricultural and forest lands, uses, and districts.
- Infrastructure and public utilities (i.e., drinking water supply, sewage disposal, solid waste disposal, stormwater management and green infrastructure, communications, gas and electricity) extent, capacity, age, and maintenance.
- Transportation systems, local levels of greenhouse gas emissions, levels of mobility and circulation, walkable/bikeable neighborhood, connectivity with areas outside jurisdictional lines, distance to jobs.
- Natural resources and climate (air quality, watercourses, wetlands, floodplains, aquifers, forests/tree cover, steep slopes, soil types, and rare plant and animal habitats, precipitations, winds, temperatures, etc.).
- Extreme weather events, flooding, erosion hazards, and local resiliency.
- Health and emergency services and facilities.
- Parks and public spaces, recreation facilities, range of passive and active recreation, capacity and maintenance, accessibility etc.
- Historic, cultural, and scenic resources.
- Waterfront resources and public access.
- Zoning and other relevant local development controls.
- Fiscal resources.

The draft Community Profile shall be submitted to the Department for review before being used to design workshop activities and prepare materials needed to conduct community visioning workshops or to draft the Comprehensive Plan.

Products: Community Profile report, including a comprehensive inventory and analysis in the form of relevant data, narrative, maps, and graphics.

## **6. Community Visioning Workshops**

Conduct at least two public workshops that will inform the public about the findings of the planning process conducted up to this point, present a clear assessment of how Smart Growth policies are integrated in the municipality's planning efforts, governmental decisions, and

ongoing initiatives, and will solicit public input on existing resources, community character, and future growth. The workshops are also intended to identify Smart Growth solutions to current issues and future growth.

Each workshop shall be advertised with generous advance notice to garner maximum publicity, awareness, and participation. The site of the workshops must be accessible to the public.

Products: Published workshops announcements and fliers. Materials prepared for each public workshop. Workshops held.

## **7. Draft Comprehensive Plan**

Assemble the draft comprehensive plan that addresses each of the Smart Growth policies and establishes a long-term strategy for future growth and protection of resources, and may include the following topics commensurate with the community's needs and vision for future actions:

- Goals, objectives, principles, policies, and standards upon which proposals for the immediate and long-range enhancement, growth, and development of the community.
- Consideration of regional needs and the official plans of other government units and agencies within the region.
- The existing and proposed location and intensity of land uses.
- Consideration and recommendations for the protection of agricultural and forest lands, historic and cultural resources, natural resources, and sensitive environmental areas.
- Consideration of population, demographic and socio-economic trends and future projections.
- Location and types of transportation facilities that reduce the local levels of greenhouse gas emissions.
- Existing and proposed general location of public and private utilities and infrastructure, including clean energy generation.
- Existing housing resources and future housing needs, including affordable housing.
- The present and potential future general location of educational and cultural facilities, historic sites, health facilities, and facilities for emergency services.
- Existing and proposed recreation facilities and parkland.
- The present and potential future general location of commercial and industrial facilities.
- Specific policies and strategies for improving the local economy in coordination with other plan topics.
- Proposed measures, programs, devices, and instruments to implement the goals and objectives of the various topics within the comprehensive plan.
- All or part of applicable plans of other public agencies.
- Any and all other items which are consistent with the orderly growth and development of the community.

A detailed strategy implementing the community's policies, concepts, projects, and programs shall be identified in the plan. This includes phased implementation approach (short-term, mid, and long-term), as well as anticipated costs, and priorities.

Submit the draft Comprehensive Plan to the Department for review and approval and incorporate the Department's comments in the final plan.

Products: Draft Comprehensive Plan, including relevant data, narrative, maps, and graphics.

## **8. Review by the Local Municipal Board**

Submit the draft Comprehensive Plan to the local municipal board, for review, comments, and recommendations. The comments received from the local municipal board shall be addressed before the initiation of the SEQRA compliance process.

The comments and recommendations prepared by the local governing board/local legislature shall be addressed and incorporated into the final plan and prior to making the draft available for public review.

Products: Comments and recommendations received from the local municipal board submitted to the Department.

## **9. Environmental Quality Review**

Prepare materials necessary for compliance with the State Environmental Quality Review Act (SEQRA). The adoption of a new or amended Comprehensive Plan is classified as a Type I action, pursuant to the State Environmental Quality Review Act (SEQRA) and 6 NYCRR Part 617. The Comprehensive Planning Committee or the consultant(s) shall prepare the Generic Environmental Impact Statement (EIS) to provide a review of land use actions proposed in the comprehensive plan. The local municipal board shall declare to be the Lead Agency for the action of adopting the new or amended comprehensive plan.

Copies of all SEQR documents shall be submitted to the Department.

Products: SEQRA documents

## **10. County Planning Board Review**

Submit the draft Comprehensive Plan to the County Planning Board for review and recommendations pursuant to Section 239-m of the New York State General Municipal Law. Comments received from the County Planning Board shall be addressed in the final version of the Comprehensive Plan that will be locally adopted.

Comments received from the County Planning Board shall be submitted to Department.

Products: Comments and recommendations prepared by the County Planning Board.

## **11. Final Comprehensive Plan**

Address all comments and recommendations received from the public and involved local, regional and State agencies and incorporate into the Final Comprehensive Plan and schedule a public hearing and the local adoption of the plan.

The final Comprehensive Plan and the date of the public hearing and local adoption of the plan shall be submitted to Department.

Products: Final Comprehensive Plan ready for local adoption.



## **APPENDIX III- LWRP WORK PLAN**

### **1. Project Description**

The City of North Tonawanda will update its Local Waterfront Revitalization Program to guide appropriate land and water uses along its Niagara River and Erie Canal/Tonawanda Creek waterfronts. The update will expand the waterfront boundary, spur revitalization of underutilized areas in the downtown, improve public access, coordinate parks and tourism planning, address flood resiliency and shoreline stability, and identify waterfront improvements that address local and regional needs.

This project involves the preparation of an amendment to the City of Tonawanda Local Waterfront Revitalization Program (LWRP) approved in 1988, pursuant to the provisions of New York State Executive Law, Article 42 and 19NYCRR Parts 600-603. A Local Waterfront Revitalization Program is comprised of:

- ◆ a plan that includes a clear description and thorough assessment of the existing and proposed land uses and water-related uses within a proposed municipal Waterfront Revitalization Area, reflects coastal policies, describes the local regulations and management structure supporting and evolving the implementation of the LWRP, lists and describes municipal projects that will implement the LWRP, and includes the lists of federal and state agencies and activities impacting and being impacted by the proposed LWRP.
- ◆ city laws and regulations supporting the implementation of the LWRP policies and purposes; and
- ◆ a municipal management structure that will implement the LWRP and ensure consistency of proposed actions with the policies and purposes of the Local Waterfront Revitalization Program.

The City of Tonawanda is located on Niagara River and Erie Canal/Tonawanda Creek and has approximately 12 miles of shoreline. The LWRP update will allow the City to expand the boundary of its current waterfront revitalization area, strengthen revitalization of underutilized areas within it, coordinate parks and tourism planning, and program waterfront improvements that address local and regional needs, while protecting the City's natural and cultural resources.

The local match to the grant will consist of volunteer services and cash from the municipal budget, in the form of staff salaries.

### **2. Project Attribution and Number of Copies**

The Contractor must ensure that all materials printed, constructed, and/or produced acknowledge the contributions of the Department to the project. All final and public facing materials must include the Department of State logo and the following acknowledgment:

*This [document, report, map, etc.] was prepared with funding provided by the New York State Department of State under Title 11 of the Environmental Protection Fund.*

The contributions of the Department must also be acknowledged in community press releases and other notices issued for the project, including web site postings and other forms of digital distribution. Project press releases and other notices shall be submitted to the Department for review and approval prior to release, to ensure appropriate attribution.

Unless otherwise specified in the Work Plan tasks, the Contractor must submit all required products in the following formats:

- Draft products: one digital copy of each product must be submitted in Microsoft Word and Adobe® Acrobat® Portable Document Format (PDF), created using 300 dpi scanning resolution.
- Final products: one electronic copy of each product must be submitted in Microsoft Word, PDF (20 MB maximum, per PDF), created using 300 dpi scanning resolution. In addition, one paper copy of each final product (including reports, designs, maps, drawings, and plans) must be submitted, upon request.
- Electronic data for all Geographic Information System-based mapping products and associated spatial data must be submitted in either ArcGIS format, or similar product acceptable to the Department, and comply with the requirements for Contract GIS Products. Formal metadata must be provided with all digital GIS data which includes, at minimum, a file summary/abstract, intended use, data, source data, and author information.
- Electronic data for all designs, drawings, and plans must be submitted in the original software that they were created (such as CAD format or other similar product acceptable to the Department), as well as in JPG format.
- Photographs and images must be submitted in JPG format with a minimum resolution of 300 dpi must be dated and captioned with the location and a brief description of the activity being documented and include any associated metadata (including the photo's GPS location where available).

### **3. Project Components**

An LWRP that is locally adopted and approved by the Secretary of State and by the Office of Coastal Management within NOAA, guides the actions of the city, State, and federal agencies. For this reason, the LWRP document should have adequate language and be clearly written, with paragraphs that are written logically and organized by subject or topic and subtopic within each LWRP section. The LWRP document will be thoroughly reviewed by the Department and circulated to neighboring municipalities, regional, State, and federal agencies before being finalized and approved. Draft sections of the LWRP should be submitted to the Department for review and comment. Refer to your Introduction to LWRPs email from the DOS Contract Administration Unit for further information. Comments provided by the Department must be addressed in the next version of each product.

The Contractor shall ensure the completion and submission of products associated with the following tasks to prepare the Local Waterfront Revitalization Program (LWRP) incorporating the information of a Harbor Management Plan (HMP).

Task 1:           Project Initiation Meeting

The Contractor, the Department, and any partners responsible for managing the project, shall hold an initial meeting to review and agree upon the project scope and schedule, project requirements, roles and responsibilities, the selection process for procuring consultants, involvement by the municipal attorney, State Environmental Quality Review Act (SEQRA) compliance requirements, MWBE requirements, ADA requirements for public meetings and electronic products, the number of public meetings and other techniques for public involvement proposed for the project, and any other information which would assist in project completion. In addition, the composition of a project advisory committee shall be discussed during the project initiation meeting. The Contractor, or a designated project partner, shall prepare and distribute to all project partners a brief meeting summary clearly indicating the agreements reached at the meeting. Work on subsequent tasks shall not proceed prior to Department approval of the proposed approach as outlined in the meeting summary. Information on preparing a Local Waterfront Revitalization Program is provided in the following resources:

- *Local Waterfront Revitalization Programs in the Coastal Area: Guidance Manual for Preparing Local Programs* found at: [https://dos.ny.gov/system/files/documents/2021/09/lwrp-preparation-guidance\\_final\\_9\\_1\\_21.pdf](https://dos.ny.gov/system/files/documents/2021/09/lwrp-preparation-guidance_final_9_1_21.pdf)
- *Making the Most of Your Waterfront: Enhancing Waterfronts to Revitalize Communities* found at [https://dos.ny.gov/system/files/documents/2020/08/lwrp\\_guidebook.pdf](https://dos.ny.gov/system/files/documents/2020/08/lwrp_guidebook.pdf)
- *Model Local Laws to Increase Resilience* found at: <https://dos.ny.gov/model-local-laws-increase-resilience>
- *Resilience principles*, which provide a framework for identification of projects and shaping of proposed implementation projects, found at: [https://dos.ny.gov/system/files/documents/2021/08/resilienceprinciples\\_opd.pdf](https://dos.ny.gov/system/files/documents/2021/08/resilienceprinciples_opd.pdf)

Products: Project initiation meeting held with appropriate parties. Written meeting summary outlining agreements reached.

## Task 2: Waterfront Advisory Committee Meetings

Hold the first meeting with the consultant(s) and Waterfront Advisory Committee to review project requirements, site conditions, and roles and responsibilities; identify new information needs and next steps; and transfer any information to the consultant(s) which would assist in completion of the project.

The Waterfront Advisory Committee (WAC) shall meet regularly over the course of the project to guide project development and review findings and documents. Following each meeting, the consultant(s) shall prepare and distribute a brief meeting summary including attendees, main topics discussed, decisions agreed upon by committee, and action items.

Products: Waterfront Advisory Committee meetings. Written meeting summary of each meeting.

Task 3: Preparation of a Community Outreach Process and Plan

Prepare a method and process to encourage community participation in the development and implementation of the LWRP. The community outreach plan shall identify key individuals, organizations, and entities to be involved, and shall identify the visioning process and the roles and responsibilities in coordinating the entire outreach process, logistics, and the proposed schedule of public meetings and other public engagement activities such as social media, workshops, charrettes, etc. All public meetings will be advertised in the community through press releases, announcements, individual mailings, digital media, municipal website postings, and any other appropriate means.

Meetings and public engagement shall be scheduled in a manner that maximizes attendance and participation from community members. Outreach efforts should encourage participation from populations who are frequently underrepresented in this process, including immigrants, refugees, and minorities.

Meeting and public engagement should be scheduled at times that are convenient to underrepresented communities (e.g., at night or on weekends instead of during the day) and at locations that are ADA accessible. Workshops shall be advertised with generous advance notice to garner maximum publicity, awareness, and participation.

A summary of each public outreach session will be made available in written form and through other appropriate means, such as website or social media. The draft and final community outreach plan shall be submitted to the Department for review, comment, and approval.

Product: Draft and final versions of the community outreach plan.

Task 4: Draft Section I - Waterfront Revitalization Area Boundary

Prepare Draft Section I, which includes a narrative and map describing the boundary of the proposed waterfront revitalization area (WRA) and the harbor management area (HMA) within. The boundary of the harbor management area within the proposed waterfront revitalization area will be defined based on the location of the existing and proposed water-dependent uses, pursuant to 19 NYCRR Part 603.3.

The proposed waterfront revitalization area boundary may expand landward the existing coastal area, if the additional upland affects the water body through drainage, viewshed, and other factors supported the State's coastal policies. Before the detailed description of the proposed boundary, the narrative must briefly explain how the existing natural features, drainage patterns, upland uses, water-dependent uses and their impact on the quality of the water body have determined the extent of the waterfront revitalization area and the harbor management area it contains. The narrative description must also include the size in acres or square miles of the existing coastal area within the municipal boundary; the size of the area in acres or square miles proposed to be added to the coastal area; and the resulting total size in acres or square miles of the proposed WRA.

The narrative must be accompanied by a map showing the municipal boundary, the landward boundary of the State's coastal area and the entire boundary of the proposed waterfront revitalization area with the harbor management area within.

The Department recommends the following resource for the completion of this section:

- *Geographic Information Gateway* available at <http://opdgig.dos.ny.gov/#/map>, for mapping data that may be useful for the delineation of the boundary of the proposed waterfront revitalization area.
- *Lands Now or Formerly Underwater* provided by the Office of Land Management within the NYS Office of General Services (OGS)
- 

Additional guidance may be requested from the Department.

After the Waterfront Advisory Committee completes its review of draft Section I, submit Draft Section I to the Department for review and comment. Comments from the Department must be addressed in the first version of the complete Draft LWRP submitted to the Department.

Submit GIS boundary information in appropriate format, which will be utilized to map the LWRP boundary on the state's Geographic Information Gateway.

Products: Draft Section I – Description of the Waterfront Revitalization Area Boundary in Word format. GIS Shapefile of the WRA, the HMA boundaries, and associated spatial data in either ArcGIS format, or similar product acceptable to the Department.

Task 5: Draft Section II - Inventory and Analysis

- A. Prepare Draft Section II, which includes describes and maps a thorough inventory of existing upland, waterside, and underwater land uses and resources, an analysis of conditions, issues, opportunities, and constraints to economic development and resource protection, and jurisdictions and authorities within the proposed waterfront revitalization area (WRA). This section will also provide an assessment of the vulnerable resources and potential risks associated with extreme winds, precipitations, flooding, stormwater runoff and shoreline erosion, drought and heat island effect, and the projected impacts of climate change. The inventory and analysis must be broad enough to ensure consideration of important problems and opportunities related to the natural and cultural resources within the proposed WRA, including the relationship between water-dependent uses within the harbor management area (HMA) that have the potential for conflict, congestion, and competition, and be detailed enough to support development of a specific and realistic LWRP.

Overarching topics to be addressed in Section II - Inventory and Analysis, commensurate with the local conditions, include but are not limited to:

- Community Profile (focused on the WRA)
- Existing Land and Water Uses and Public Access
- Harbor Management Area Inventory

- Existing Authorities of Federal, State, Regional, and Local Agencies that have Jurisdiction in the Waterfront Revitalization Area
- Historic and Cultural Resources
- Natural Resources
- Flooding and Erosion (Risk and Resiliency)
- Summary of existing Plans, Projects and Initiatives that affect the waterfront revitalization area such as the municipal comprehensive plan, All-Hazard Mitigation Plans, watershed management plans, downtown revitalization plans, community resiliency plans.

A detailed Inventory and Analysis Checklist is available from the Department to assist in development of Section II.

After the Waterfront Advisory Committee completes its review of draft Section II, submit Draft Section II to the Department for review and comment. Comments from the Department must be addressed in the first version of the complete Draft LWRP submitted to the Department.

Electronic data for all Geographic Information System-based mapping products must be submitted to the Department in either ArcGIS format or similar product acceptable to the Department.

- B. Provide existing local land use laws/ regulations/ ordinances that will implement the LWRP. See the LWRP Preparation Guidance on local laws for additional information.

Products: Draft Section II - Inventory and Analysis in Word format. Data/shapefiles used to develop required maps. Existing local land use laws/ regulations/ ordinances related to LWRP implementation.

#### Task 6: First Public Information Meeting

Following completion of Draft Section I - Waterfront Revitalization Area Boundary and Draft Section II - Inventory and Analysis, conduct a public information meeting to inform the public about the extent of the proposed WRA boundary and the findings of the inventory and analysis of the existing conditions within the WRA, discuss key local conditions illustrated on the draft maps and described in the narrative, and solicit public input on Draft Section I and Draft Section II.

Products: First public meeting held. Meeting announcement, agenda, presentation, handouts, sign-in sheet, and minutes.

#### Task 7: Draft Section III - Local Waterfront Revitalization Program Policies

Prepare draft Section III, which includes the approved State coastal policy statements and explanations refined to reflect local conditions. The Contractor will receive a template of the State coastal policies from DOS staff. The municipality may add information to the policy explanations, however any additional guidelines inserted in a policy explanation should be supported by city laws or the principles or guidelines recommended in regional/State-wide

plans, and reflect information provided in Section II: Inventory and Analysis. A policy explanation may also reference specific and applicable geographic or topical information to inform the review of proposed city actions for consistency with the approved LWRP policies. Additional guidance may be requested from the Department.

After the Waterfront Advisory Committee completes its review of draft Section III, submit Draft Section III to the Department for review and comment. Comments from the Department must be addressed in the first version of the complete Draft LWRP submitted to the Department.

Products: Draft Section III - Local Waterfront Revitalization Policies in Word format.

#### Task 8: Draft Section IV - Proposed Land and Water Uses and Proposed Projects

Prepare draft Section IV, which describes and maps the proposed land and water uses within the WRA that will be supported by the LWRP and lists and describes projects proposed within the WRA and considered necessary to implement the LWRP. The land uses and water uses proposed in this section must be supported by the thorough analysis of the existing local conditions described in Section II, and by the policies in Section III. The Department recommends the use of the following resources for the completion of proposed project subsection:

- ◆ Project Profile Template - see Appendix 8 of *Local Waterfront Revitalization Programs in the Coastal Area: Guidance Manual for Preparing Local Programs* available at [https://dos.ny.gov/system/files/documents/2021/09/lwrp-preparation-guidance\\_final\\_9\\_1\\_21.pdf](https://dos.ny.gov/system/files/documents/2021/09/lwrp-preparation-guidance_final_9_1_21.pdf).
- ◆ Resilience principles, found at: [https://dos.ny.gov/system/files/documents/2021/08/resilienceprinciples\\_opd.pdf](https://dos.ny.gov/system/files/documents/2021/08/resilienceprinciples_opd.pdf)

Additional guidance may be requested from the Department.

After the Waterfront Advisory Committee completes its review of draft Section IV, submit Draft Section IV to the Department for review and comment. Comments from the Department must be addressed in the first version of the complete Draft LWRP submitted to the Department.

Products: Draft Section IV - Proposed Land and Water Uses and Proposed Projects in Word format. Maps and associated data of the proposed land use, water use, and proposed Zoning (if applicable), in PDF format.

#### Task 9: Draft Section V - Techniques for Local Implementation of the Program

Draft Section V of the LWRP, which discusses existing city laws and regulations; any new or amended laws or regulations necessary to implement the policies, strategies, proposed uses, and projects set forth in the LWRP and improve community resilience; other private and public actions necessary to implement the LWRP; and a local management structure for the LWRP. Relevant local land use controls may include the zoning code, subdivision review, site plan

review, design standards, historic preservation, farmland protection, stormwater management, flood damage prevention and mooring and docks.

- A. Local Laws and Regulations Examination - Identify and review the local land and water use laws/regulations/ordinances that implement the LWRP policies in Section III and the land and water uses proposed in Section IV and prepare a table or matrix listing the LWRP policies and the corresponding local laws that will implement each policy to legally uphold the LWRP.
- B. Draft an amendment to the City's LWRP Consistency Review Law to reflect new requirements and the coordination of the city's review of State and federal actions proposed within the WRA.  
A model law will be provided by the Department staff.
- C. If applicable, draft new and amended local laws and regulations necessary to implement the LWRP. Full drafts of new or amended laws and regulations, including a draft local consistency review law, should be submitted to the Department for review and attached as appendices to the Draft LWRP. Local laws, regulations, standards, and procedures essential to the implementation of the policies and purposes of the LWRP must be effective (locally adopted and filed with the Department) at the time of approval of the LWRP by the Secretary of State.

The Department recommends the use of the following resources for Tasks 13A and 13B:

- Local Laws Implementing Coastal Policies - Appendix 10 of the Local Waterfront Revitalization Programs in the Coastal Area: Guidance Manual for Preparing Local Programs accessible at [https://dos.ny.gov/system/files/documents/2021/09/lwrp-preparation-guidance\\_final\\_9\\_1\\_21.pdf](https://dos.ny.gov/system/files/documents/2021/09/lwrp-preparation-guidance_final_9_1_21.pdf)
  - Model Local Laws to Increase Resilience accessible at <https://dos.ny.gov/model-local-laws-increase-resilience>
- D. Describe other public and private sector actions necessary to implement the LWRP, including actions by federal and State agencies necessary to fully implement and advance projects in the waterfront revitalization area. These actions may include approving anchorage and mooring areas prior to designation, designating vessel waste no-discharge zones, dredging, or maintaining major navigation channels and basins, constructing and maintaining breakwaters, funding certain studies, or providing technical assistance.
  - E. Describe the City's management structure assigned to review city projects proposed within the WRA for consistency with the approved LWRP. Describe the financial resources required to implement the approved LWRP. Implementation of the LWRP will be a continuing responsibility of the municipality. In preparing its LWRP, the municipality needs to consider the costs of implementing the program and whether the funds needed are, or can be reasonably expected, to be available. Guidelines for notification and review of state agency actions where LWRPs are in effect will also be included in this section. A template for each set of guidelines will be provided by the Department.



After the Waterfront Advisory Committee completes its review of draft Section V, submit Draft Section V to the Department for review and comment. Comments from the Department must be addressed in the first version of the complete Draft LWRP submitted to the Department.

Products: Draft Section V - Techniques for Local Implementation of the Program in Word format. Drafts of new and/or amended local laws, and table of LWRP policies and corresponding local laws necessary to implement each LWRP policy in Word format. Comments from the Department must be addressed in Draft Section V and the appendices of the LWRP that include draft local laws.

Task 10: Second Public Information Meeting

Conduct a public information meeting to inform the public about the land and water uses and projects proposed within the WRA and local laws necessary to implement the LWRP, and to solicit public input.

Products: Second public information meeting held. Drafted meeting announcement, agenda, presentation, handouts, sign-in sheet, and minutes or meeting summary.

Task 11: Draft Section VI - Federal and State Actions and Programs Likely to Affect Implementation of the LWRP

The Department will provide the approved lists of State and federal agency actions and programs which are to be undertaken in a manner consistent with the LWRP. These approved lists shall become Section VI.

Products: Draft Section VI including the approved lists of State and federal agency actions and programs which are to be undertaken in a manner consistent with the LWRP

Task 12: Draft Section VII - Local Commitment and Consultation

Describe the public consultation efforts undertaken in the preparation of the LWRP, such as public hearings, public informational meetings, or meetings with governmental agencies. All activities undertaken to consult and obtain local support and commitment should be thoroughly documented in Section VII. Describe any local committees created to oversee preparation of the LWRP, and the role of other municipal agencies.

After the Waterfront Advisory Committee completes its review of draft Section VII, submit Draft Section VII to the Department for review and comment. Comments from the Department must be addressed in the first version of the complete Draft LWRP submitted to the Department.

Products: Draft Section VII - Local Commitment and Consultation in Word format.

Task 13: Draft Appendices

Prepare Appendices for the LWRP, as necessary. Appendix A of the LWRP shall always include the draft of the city's LWRP Consistency Review Law. Other appendices may include but are not limited to:

- Other draft or existing local laws supporting the implementation of the LWRP, such as a local Harbor Management Law.
- Descriptions of significant coastal fish and wildlife habitats designated by the State and incorporated into the NYS Coastal Management Program
- Relevant excerpts of local/regional/State/federal planning documents, including relevant maps
- If not included in Section V, guidelines for notification and review of state and federal agency actions where LWRPs are in effect (template will be provided by the Department)

The proposed content of the other appendices and their sequence shall be discussed with the Department.

After the Waterfront Advisory Committee completes its review of draft Appendices, submit Draft Appendices to the Department for review and comment. Comments from the Department must be addressed in the first version of the complete Draft LWRP submitted to the Department.

Products: Draft Appendices

#### Task 14: First Draft LWRP Amendment

Assemble draft sections and appendices incorporating comments provided by the department into the first version of the complete Draft LWRP document. The document must be submitted in Word format to allow comments by the Department. Each map included in the first version of the completed Draft LWRP must also be submitted as an individual high-resolution PDF. Each PDF must be under 20MB. The GIS data/shapefile used to create the WRA boundary map must be submitted together with the Draft LWRP.

After the Waterfront Advisory Committee completes its review of the first version of the complete draft LWRP, submit the First Draft LWRP to the Department for review and comment. Comments from the Department must be addressed in the next version of the Draft LWRP Amendment.

Products: first version of the complete Draft LWRP Amendment in Word format together with revised maps in PDF format. GIS data/shapefile used to develop the WRA boundary map, submitted to the Department in a format compatible with the Department's Geographic Information Gateway.

#### Task 15: Determination of Significance and Compliance with SEQRA

The Contractor shall comply with SEQRA regulations 6 NYCRR § 617. Upon completion the Draft LWRP, the Contractor shall prepare, distribute, and file a Full Environmental Assessment Form for purposes of evaluating the significance of the environmental impacts associated with

preparing, accepting as complete, and ultimately adopting the LWRP. Upon completing the Full Environmental Assessment Form, the municipality shall designate a Lead Agency. In accordance with the SEQRA regulations, the Lead Agency shall make a Determination of Significance regarding the local acceptance of the Draft LWRP as complete and ready to be submitted to the Secretary of State for the initiation of the 60-day review by State and federal agencies.

If the Determination of Significance results in a Positive Declaration, the Lead Agency shall prepare a Draft Generic Environmental Impact Statement for the Draft LWRP in accordance with State Environmental Quality Review Act (SEQRA) regulations and guidelines.

If the findings of the Determination of Significance are such that the LWRP will not have a significant environmental impact, a Negative Declaration may be prepared and filed to complete the SEQRA process. The Contractor shall determine whether a public hearing will be held to share the Determination of Significance with the public.

Completed SEQRA documents shall be submitted to the Department.

Products: Completed Full Environmental Assessment Form and associated SEQRA determination statements (Positive Declaration or Negative Declaration, Draft Generic Environmental Impact Statement, if needed) and public hearing notes.

Task 16: Third Public Information Meeting

Following completion of the Draft LWRP and in conjunction with 60-Day Review and compliance with SEQRA conduct a public meeting or meetings on the Draft LWRP.

Products: Third public meeting(s) held. Meeting announcement, agenda, presentation, handouts, sign-in sheet, and minutes or meeting summary.

Task 17: 60-Day Review Draft LWRP Amendment

Following the completion of the SEQRA compliance process, the local government shall accept by resolution the version of the Draft LWRP that addresses the entirety of the comments provided by the Department. The resolution shall state that the local government found the LWRP to be complete and ready for submission to the Secretary of State for the initiation of the 60-day review by State, Federal, and regional agencies.

Upon receipt of the of the Draft LWRP in Word and PDF formats and documentation reflecting the conclusion of the SEQRA compliance process, the Department will review the Draft LWRP to confirm the LWRP is complete and ready for online publication and the initiation of 60-day review by State, federal, local, and other agencies.

Products: (1) Draft LWRP in Word and PDF, including maps and appendices. (2) Resolution by the local municipal legislative body accepting the Draft LWRP as complete and ready to be submitted to DOS for review and initiation of the 60-Day review process.

Task 18: Final LWRP

After the 60-Day Review period of the Draft LWRP (and Draft Generic Environmental Impact Statement, if applicable), the Department shall meet with the Contractor to discuss all 60-Day comments received determine appropriate responses and revise the LWRP document as necessary. All supporting local laws proposed for adoption in conjunction with the adoption of the LWRP, and the Final Environmental Impact Statement (if applicable), shall also be revised as necessary to reflect 60-Day comments and responses, to the satisfaction of the Department.

Additionally, submit a schedule of adoption of the LWRP and local laws necessary for implementation of the LWRP. Once the local government has locally adopted the local laws and the LWRP Amendment, the local government must file each local law with the Department, Division of Corporations, for the law(s) to become effective, pursuant to Section 27 of the Municipal Home Rule Law, and submit to the Department a letter requesting the approval of the LWRP by the Secretary of State and the LWRP adoption resolution certified by the City Clerk

Information for the filing of the adopted laws is accessible at <https://dos.ny.gov/local-law-filing>.

Products: LWRP document in Word and PDF (20 MB maximum per PDF) (and one paper copy upon request), including supporting local laws (and Final Environmental Impact Statement, if applicable). Electronic data for all Geographic Information System-based mapping products submitted in either ArcGIS format, or similar product acceptable to the Department, and schedule of LWRP adoption.