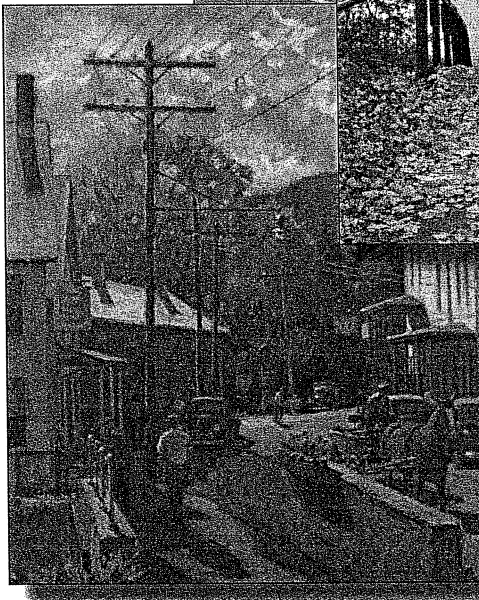


# active living strategy

prepared for the essex county public health department  
prepared by placesense, february 2011







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Port Henry, NY 12974

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16 February 2011

Jessica Darney Buehler  
Essex County Public Health Department  
PO Box 217  
Elizabethtown, New York 12932

I am pleased to submit my response to your request for proposals to assist the Essex County Public Health Department and the Town of Elizabethtown to identify existing resources, opportunities, and challenges related to the ability of people to safely travel on foot or bicycle, and enjoy healthy outdoor activities like walking, biking and other types of trail-based recreation within the community.

My firm, PlaceSense, specializes in land use planning and has extensive experience working in northern New York and New England.

In preparation of this proposal, I have reviewed your scope of services and have outlined a planning process that accomplishes the work program while engaging the public at key points throughout the project. Public involvement that builds community support for the recommended active living strategies is key to ensuring that this planning effort does not stop once the report is completed, but rather continues on to a project implementation phase. My proposal suggests re-ordering the tasks listed in your scope of services with the inventory and analysis of existing conditions and the preparation of base maps being completed before inviting the public to an initial open house style public meeting.

My proposal begins with an overview of my qualifications and skills. Then, while not specifically requested, I have included a brief scope of work in the proposal that describes how I would approach each task and identifies how and when key project events would be accomplished. Those tasks are also keyed back to the scope of services provided in your request for proposals. The proposal then presents a detailed project schedule and budget.

My proposal concludes with examples of three planning efforts I have worked on that had a strong recreation and transportation focus, as well as a more comprehensive list of completed projects. In addition, complete copies of many of the plans and reports prepared by PlaceSense are available online at [www.PlaceSense.com](http://www.PlaceSense.com) by clicking on the "Past Projects" link below the firm logo.

Thank you for the opportunity to share my work and for your consideration of how my firm would undertake this project. I think you will find that PlaceSense can provide the planning, design and facilitation skills needed to assist you with successfully preparing an active living strategy for the Town of Elizabethtown.

Thank you,

Brandy Saxton, AICP



### Firm Profile

PlaceSense is a multi-disciplinary, woman-owned firm that specializes in community planning. The firm's principal, Ms. Brandy Saxton, is a certified planner with extensive experience working with rural towns. PlaceSense works with clients to create attractive public places that encourage a sense of community, enhance natural features and promote economic vitality. In addition to preparing town plans and land use regulations, the firm has been involved in the planning of village centers and downtown master plans, growth center planning, main street improvements, waterfront revitalization programs, design guidelines, and landscape and trail designs.

As her firm's name suggests, Ms. Saxton recognizes that a sense of place is an essential component of community vitality and quality of life. Working in Vermont and upstate New York, the firm strives to identify each community's special resources and respond to each client's unique needs. PlaceSense works primarily with rural communities and small towns, but has experience providing consulting services for larger towns and private sector clients as well.

Ms. Saxton believes that public involvement is key to successful community planning. If stakeholders are not engaged in creating plans for their future, they will not support their implementation and the documents will gather dust on an office shelf. She has experience with a variety of public participation methods, including public opinion surveys, interactive planning workshops, interviews with key stakeholders and officials, focus group discussions, and visualization techniques.

As a small firm, PlaceSense can provide timely and personal service for clients at competitive rates. Ms. Saxton is working on a limited number of projects at any given time, which allows her to focus on each client's needs and work within their schedule. With low administrative and overhead costs, PlaceSense can provide quality professional services at more competitive rates than large firms.

The firm's deliverable products are always visually interesting, easy-to-read and user-friendly. Ms. Saxton illustrates documents with maps, tables, charts, graphs, diagrams, photos and drawings. Plans and reports produced by PlaceSense are more than boiler-plate documents; they incorporate local information and address local issues in a manner that reflects the unique character of their community.

### Services Offered

- ✦ Town/Comprehensive Planning
- ✦ Land Use Regulations, and Design Guidelines and Review Standards
- ✦ Master and Site Planning
- ✦ Strategic Planning
- ✦ Site Analysis and Conceptual Design
- ✦ Streetscape Design and Downtown/Waterfront Revitalization
- ✦ Recreation and Trail Planning
- ✦ Public Participation Strategies and Planning Workshops
- ✦ Survey Design and Implementation
- ✦ GIS Mapping and Analysis
- ✦ Build-Out Analysis
- ✦ Economic and Demographic Analysis
- ✦ Fiscal Impact Analysis and Capital Improvement Programs
- ✦ Grant Writing

### Firm Principal

Brandy Saxton is a land use planner with experience in community and regional planning, preparing land use regulations and design guidelines, GIS mapping and analysis, demographic research and statistical analysis, and authoring grant applications. She excels at engaging project stakeholders and the public at large in the planning process resulting in projects with achievable objectives and feasible implementation measures. With an eye for detail, organizational abilities and inherent design sense, she maintains a high level of quality and service for clients.

## A. Profile and Qualifications

2

Ms. Saxton is a member of the American Planning Association and its Northern New England and Upstate New York chapters, and has received professional certification through the American Institute of Certified Planners (AICP). She is an active member of the Vermont Planners' Association, staying abreast of current planning practices and innovative concepts through ongoing professional development. As a lifelong resident of northern New York, she is well aware of the issues facing rural communities, particularly those within the Adirondack Park, and the qualities that make small towns special places to live, work and visit.

### Experience

- ✦ 2005 to present: Principal, PlaceSense
- ✦ 2000 to 2005: Senior Planner, Addison County Regional Planning Commission, Middlebury, VT
- ✦ 1999 to 2000: Assistant, NYS Rural Development Council, Syracuse, NY
- ✦ 1998: Intern, Essex County Empire Zone, Port Henry, NY

### Education

- ✦ 2000: Master of Public Administration, Maxwell School of Citizenship and Public Affairs, Syracuse University
- ✦ 2000: Master of Landscape Architecture, State University of New York College of Environmental Science and Forestry
- ✦ 1996: Bachelor of Arts in Art History and Anthropology, State University of New York Potsdam College

### Skills

#### **Land Use and Community Planning**

Ms. Saxton has experience with land use planning from the regional to neighborhood level. She has prepared comprehensive/town plans for New York and Vermont municipalities ranging in size from 700 to 16,000 residents. She is familiar with state planning initiatives such as New York's Waterfront Revitalization Program and Vermont's Growth Center Program, which advocate for smart growth planning principles. Ms. Saxton, with her background in landscape architecture, is also able to prepare physical plans, and has a particular interest in downtown/village/hamlet design.

#### **Land Use Regulations and Design Guidelines**

Ms. Saxton has drafted land use regulations (zoning bylaws, subdivision ordinances, site plan review laws, unified development codes and design guidelines) for municipalities in New York and Vermont. She is familiar with the statutory and other legal requirements in both states, including the regulations within the Adirondack Park. Ms. Saxton recognizes the importance of public involvement in the drafting of regulations and strives to ensure that the resulting laws are easy to understand and administer, which is particularly important in small communities without professional staff. Ms. Saxton incorporates illustrations (diagrams, sketches and photos) into many of the regulations she prepares.

#### **Economic Analysis and Growth Projections**

Ms. Saxton is familiar with various methodologies and data sources for undertaking demographic and economic analyses. She has prepared population, housing and employment growth projections at the regional and municipal level. She is also capable of projecting demand for facilities or services associated with such growth such as school enrollment/space needs, water/sewer infrastructure, and commercial floor space.

#### **GIS Mapping and Build-Out Analysis**

Ms. Saxton provides GIS services using ESRI ArcGIS software and other more generally available applications such as Google Earth/Maps. She incorporates GIS into the planning process, using tools like viewshed analyses, development suitability analyses and build-out analyses. She uses both Community Viz and the Community Build-Out Analysis plug-ins for ArcGIS.

#### **Grant Writing, Grant Administration and Project Management**

Ms. Saxton has written grants for a variety of New York and Vermont state programs, as well as to private foundations. She has served as grant administrator and/or project manager for a number of projects and is familiar with the reporting requirements typical of grant-funded projects.

## Project Tasks

### ✦ **Task 1. Conduct Organizational Meeting and Community Tour**

The consultant will meet with the project steering committee to review the proposed scope of work and timeline. The consultant will tour the town and key resources/locations relevant to the project with steering committee/town representatives. [Scope of Services Task B (ii)]

### ✦ **Task 2. Collect and Review Existing Data**

The consultant will be provided with all relevant existing information (previous plans/studies, trail maps, GIS data, etc. specifically including current parcel data in shapefile format from Essex County Real Property) available from the town and county. The consultant will review existing data and determine additional data necessary for the project, which will be collected as described Task 3. [Scope of Services Task B (ii)]

### ✦ **Task 3. Document Existing Conditions and Prepare Base Maps**

The consultant will prepare base maps of existing public trails, including the Blueberry Hill trail system, as well as the town's existing sidewalk and road network. The consultant will collect data about existing trails, sidewalks and roads relevant to the project such as surface type, condition, connectivity (or lack thereof), shoulder width, etc. The consultant will meet with the project steering committee to review existing conditions and prepare for the community open house (Task 5). [Scope of Services Tasks C (i) and (ii)]

### ✦ **Task 4. Publicize the Project**

The consultant will maintain a project webpage, which will provide information about the project, draft documents, meeting schedule and contact information. The consultant will draft press releases in advance of public meetings (Task 5, Task 7 and Task 10) to be sent to local media and will create flyers/posters for distribution and posting around town inviting the public to participate. [Scope of Services Task B (iii)]

### ✦ **Task 5. Facilitate Community Open House**

The consultant will facilitate a community open house to gather public input on needed improvements to the town's sidewalk, on-road and trail networks to facilitate greater connectivity and encourage residents to walk or bike as a mode of transportation, and to engage in walking, biking and other trail-based recreation activities for enjoyment and health. During the open house, the public will be invited to drop-in, review base maps, talk to the consultant and steering committee members, and offer their ideas or express their concerns related to the project. [Scope of Services Task B (iii)]

### ✦ **Task 6. Develop Potential Strategies and Projects**

The consultant will develop potential active living strategies and project ideas based on the assessment of existing conditions and input received from the project steering committee and general public at the open house. The consultant will meet with the project steering committee to review the potential strategies and projects, and to prepare for the community workshop (Task 7). [Scope of Services Tasks C (iii) and (iv)]

## B. Scope of Work

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### ✦ **Task 7. Facilitate Community Workshop**

The consultant will facilitate a community workshop to present and get feedback on potential active living strategies and projects. The workshop will include an open discussion and will offer opportunity for the public to recommend additions, alternatives, or modifications to the initial strategies and projects. [Scope of Services Tasks B (iii)]

### ✦ **Task 8. Develop Final Recommended Strategies and Projects**

The consultant will develop the final recommended active living strategies and projects based on the assessment of existing conditions, and input received from the project steering committee and general public at the community workshop. The consultant will meet with the project steering committee to review the input received during the community workshop, and to select and prioritize projects for inclusion in the final report. [Scope of Services Tasks C (iii) and (iv)]

### ✦ **Task 9. Prepare Trail Map and Guide**

The consultant will prepare a community-use trail map and guide for public trails, including the Blueberry Hill trail system. The guide will be created in an easy-to-reproduce format to facilitate low-cost distribution by the town. The consultant will also provide an electronic version of the guide and an associated GPS tracklog file suitable for posting online and user download. [Scope of Services Task D (i)]

### ✦ **Task 10. Prepare and Present Final Active Living Strategy Report**

The consultant will prepare the final active living strategy report, and present the project findings and recommendations to the town board. The consultant will deliver 10 printed copies of the final report, and a PDF suitable for electronic distribution. [Scope of Services Task D (ii)]

## Project Events

✦ **Event A. Organizational Meeting.** The consultant will meet with the project steering committee to kick-off the project as described in Task 1.

✦ **Event B. Steering Committee Meeting.** The consultant will meet with the project steering committee for a work session as described in Task 3.

✦ **Event C. Community Open House.** The consultant will facilitate an open house as described in Task 5.

✦ **Event D. Steering Committee Meeting.** The consultant will meet with the project steering committee for a work session as described in Task 6.

✦ **Event E. Community Workshop.** The consultant will facilitate a community workshop as described in Task 7.

✦ **Event F. Steering Committee Meeting.** The consultant will meet with the project steering committee.

✦ **Event G. Town Board Presentation.** The consultant will present the final report at a regular town board meeting.





## C. Schedule and Budget

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### Project Budget

	HOURS	FEE
1. Conduct Organizational Meeting and Community Tour	4	\$200
2. Collect and Review Existing Data	4	\$200
3. Document Existing Conditions and Prepare Base Maps	40	\$2,000
4. Publicize the Project	8	\$400
5. Facilitate Community Open House	16	\$800
6. Develop Potential Strategies and Projects	40	\$2,000
7. Facilitate Community Workshop	16	\$800
8. Develop Final Recommended Strategies and Projects	32	\$1,600
9. Prepare Trail Map and Guide	8	\$400
10. Prepare and Present Final Active Living Strategy Report	16	\$800
<b>Total Hours and Fee</b>	<b>184</b>	<b>\$9,200</b>
Direct Expenses (mileage, printing, postage, etc.)		\$800
	<b>TOTAL COST</b>	<b>\$10,000</b>

### Town of Colchester

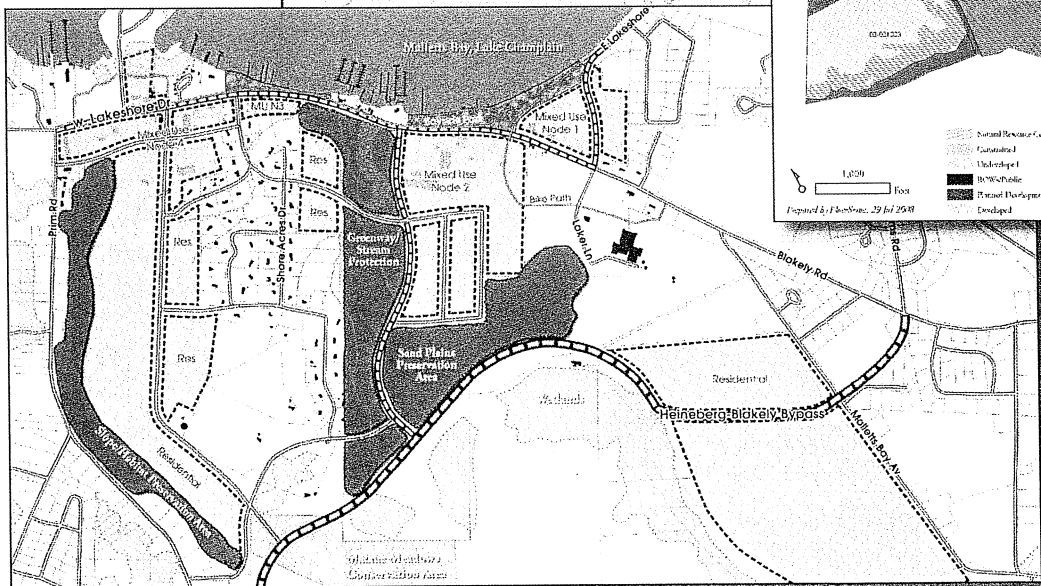
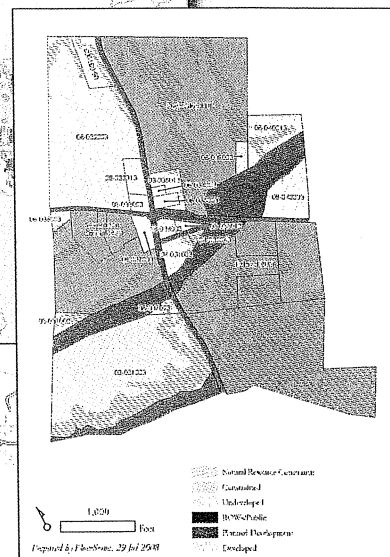
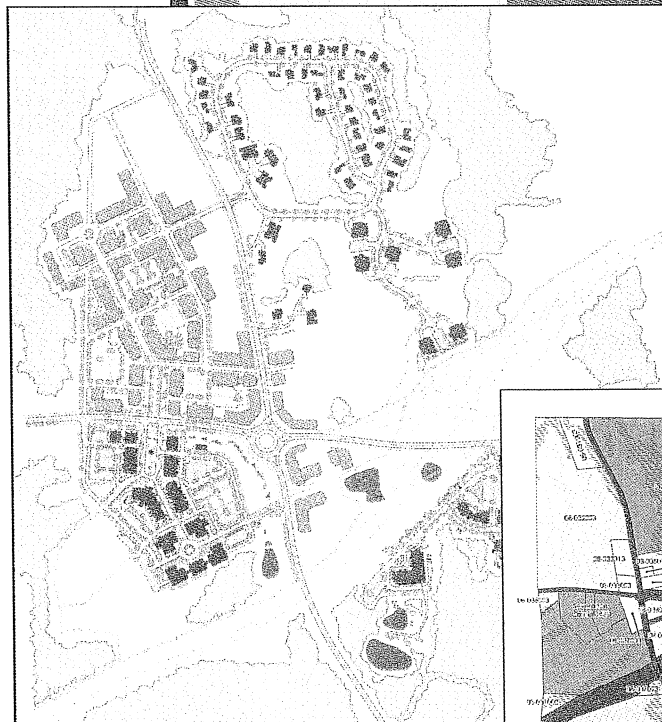
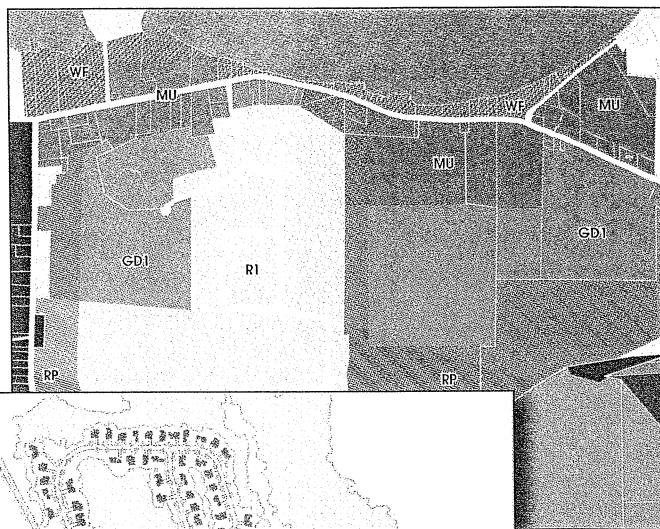
Growth Center Application - 2009  
West Lakeshore Drive Study - 2008

#### Contact:

Sarah Hadd  
Director of Planning and Zoning  
shadd@town.colchester.vt.us  
802.264.5602

Brandy Saxton, in partnership with Crane Associates, assisted the Town of Colchester in seeking state Growth Center designation for Severance Corners.

Brandy Saxton collaborated with Edge Effects Design on a redevelopment plan for the West Lakeshore Drive corridor along Lake Champlain's Malletts Bay. The resulting West Lakeshore Drive Conceptual Development Plan illustrates a potential village-style development pattern for the study area including a proposed bypass and enhanced recreation amenities along the shoreline.

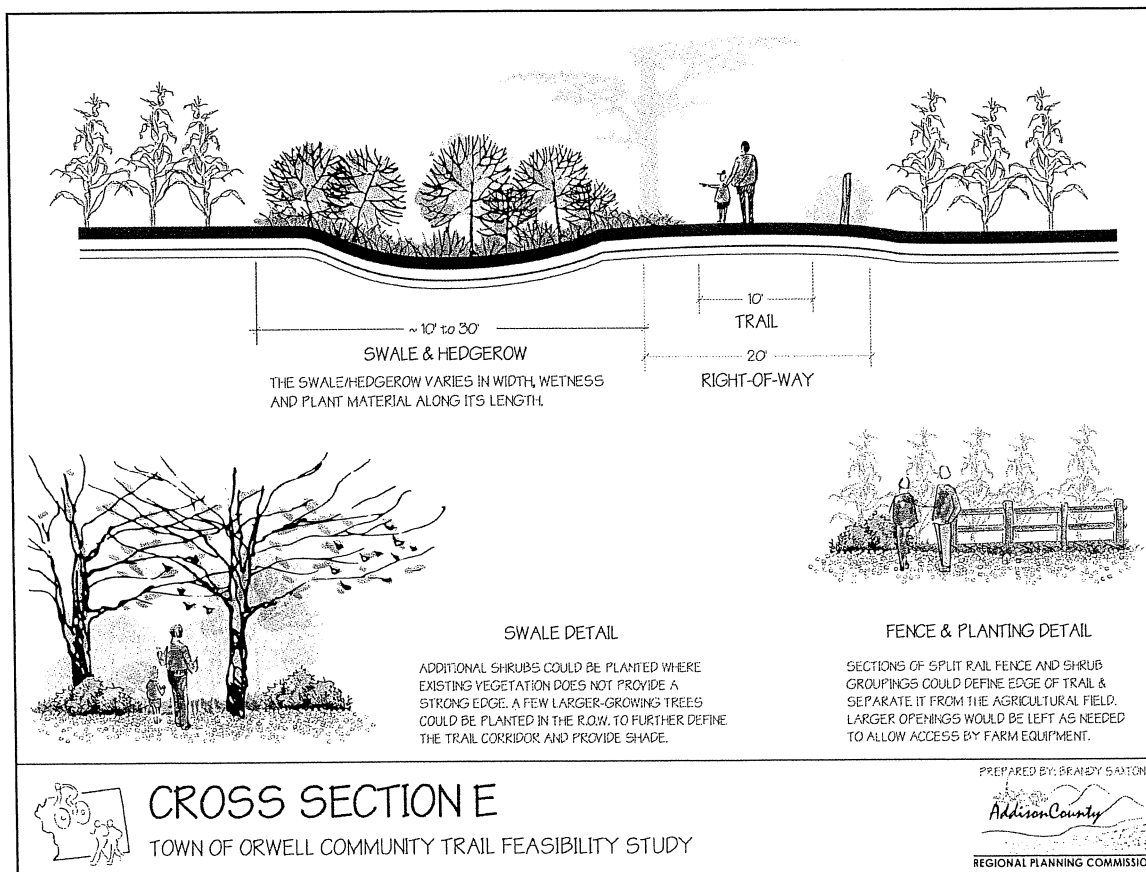


## Town of Orwell Trail Feasibility Study - 2003

### Contact:

Andrea Ochs  
anox@shoreham.net  
802.948.2670

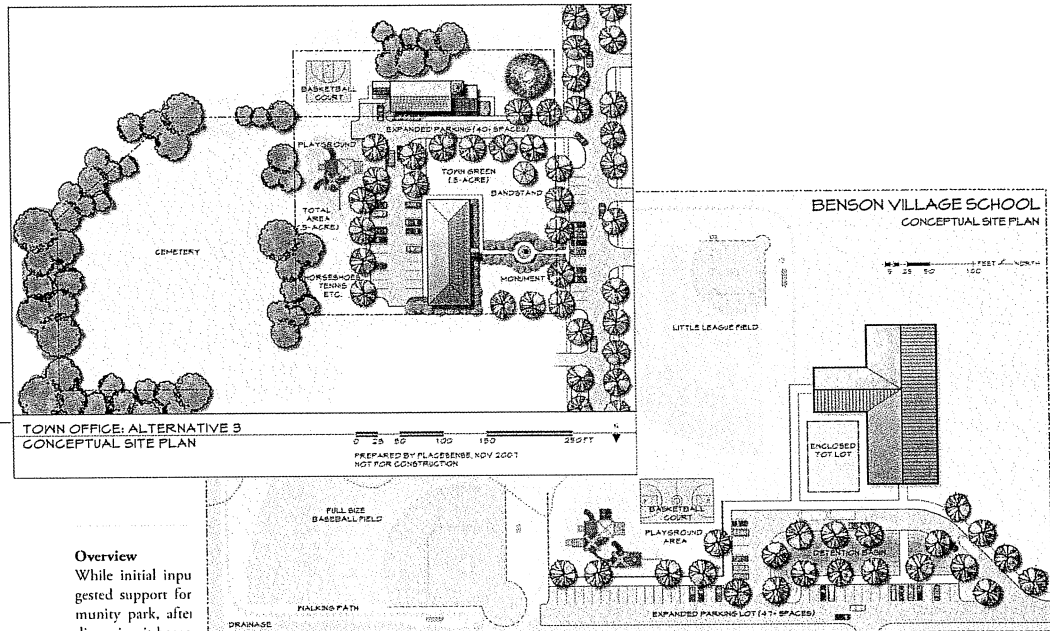
The Town of Orwell, Vermont wanted to develop a trail that would link its elementary school to the town's recreation fields. A busy state highway with limited shoulders and no sidewalks that was too dangerous for unaccompanied children to walk along was the only existing connection. A large farm field between the two locations offered another potential corridor, but the site was difficult due to a steep hillside and wetlands. The study assessed the opportunities and constraints on five alternative alignments.



### Town of Benson Village Recreation Plan - 2008

**Contact:**  
Tom Bartholomew  
Benson Recreation Committee  
tbarthol@shoreham.net  
802.537.2468

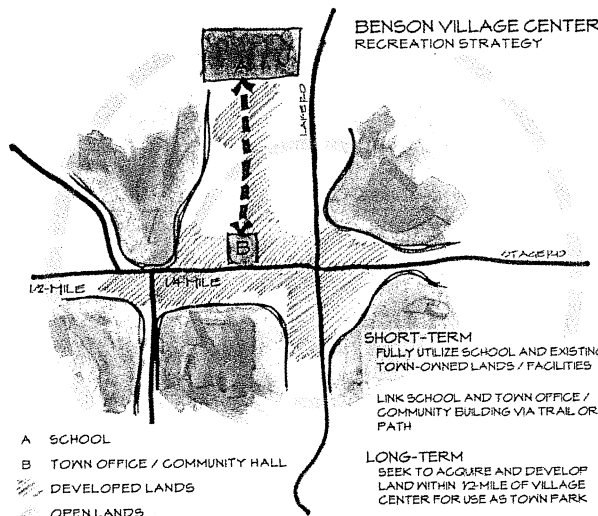
Brandy Saxton worked with the Benson Recreation Committee to develop a Village Center Recreation Plan. The planning process began with surveys of Benson households and students. Conceptual site plans were developed for enhanced recreation facilities at the Village School and Town Office properties. The potential for a walking trail between the school and town office began to be explored. Costs and potential funding sources were identified.



#### Overview

While initial input suggested support for munity park, after discussion it became more public support for projects that would improve or expand upon existing facilities or com-

holds as part of this project indicates a stronger



that many residents would like a path that could host large family or community gatherings such as picnics, reunions, receptions, barbecues or concerts. Some suggested that the Town Office property could be used for this purpose.

Discussions with school officials and the Youth League were fruitful. There was a desire among all parties to maximize use of the school property for recreation and a recognized need for a second ball field and more parking on the property. It was felt that a second field at the school would be more convenient for parents than the addition of another field elsewhere in town. The presence of a Class Three wetland on the undeveloped school property will need to be considered in any plans for recreational use of those lands.

Based on these findings, the Recreation Committee recommends the following strategy to the Benson Selectboard, school board and residents:

#### SHORT-TERM

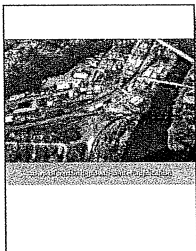
1. Fully utilize school and existing town-owned lands / facilities
2. Link school and town office / community hall via trail or path

#### LONG-TERM

3. Seek to acquire and develop land within 1/2-mile of village center for use as town park



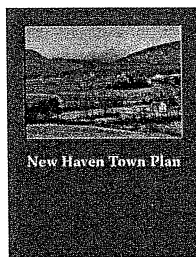
## Land Use and Community Planning



### Hartford Growth Center

Town of Hartford, VT - 2010

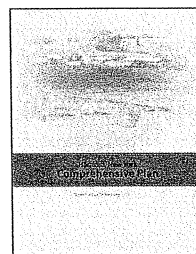
Brandy Saxton assisted the Town of Hartford planning staff with preparation of their successful 2010 application for state Growth Center designation. The project included detailed build-out analysis of future development potential and projections of future housing and job growth over the 20-year planning period.



### New Haven Town Plan

Town of New Haven, VT - 2010

Brandy Saxton assisted the New Haven Planning Commission with an update to their town plan. The project focused on the future land use plan, particularly along the Route 7 highway corridor. This followed up on public outreach and meetings, facilitated by Brandy Saxton, in the fall of 2008 that examined Route 7 and led to recommended changes in the town's approach to land use planning and regulation in the corridor. The town plan revisions also reconsider New Haven's approach to regulating its rural lands to discourage further strip development along road frontage and encourage clustered development to preserve open space and rural character.



### Hartford Comprehensive Plan

Town of Hartford, NY - 2010

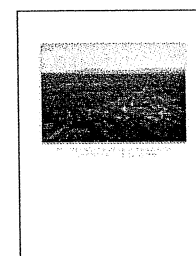
Brandy Saxton worked with the Hartford Comprehensive Plan Committee to revise the plan for this agricultural town in Washington County. A public opinion survey was distributed to all households and a series of planning workshops were held to gather public input. During the first workshop, participants drafted a vision statement that guided creation of the plan, which focuses on protection of farmland and rural character while seeking opportunities for business development.



### Waitsfield Town Plan

Town of Waitsfield, VT - 2010

Brandy Saxton worked with the Waitsfield on an update to the Town Plan. The project included a public opinion survey that was distributed by mail town-wide. Respondents had an opportunity to respond either online or by completing the paper form. More than 200 residents and property owners participated, many offering detailed comments on the important issues facing the community. Based on this input, the Planning Commission reviewed the plan goals, policies and recommended actions, and drafted a prioritized strategy to guide the town's efforts to implement the plan.



### Colchester Growth Center

Town of Colchester, VT - 2009

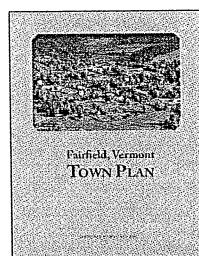
Brandy Saxton, in partnership with Crane Associates, assisted the Town of Colchester in seeking state Growth Center designation for Severance Corners. Brandy Saxton was responsible for many components of the application including preparing the required build-out analysis, GIS mapping, and summarizing relevant passages of the town plan and regulations, in addition to editing the narrative and preparing application documents.



### **Starksboro Town Plan**

Town of Starksboro, VT - 2009

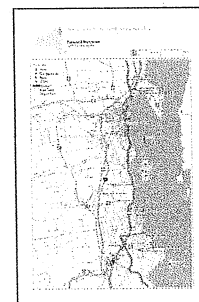
Brandy Saxton assisted the Starksboro Planning Commission and Conservation Commission with an update to the town plan. The town focused considerable effort on revising the future land use section of that plan in advance of a project to update its zoning and subdivision regulations. Brandy Saxton worked with the Planning Commission to develop a series of three surveys that were distributed monthly in the town's newsletter. That effort was followed by a planning workshop to gather further input during the planning process.



### **Fairfield Town Plan**

Town of Fairfield, VT - 2009

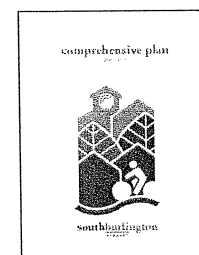
Brandy Saxton prepared an update to the Fairfield Town Plan, integrating the town's growth management program with the plan. A public workshop was held at the start of the project where participants were asked to consider various growth scenarios for the town over the next decade. The overall consensus was for Fairfield to maintain a very slow rate of growth with development focused within the town's existing village centers and areas close to the interstate and employment in neighboring St. Albans. After hearing from residents and analyzing population trends in the region, the Planning Commission decided to recommend a reduction in the number of permits issued annually for new, non-farm residences in Fairfield.



### **Two-County Local Waterfront Revitalization Program**

Lakes to Locks Passage - 2008

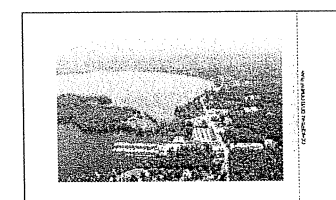
Brandy Saxton assisted Lakes to Locks Passage staff with the resource inventory and needs assessment components of the joint LWRP for New York's Clinton and Essex counties. This included preparation of a series of resource maps for the study area along the Lake Champlain shoreline in Clinton and Essex counties.



### **South Burlington Comprehensive Plan**

City of South Burlington, VT - 2008/10

Brandy Saxton, in collaboration with Dodson Associates, assisted city planning staff with a major restructuring of their comprehensive plan. The goals of the plan update included making the document easier to read, better communicating the city's vision for future development, celebrating recent successful efforts and projects, and producing an internally consistent and coherent plan. Brandy Saxton has continued to assist the city with a second phase of work on the plan.

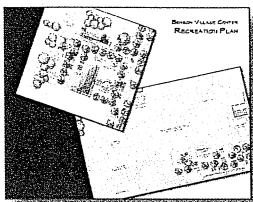


### **West Lakeshore Drive Conceptual Development Plan**

Town of Colchester, VT - 2008

Brandy Saxton collaborated with Edge Effects Design during 2007-08 on a visioning and redevelopment plan for the West Lakeshore Drive corridor along Lake Champlain's Malletts Bay. The resulting West Lakeshore Drive Conceptual Development Plan illustrates a potential village-style development pattern for the study area including a proposed bypass and enhanced recreation amenities along the shoreline.

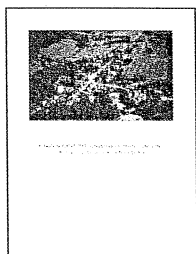




### Benson Village Center Recreation Plan

Town of Benson, VT - 2008

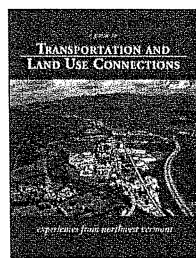
PlaceSense worked with the Benson Recreation Committee to develop a Village Center Recreation Plan. The planning process began with surveys of Benson households and students. Conceptual site plans were developed for enhanced recreation facilities at the Village School and Town Office properties. The potential for a walking trail between the school and town office was explored. Costs and potential funding sources were identified.



### Waitsfield Growth Center

Town of Waitsfield, VT - 2007

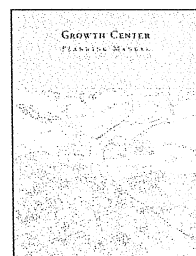
Brandy Saxton prepared an application for state Growth Center designation on behalf of the Town of Waitsfield. The project included a build-out analysis and updating of growth projections. Brandy Saxton also helped town staff present the application to the state Planning Coordination Group.



### Northwest Vermont Project Final Report

VT Agency of Transportation - 2007

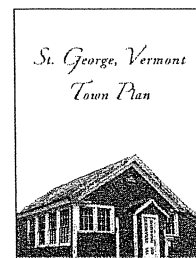
Brandy Saxton prepared the final report for the Northwest Vermont project, which was a multi-year collaborative effort to study growth and development in northwestern Vermont as it related to the region's transportation infrastructure. The efforts of the five participating regional planning commissions were summarized and eight planning tools developed in response to identified needs. In addition to the final written report, PlaceSense developed a web site and a series of PowerPoint presentations summarizing the project and showcasing the planning tools.



### Vermont Growth Center Manual

VT Department of Housing and Community Affairs - 2006

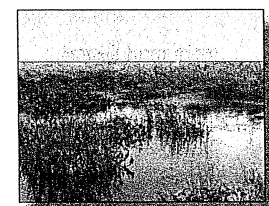
Brandy Saxton, in partnership with Kathleen Ryan - Landscape Architect, prepared the Vermont Growth Center Planning Manual, along with other materials to assist start-up of the New Town Center and Growth Center programs. The consultant developed the application materials for Growth Center designation, and outlined the structure and criteria for reviewing applications. The manual illustrates best planning and development practices that meet the program's smart growth goals.



### St. George Town Plan

Town of St. George, VT - 2006

Brandy Saxton worked with the St. George Planning Commission on a major revision to their Town Plan. As Vermont's smallest town surrounded by suburbanizing Chittenden County municipalities, St. George residents recognized that their community was facing significant changes and development pressure. Thirty years ago when the town last experienced rapid growth, St. George prepared an innovative and farsighted plan for building a village in a town that never had a center. While land was acquired for this purpose, the project never materialized. This revised town plan revisits the idea of a town center and sets forth a vision for how St. George should accommodate the next wave of development headed for the community.



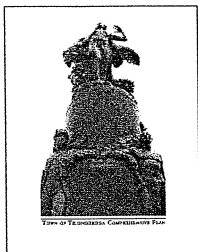
### Orwell Town Plan

Town of Orwell, VT - 2006

Brandy Saxton updated the Orwell Town Plan in coordination with the Planning Commission to reflect the public input received when the town explored changes to its zoning districts and densities, and asked residents about their vision for the town's future. The revision resulted in plan that fully supports the drafted land use regulations.

## D. Work Samples and References

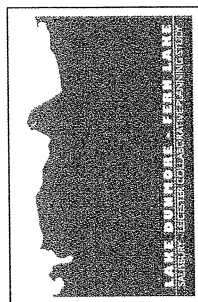
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### Ticonderoga Comprehensive Plan

Town of Ticonderoga, NY - 2006

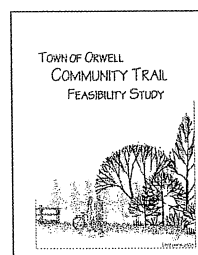
Brandy Saxton facilitated a two-year planning process with an ad hoc committee resulting in a Comprehensive Plan focused on revitalizing the town's hamlet, supporting tourism efforts and promoting the town's role as a regional center. The plan sets forth a strategy for working with the Adirondack Park Agency on an Approved Land Use Plan for the town.



### Lake Dunmore Collaborative Planning Study

Towns of Salisbury and Leicester, VT - 2005

Brandy Saxton coordinated this multi-disciplinary project after working with the two towns to develop the project and successfully obtain grant funding to support it. This study documented development trends around the lakes, analyzed impacts on the transportation system, emergency services, recreation, water quality and the environment, and recommended strategies to guide change in the lakeshore community. Ms. Saxton led a team of consultants, each focused on a specific component of the project, and working with a steering committee, developed a series of recommendations to be included in the final report. Project begun while with ACRPC and completed as private consultant.

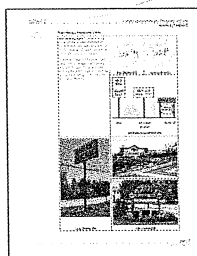


### Orwell Trail Feasibility Study

Town of Orwell, VT - 2003

The Town of Orwell, Vermont wanted to develop a trail that would link its elementary school to the town's recreation fields. A busy state highway with limited shoulders and no sidewalks that was too dangerous for unaccompanied children to walk along was the only existing connection. A large farm field between the two locations offered another potential corridor, but the site was difficult due to a steep hillside and wetlands. The study assessed the opportunities and constraints on five alternative alignments. Ms. Saxton worked on all phases of this project from writing the grant that provided funding to drafting an easement between the school and the property owner. She continued to assist the community in seeking grants to fund implementation of the proposed trail. Project completed while with ACRPC.

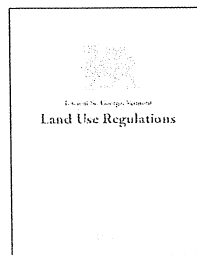
## Land Use Regulations and Design Guidelines



### Ticonderoga Land Use Code

Town of Ticonderoga, NY - In Progress

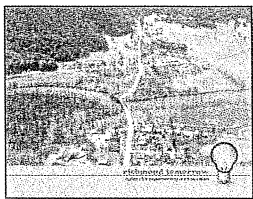
Brandy Saxton is completing work on a project to revise the town's zoning and site plan regulations to create a modernized unified land use code. The project builds upon the town's updated Comprehensive Plan, which Brandy Saxton drafted, and the ongoing downtown revitalization efforts of the town's Main Street Partnership, which Brandy Saxton has assisted with grant writing and administration.



### St. George Land Use Regulations

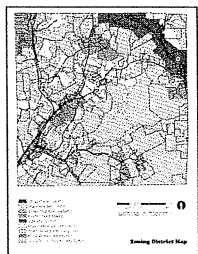
Town of St. George, VT - 2010

Brandy Saxton completed a two-year project with the St. George PC to revise their zoning and subdivision regulations into a unified set of land use regulations, which were adopted by the Selectboard. Project included drafting of standards and guidelines intended to promote development of a village center and associated residential neighborhoods in St. George.



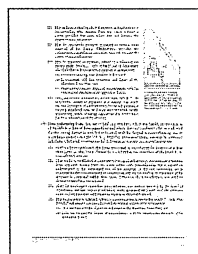
### **Richmond Zoning Regulations** Town of St. Richmond, VT - 2010/2009

Brandy Saxton worked on a two-phase project for the Town of Richmond. First, Brandy Saxton prepared a report for the Planning Commission outlining the regulatory options available to implement the town plan goals of protecting rural character in outlying areas while encouraging higher-density development within and adjacent to Richmond village. Brandy Saxton worked closely with town planning staff and the Planning Commission to revise the town's land use regulations during the second phase of the project.



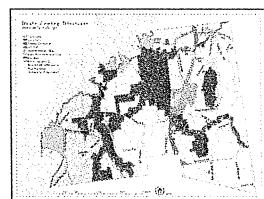
### **Rupert Land Use Regulations** Town of St. Rupert, VT - 2009

Brandy Saxton worked with the Rupert PC to revise their zoning and subdivision regulations into a unified set of land use regulations. Project included development of standards and guidelines intended to preserve working farm and forest land.



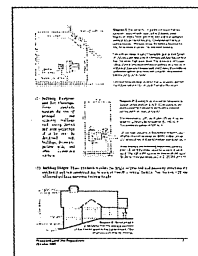
### **Shoreham Zoning Regulations** Town of Shoreham, VT - 2008

Brandy Saxton provided technical assistance to the Shoreham Planning Commission throughout its multi-year zoning revision process. Project begun while with ACRPC and continued as private consultant.



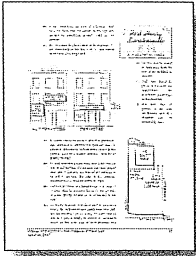
### **Ferrisburgh Zoning Regulations** Town of Ferrisburgh, VT - 2007

Brandy Saxton worked with town planning staff to revise the town's zoning district map and regulations. The draft regulations implemented the town plan goals related to limiting strip highway commercial development along Route 7 by limiting areas within the corridor designated for commercial use. The draft regulations also focused on protecting the town's significant natural resources, and included a series of overlay districts that would provide a greater level of review for future development.



### **Orwell Land Use Regulations** Town of Orwell, VT - 2006

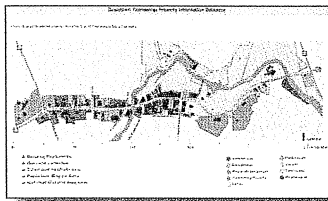
Brandy Saxton worked with the Orwell PC to revise their zoning and subdivision regulations, including development of a telecommunication ordinance, switching the town to a PC/DRB system and preparing a unified set of land use regulations. The revision began with an intensive public participation process to explore changes to the town's zoning districts and densities, which resulted in creation of a shoreline overlay district, separation of a village district from the pre-existing highway commercial district and a reduction in density with required PUDs for major subdivisions in the rural district. Project begun while with ACRPC and completed as private consultant.



### Illustrative Sign Regulations Village of Port Henry, NY - 2006

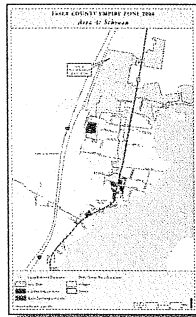
Brandy Saxton prepared and illustrated a set of sign regulations with design guidelines to accompany the village's existing site plan review law. The standards will protect the historic character of the downtown and promote signs appropriate in scale, material and character to their setting.

## Economic Analysis and Growth Projections



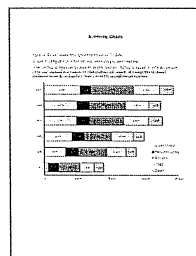
### Downtown Ticonderoga Property Database Ticonderoga Quality Destination Development Committee - 2007

PlaceSense developed an Access database of property information as part of Ticonderoga's downtown revitalization efforts. The data is available online and allows users to explore downtown development opportunities. The web site was built using Flash to create a basic map of downtown property with links from each parcel to a detailed property report and photographs.



### Essex County Empire Zone Plan and Maps Essex County Empire Zone - 2006

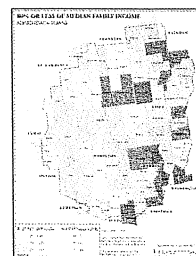
Brandy Saxton aided the Essex County, New York Empire Zone Board with preparing a new Development Plan in response to significant changes to the state legislation that authorized this economic development program. Seven distinct 'sub-zones' were delineated throughout the county and policies to determine eligibility for benefits were developed. Ms. Saxton prepared the GIS maps and associated property information required for the designation process.



### Essex County Economic Analysis Essex County Empire Zone - 2005

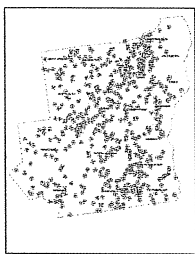
Brandy Saxton completed a detailed assessment of the county's economy including comparisons to similarly situated counties in upstate New York and New England. Both shift-share and location quotient analyses were prepared. This data informed the board's policies related to economic development.

## GIS Mapping



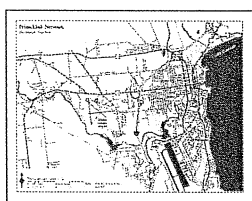
### Demographic Map Series Adirondack Community Housing Trust - 2007

Brandy Saxton prepared a demographic analysis of renting households residing in the Adirondack Park and presented the results on a series of maps to be used for ACHT's education, outreach, grantwriting and fund-raising efforts. PlaceSense provides ongoing GIS support for the organization.



**Essex County Emergency Services GIS Database**  
Essex County, NY - 2006

Brandy Saxton developed a GIS database consisting of more than 50 data layers for the Essex County Emergency Services Department. The goal of the project was to coordinate and create the GIS layers needed to make current, accurate emergency response information available to the county's Emergency Services staff for emergency management planning and response. The resulting GIS database can be integrated with the county's 911 system, providing a wide range of information to dispatchers and first responders.



**PrimeLink, Inc.**  
Plattsburgh, NY - 2006

Brandy Saxton produced a series of maps locating the telecommunications company's existing and planned facilities and infrastructure in northern New York.

**Grant Writing and Administration**

**Hartford Agriculture and Farmland Protection Planning Grant**

Town of Hartford, NY - 2010

Brandy Saxton wrote a successful Agriculture and Farmland Protection Planning Grant for the Town of Hartford. The \$24,000 in funding from NYS Department of Agriculture will support development of an agricultural economic development strategy for the town and a LESA (land evaluation and site assessment) to prioritize farmland for conservation.

**Ticonderoga Main Street Partnership**

Town of Ticonderoga, NY - 2007

Brandy Saxton assisted the Ticonderoga Main Street Partnership with the administration of two NYS Quality Communities grants, totaling more than \$150,000 in support of their downtown revitalization efforts. Activities included developing the work program and executing the grant agreement.

**Port Henry Village Master Plan Project**

Village of Port Henry, NY - 2006

Brandy Saxton wrote a successful NYS Quality Communities grant to fund preparation of a village master plan and neighborhood-based design guidelines, which resulted in Port Henry receiving more than \$7,000 in state funding.

**Bulwagga Bay Campground Shoreline Stabilization Project**

Town of Moriah, NY - 2006

Brandy Saxton prepared a successful NYS Environmental Protection Fund grant to address shoreline erosion at the town-owned campground on Lake Champlain, which resulted in Moriah receiving \$13,680 in state funding. Brandy Saxton has been administering the project and responsible for obtaining necessary permits for the shoreline stabilization project designed with grant funds from the Adirondack Park Agency, NYS Department of Environmental Conservation and US Army Corps of Engineers.

**Port Henry Sidewalk Project**

Village of Port Henry, NY - 2006

Brandy Saxton prepared a successful NYS Environmental Protection Fund grant to extend sidewalks from the state highway along the Lake Champlain waterfront to the Village Pier, which resulted in Port Henry receiving \$11,000 in state funding.



**NON-COLLUSIVE BIDDING CERTIFICATION**

1. By submission of this bid, the undersigned bidder and each person signing on behalf of such bidder certifies – and in the case of a joint bid each party thereto certifies as to its own organization – UNDER PENALTY OF PERJURY, that to the best of the undersigned's knowledge and belief:

- (a) The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;
- (b) Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and
- (c) No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

2. The undersigned acknowledges and agrees that a bid shall not be considered for award nor shall any award be made where any of the above have not been complied with; provided however, that if in any case the bidder cannot make the foregoing certification, the bidder shall so state and shall furnish with the bid a signed statement which sets forth in detail the reasons therefor. Where one or more of the above has/have not been complied with, the bid shall not be considered for award nor shall any award be made unless the political subdivision, public department, agency or official thereof to which the bid is made, or his designee, determines that such disclosure was not made for the purpose of restricting competition.

3. The undersigned also acknowledges and agrees that the fact that a bidder (a) has published price lists, rates, or tariffs covering items being procured, (b) has informed prospective customers of proposed or pending publication of new or revised price lists for such items, or (c) has sold the same items to other customers at the same prices being bid, does not constitute, without more, a disclosure within the meaning of paragraph 1 above.

4. The undersigned further acknowledges and agrees that any bid hereafter made to any political subdivision of the state or any public department, agency or official thereof by a bidder which is a corporation or a limited liability company for work or services performed or to be performed or goods sold or to be sold, where competitive bidding is required by statute, rule, regulation, or local law, and where such bid contains the certification referred to in paragraph 1 of this certificate, shall be deemed to have been authorized by the board of directors of the bidder, and such authorization shall be deemed to include the signing and submission of the bid and the inclusion therein of the certificate as to non-collusion as the act and deed of the corporation or limited liability company.

Name of Bidder: BRANDY SAXTON  
(print full legal name)

Date Signed: 17 FEB 2011

Signature: 

Name of Person Signing Certificate: BRANDY SAXTON  
(print full legal name of signer)

Bidder is (check one): ☒ an individual  
☐ a limited liability partnership  
☐ a limited liability company  
☐ other entity (specify): \_\_\_\_\_

**CONTRACTOR'S ACKNOWLEDGEMENT**

(If a Corporation)

STATE OF NEW YORK )  
COUNTY OF )

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me personally came \_\_\_\_\_  
to me known, and known to me to be the \_\_\_\_\_ of \_\_\_\_\_  
\_\_\_\_\_, the Corporation described in and which executed the within instrument, who being duly sworn by  
me and did depose and say that the said \_\_\_\_\_ resides at \_\_\_\_\_  
\_\_\_\_\_ and that he is the \_\_\_\_\_ of said corporation; that  
the seal affixed to the within instrument is such corporate seal and that it was so affixed by order of the  
Board of Directors of said Corporation, and that he signed his name hereto by like order.

\_\_\_\_\_  
Notary Public

**CONTRACTOR'S ACKNOWLEDGEMENT**

(If an Individual)

STATE OF NEW YORK )  
COUNTY OF )

On this 17<sup>th</sup> day of February, 2011, before my personally came Brandy Saxton  
\_\_\_\_\_ to me known, and known to me to be the same person described in and who executed the within  
instrument and he duly acknowledged to me that he executed the same for the purpose herein mentioned  
and, if operating under any trade name, that the certificate required by the New York State Penal Law,  
Section 440 and 440-b has been filed with the County Clerk of Essex County.

Elaine Adkins  
Notary Public

**CONTRACTOR'S ACKNOWLEDGEMENT**

(If a Co-Partnership)

**ELAINE ADKINS**  
Notary Public, State of New York  
No. 01AD5044823  
Qualified in Essex County  
Commission Expires June 5, 2011

STATE OF NEW YORK )  
COUNTY OF )

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me personally came \_\_\_\_\_  
\_\_\_\_\_ to me known, and known to me to be a member of the firm of \_\_\_\_\_  
and the person described in, and who executed the within instrument on behalf of said firm, and he  
acknowledged to me that he executed the same on behalf of, and as the act of said firm for the purposes  
herein mentioned and that the certificate required by the New York State Penal Law, Section 440 and 440-  
b has been filed with the County Clerk of Essex County.

\_\_\_\_\_  
Notary Public