



TOWN OF COLONIE
PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT

Public Operations Center
347 Old Niskayuna Road
Latham, New York 12110

Paula A. Mahan
Town Supervisor

Phone (518) 783-2741 Fax (518) 783-2888
www.colonie.org/pedd

Sean M. Maguire, AICP CEcD
Director

October 7, 2020

Sandra Misiewicz, Principal Transportation Planner
Capital District Transportation Committee
One Park Place, Suite 100
Albany, NY 12205

**RE: Town of Colonie Enhanced Development Regulations
CDRPC/CDTC 2020 Community Planning Technical Assistance Program
Commitment Letter for Local Match**

Dear Ms. Misiewicz:

The Town of Colonie is pleased to apply for technical assistance to investigate enhanced zoning regulations which could improve the environmental sustainability of new development within the Town of Colonie.

The 2020 Community Planning Technical Assistance Program requires a 25% local match. This letter serves as the Town of Colonie's commitment to provide in-kind services to this project equivalent to 25% of the cost (\$1,625) of this \$6,500 project.

Sincerely,

Paula Mahan
Town Supervisor



2020 Community Planning Technical Assistance Program Application Form

Applicant Information:

Lead Municipality: Town of Colonie

Contact Person: Monique Wahba, Senior Planner

Address: 347 Old Niskayuna Rd Latham, NY 12110

Phone Number: (518) 783-2741 Email Address: wahbam@colonie.org

Co-Applicant(s), if applicable: _____

Project Information:

Project Name: Town of Colonie Enhanced Development Regulations

Is your project time sensitive? If yes, please describe:

Yes, these actions are short-term goals of the 2019 Town of Colonie Comprehensive Plan. Implementation is expected in 2021.

Project Summary (not more than 100 Words):

This project is aimed at improving the environmental sustainability of new development within the Town of Colonie. Toward that end, the project will investigate the feasibility of incorporating Green Area Ratio and Electric Vehicle (EV) charging station requirements into the Town of Colonie's Zoning Ordinance. The project work scope will include developing a white paper, conducting a zoning code audit and developing model zoning language to implement a Green Area Ratio requirement, and developing recommendations to require Electric Vehicle charging stations.

Detailed Project Information:

1. Explain how the project relates to one or more with the principles of CDTC’s New Visions 2040 Regional Transportation Plan. See <https://www.cdtcmpto.org/nv2040sum> for details.

Aimed at improving the environment and promoting new technologies (i.e. electric vehicles) while supporting economic development, this project is consistent with 2050 New Visions’ principles of Preserving the Environment, Leveraging Technology, and Supporting Economic Development.

2. Describe the role of CDRPC and/or CDTC staff in the project. Include a detailed description of the scope of work and desired product.

CDRPC and CDTC will provide technical assistance resulting in the following products:

- a) White Paper on Green Area Ratio – its purpose, effectiveness, best practices and model ordinances;
 - b) Zoning Code Audit – review of the Town of Colonie’s Zoning Ordinance to see how Green Area Ratio and Electric Vehicle (EV) charging station requirements can most easily and appropriately be incorporated;
 - c) Model Zoning Language for the Green Area Ratio; and
 - d) EV charging station recommendations – based on best practices in other communities.
3. Describe the local commitment to the project including any work tasks and resources (both financial and in-kind) that will be contributed. All applicants are required to match the total project cost up to 25% of its value through staff time (in-kind services) or cash.

The Town of Colonie will contribute the staff time of Monique Wahba, Senior Planner who will be the project lead, reviewing and guiding the development of all work products.

4. Provide a project timeline including start and end dates.

CDRPC and CDTC will perform the following tasks with Town of Colonie advising at every step.

- | | |
|----------|--|
| Month 1: | Research of Green Area Ratio |
| Month 2: | Development of Green Area Ratio White Paper
Begin work on Zoning Code Audit |
| Month 3: | Zoning Code Audit completed |
| Month 4: | Development of Model Zoning Ordinance for Green Area Ratio and EV Requirements |

Cost Estimate (as agreed to by CDRPC and/or CDTC):

Total Cost: _____ \$6,500 _____

25% Match Commitment:

1) Total In-Kind Match: _____ \$1,630 _____

2) Total Cash Match: _____

3) = Total In-Kind + Cash: _____ \$1,630 _____

Submission Checklist:

- x Application Form
- x Pre-Application Meeting Held
- x Match Documentation Worksheet
- x Municipal Commitment Letter

Match Documentation Worksheet

Following initial contact via a Pre-Submission discussion, a total project cost will be established by CDRPC and/or CDTC staff. A 25% match is required for this program. Provide an estimate of your anticipated match on this worksheet. At the conclusion of the project, the applicant will be required to document actual cash or in-kind match contribution of not less than 25% of the project cost.

In-Kind Match is a non-cash contribution of value provided by the municipality, organizations, or individuals participating in the project. In-kind match is typically the calculated value of personnel, goods, and services, including direct and indirect costs. The In-Kind Rate for volunteer time must be counted at the following standardized current rate for New York State

https://www.independentsector.org/volunteer_time, unless a justifiable professional rate applies.

Cash Match, i.e., a cash contribution can come from municipal funds (general revenue), cash donations, contributions of third parties (i.e. partner organizations) or from non-federal grants.

In-Kind Match – Salaries / Wages / Travel (See <https://www.gsa.gov/portal/category/26429> for current rates)

Activity Description	<u>Rate</u> (x/hr or x/mile)	Estimated Total Hours or Mileage	Value (Total Hours or Mileage * Rate)
PEDD Director	\$90/hr	3 hrs	\$270
Senior Planner	\$70/hr	16 hrs	\$1,120
Planner	\$60/hr	4 hrs	\$240
		Total:	\$1,630

In-Kind Match– Volunteer Hours

Activity Description	Number of Volunteers	Total Volunteer Hours	<u>Volunteer Hourly Rate</u>	Volunteer Value (=Total Hours * Rate)

Match Documentation Worksheet

In-Kind Match– Other (Please Specify)

Description	Total Value

Total In-Kind Match (Salaries/Wages/Travel + Volunteer Hours + Other) _____

Cash Match

Description	Source (Non-Federal Grant, Donation, Municipal Budget)	Total Amount

Total Cash Match _____

STAFF USE ONLY

Staff Time CDRPC

Employee	Rate	Hours	Total

Total _____

Staff Time CDTC

Employee	Rate	Hours	Total

Total _____

Total Value of Staff Time _____

Total In-Kind Match \$1,630 _____

+

Total Cash Match _____

=Total Match \$1,630 _____

STAFF USE ONLY - Total Project Value and Match

Total Value of Staff Time: _____

Total Match: **\$1,630** _____

Total Project Value: **\$6,500** _____

Match Documentation Worksheet

25% Match Required: \$1,630