

Village of Fairport Zoning Code Update

Scope of Work

A. Objective

To update the Village of Fairport's zoning code and map to align with its Comprehensive Plan, strengthening walkability, traffic circulation, safety, and the character of the Village.

B. Background

In November 2021, the Village of Fairport completed the comprehensive planning process by adopting a new Comprehensive Plan. Following the adoption of any comprehensive plan, it is necessary to review and update the municipal zoning code to ensure the code is in conformance with the goals and policies of the comprehensive plan. This is necessary to guide development in the municipality so that the vision for that municipality is achieved.

The Village, as a result of the comprehensive planning effort, has adopted the following vision:

"The Village of Fairport strives to be a friendly, welcoming, and diverse community. Fairport is home to neighborhoods with unique characteristics that adapt to changes in societal demographics. We value the tree-lined walkable streets and historic architecture. The picturesque Erie Canal is a famed landmark and heart of the Village; essential to economic and residential development, while drawing visitors for leisure opportunities. Quality services and municipal public power are attractions for residents and businesses to Fairport.

Moving forward, the Village will endeavor to achieve a quality of life that is equitable for residents, businesses and any who wish to be a part of the Fairport community. We will continue to maintain and enhance our vibrant and active Main Street, business districts and neighborhoods; to attract diverse residential, shopping, dining, working and recreational uses. The Village will leverage our range of essential public services to foster sustained and resilient economic growth. Best practices of preservation, sustainability and public service will be our guiding principles for future land use policies and implementation strategies."

Within the Village Comprehensive Plan, 13 goals have been set to realize the vision for Fairport's tomorrow. Each goal tackles one of six topic areas. These include: land use; neighborhood preservation and housing; economic development; community health and the environment; transportation and infrastructure; and government, community services, and facilities. Each area has associated goals that the community seeks to attain to realize the Village's 2030 Vision. One of these goals is to provide multi-modal transportation and infrastructure that supports proposed land uses and meets resident's and the Village's needs.

At this time, piecemeal update of the Zoning Code has occurred in response to the identification of barriers to attaining the goals identified in the Comprehensive Plan. Although

helpful to the development and use of land within the boundaries of the Village, a comprehensive review and update of the Code is necessary so that not only is there a framework to pursue the goals of the Comprehensive Plan, but that concepts such as transportation-supportive development, equity and inclusion are evident through the requirements of the Zoning Code.

C. Tasks

1. Establish a Steering Committee including but not limited to representatives from the Village Board, the Village Planning Board, the Village Zoning Board of Appeals, local residents and business owners, as well as Monroe County, New York State Department of Transportation, and Genesee Transportation Council staff.
2. Prepare a Request for Proposals (RFP) to obtain proposals for professional assistance and retain a consultant via a published solicitation in the *New York State Contract Reporter*, the *Rochester Business Journal*, and the *Minority Reporter*. A consultant selection committee comprised of members from the agencies listed in Task 1 (or a subset thereof) will select a preferred consultant to conduct Tasks 3 through 14, below.
3. Inventory current conditions by reviewing existing documentation and supporting materials, including the current zoning code, comprehensive plan, previous transportation-related studies, and recent development proposals.
4. Develop a Needs Assessment to document opportunities for revising and updating the village zoning code to align the code with the comprehensive plan goals and policies.
5. Hold the first public meeting to solicit community input and feedback on the identification of goals and objectives for the project.
6. Develop a set of draft Recommendations consisting of proposed revisions to the zoning code.
7. Hold the second public meeting, in the form of a community design workshop (charette), to provide a hands-on forum for community members and business owners/employees to outline their ideas for improving zoning in the Village.
8. Develop a set of draft zoning code amendments.
9. Hold the third public meeting to solicit community input and feedback on the draft zoning code amendments.
10. Revise and update the draft zoning code based on public input.
11. The Steering Committee will provide the draft zoning code to the Village Board for its review and consideration.
12. The Village Board will conduct a State Environmental Quality Review Act (SEQR) analysis of the proposed zoning code amendments.

13. The Village Board will hold a public hearing prior to adopting the zoning code amendments.
14. The Village Board will adopt the zoning code amendments.

D. Products

1. A final report with adoption ready zoning code text amendments and associated village zoning map.
2. An Executive Summary.
3. Steering Committee meeting materials, including agendas, presentations, handouts, and summaries.
4. Public meeting materials, including agendas, presentations, handouts, and summaries.

E. Public Participation Plan

Per the GTC Public Participation Policy, this project is classified as a Planning/Policy Project. Accordingly, public participation will be accomplished through the following activities:

1. The Village will hold monthly Steering Committee meetings consisting of a diverse group of stakeholders from within the village as well as interested agencies.
2. The Village will hold two public informational meetings to solicit input and feedback at key phases of the zoning code update process.
3. The Village will hold one public design workshop (charette) to provide a hands-on forum for community members and business owners/employees to outline their ideas for improving zoning in the Village.
4. The Village will hold at least one public hearing prior to adopting proposed changes to the zoning code.
5. The Village will post regular updates and project materials on its website.

F. Schedule

The project will commence in May 2023 and conclude in June 2024 according to the following schedule:

1. May-June 2023: Establish and convene Steering Committee.
2. July-August 2023: Prepare and advertise RFP.
3. September-October 2023: Select a professional planning consultant.
4. November-December 2023: Conduct the initial public meeting, review existing documentation.
5. January–February 2024: Identify proposed zoning amendments.
6. March 2024: Conduct public workshop.
7. March-April 2024: Revised proposed zoning amendments based on public review.
8. March–April 2024: Present zoning changes to public at the second public meeting and gather public input.
9. April-May 2024: Finalize proposed zoning amendments.
10. May–June 2024: Conduct SEQR analysis, hold public hearing, adopt zoning amendments.

E. Project Budget

Sources of Funds		Uses of Funds	
	<u>FY 2023-24</u>		<u>FY 2023-24</u>
<u>Federal Funds</u>		<u>GTC</u>	
FHWA	\$75,000	Staff	\$0
FTA	0	Contractual	0
Subtotal	\$75,000	Subtotal	\$0
<u>Matching Funds</u>		<u>Other Agency</u>	
State (In-kind)	\$0	Staff	\$0
Local (In-kind)	\$10,000	Contractual	\$140,000
Local (Cash)	\$65,000	In-kind Exp.	\$10,000
Subtotal	\$75,000	Subtotal	\$150,000
<u>Total</u>	<u>\$150,000</u>	<u>Total</u>	<u>\$150,000</u>