

MEMORANDUM

To: Ridgefield Planning and Zoning Commission
From: Glenn Chalder, AICP
Date: July 23, 2018
Subject: **Introductory Meeting – July 31**
Plan of Conservation and Development Update

Greetings! I am looking forward to working with you to update the Ridgefield Plan of Conservation and Development in accordance with CGS Section 8-23. At the meeting on July 31, I would like to review the following topics with you:

1. Anticipated Scope of Work (pages 2-6 of this booklet)
2. Anticipated Schedule (page 7 of this booklet)
3. **Discussion of topics / issues felt to be a priority for the Plan (page 8 of this booklet)**

This will be the focus of the meeting on July 31!

Conservation Strategies



Development Strategies



Infrastructure Strategies



Scope Of Work

Anticipated Workflow

The Scope of Work is predicated on updating the 2010 POCD document in order to clearly articulate strategies to help guide the future conservation, development, and infrastructure of Ridgefield into the future.

Scope of Services

1. Issues Scoping

This first phase focuses on identifying topics and issues to be addressed in the Plan update process. Specific tasks will include:

Preparation / Material Review

- Review current POCD
- Review implementation status of current POCD
- Review other plans / studies / documents provide by the Town

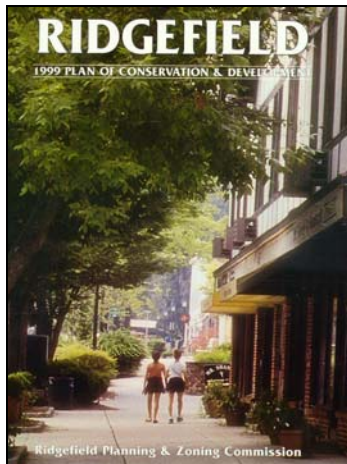
Scoping Meeting With the Planning and Zoning Commission

- Meet with Planning and Zoning Commission to identify ppriorities to be considered in the Plan

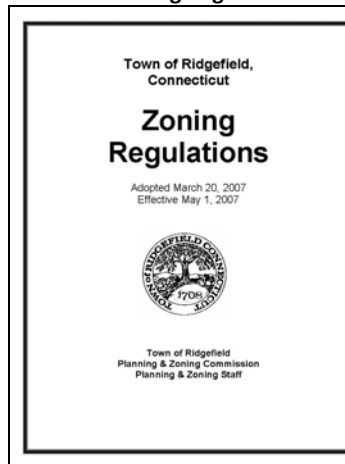
Board / Agency Questionnaires

- Circulate a survey / questionnaire to members of local boards and commissions
- Circulate a survey / questionnaire to Town department heads
- Review and summarize questionnaire responses

1999 POCD



2007 Zoning Regulations



2010 pocd





Public
Input

Public Scoping Workshop

- Facilitate one (1) interactive workshop for residents to identify and discuss significant current and future issues in Ridgefield

Prouds and Sorries



Planning Points



General Discussion



Conditions and Trends Review

- Review and assess information related to Ridgefield, including:
 - Demographics (such as total population, age composition, etc.)
 - Housing (e.g., units, types, sales, affordability and other information)
 - Economic (e.g., employment, income)
 - Fiscal (e.g., budget, expenditures, tax base)
 - Land use and zoning including a build out analysis for residential and commercial development



Summary
Report

Synthesize Input and Recommend Priority Issues and Topics

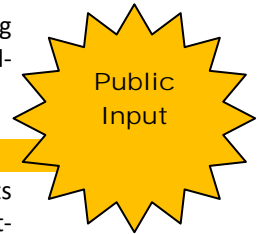
- Prepare a report that organizes and summarizes:
 - Major conditions and trends
 - Input from community meetings
 - Recommendations for issues / topics as part of the POCD update
- Provide electronic files for posting information on-line

2. POCD Review & Strategy Refinement

The second phase focuses on reviewing the existing Plan with the Planning and Zoning Commission and identifying appropriate strategies. Specific tasks will include:

Prepare Briefing Booklets

- Collect, analyze and assemble data utilized in the preparation of the plan
- Prepare briefing booklets on POCD issues and topics based on the 2010 Plan (including goals, policies and recommendations) and independent analysis by Planimetrics (including POCD mapping)



Listening Sessions (Board / Commission Input)

- Conduct a series of listening sessions on research/strategy themes and briefing booklets in order to seek input and feedback from other boards and commissions on POCD strategies relevant to their function

Research/Strategy Theme – Conservation

How to protect and preserve the things important to Ridgefield residents

- Environment / natural resources / ecologically sensitive resource assessment including rivers and streams, wetlands, watersheds, aquifers, and ridgelines
- Open Space / Green Space and policies concerning acquisition, use and preservation
- Historic Resources / Scenic Resources
- Community Character / Community Spirit / Quality Of Life

Research/Strategy Theme – Sustainability

How to be a more sustainable community

- Preparing for Climate Change
- Sustainability
 - Energy Conservation
 - Water Conservation
 - Waste Reduction
 - Protection of the environment through low impact development
- Resilience including:
 - Emergency response / preparedness
 - Hazard mitigation
 - Long term adaptation / climate change

Research/Strategy Theme – Development

How to guide / manage growth and change in Ridgefield

- Ensuring responsible, well balanced, and fiscally sustainable growth
- Ridgefield Center
- Branchville
- Research and study economic development conditions and provide recommendations promoting appropriate business / economic development, business investment, and employment opportunities commensurate with core residential values
- Stabilizing house values while maintaining adequate municipal services / guiding residential development / addressing housing needs
- Research and study residential land use and affordable housing.

Research/Strategy Theme – Infrastructure

How to provide facilities and services to support the type of community Ridgefield wants to be

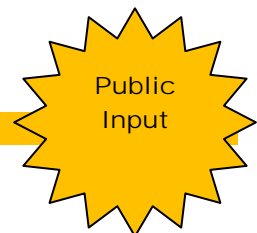
- Community facilities and services including:
 - Quality and responsiveness of municipal and educational services
 - Prepare a needs assessment for community and recreational facilities
- Examine vehicular transportation, traffic circulation and traffic modes
- Pedestrians / bicycles / transit including:
 - Complete Street policies / approaches
- Utilities
 - Review piped / wired / wireless infrastructure in relation to its possible effect on planning, policy making, and ability to meet projected future needs

Planning Program

- Review preliminary POCD strategies to ensure the PZC has achieved consensus with regard to the appropriate course of action

Telephone Survey

- Prepare a telephone survey instrument and review it with the Commission
- Conduct a telephone survey of 400 randomly-selected Ridgefield residents based on landline and cell phone records to consider issues of community importance



3. POCD Preparation & Adoption

The third phase focuses on preparing and adopting the updated POCD. Specific tasks include:

Plan Preparation

- Prepare a first draft of the POCD based on input/feedback from the Commission on listening sessions
- Incorporate POCD mapping
- Assist the Planning and Zoning Commission refine and update strategies to reflect anticipated needs over the next 10 to 20 years
- Ensure compliance with CGS Section 8-23



Draft
POCD

Plan Review and Refinement

- Prepare a first draft of the Plan (including maps)
- Review the first draft of the Plan with the Planning and Zoning Commission
- Based on Commission discussion, prepare an updated draft POCD (including updated maps) and an implementation schedule

Community Meeting(s)

- Organize and facilitate one (1) public meeting on the updated Draft POCD
- Present the updated Draft POCD for community feedback



Public
Input

Finalize Proposed POCD

- Meet with the Planning and Zoning Commission to review input and determine additional edits to the updated Draft POCD and maps
- Prepare the “proposed” POCD (including maps)

Public Hearing On Adoption

- Present the proposed Plan at the public hearing on adoption (1 meeting)



Public
Input

Planning and Zoning Commission Review

- Review public comments with the PZC and determine final edits to the proposed Plan and maps
- Assist the Planning and Zoning Commission with Plan adoption
- Ensure compliance with CGS Section 8-23

Plan Completion

- Prepare the adopted Plan and maps for final printing
- Deliver all materials to the Town upon project completion:



Final
POCD

Project Schedule

It is anticipated that the project will commence in September 2018. The timing of public meetings is a key factor in the overall schedule and it is recommended that the kick-off public meeting be scheduled for the fall of 2018.

Due to the requirements of CGS 8-23, it is understood that it is the Town's desire for the POCD to be adopted prior to July 2020. The following schedule is consistent with these parameters.

	2018					2019					2020										
	A	S	O	N	D	J	F	M	A	M	J	A	S	O	N	D	J	F	M	A	M
1. ISSUES SCOPING																					
Material Review																					
PZC Kick-off Meeting																					
Stakeholder Interviews																					
Public Scoping Workshop																					
On-Line Survey																					
Review Issues & Topics Report																					
2. PLAN REVIEW / REFINEMENT																					
Research / Analysis / Briefing Books																					
Town Board / Commission Input																					
Planning Program / Survey Prep																					
Telephone Survey																					
3. PLAN REVIEW / ADOPTION																					
Plan Preparation																					
POCD Review																					
Community Meeting (s)																					
Finalize Proposed POCD																					
Statutory Notice Period																					
Public Hearing																					
Plan Adoption																					
Plan Completion																					

Estimated POCD Adoption = April 2020

This schedule is predicated on one meeting per month (or more) with the Planning and Zoning Commission *dedicated* to the POCD update.

Planning Issues / Topics

Thoughts
On
Current
POCD

1. What do you feel are the strengths and weaknesses of the current POCD?
2. How do you feel about the layout and organization of the current POCD?
3. Is there anything you feel would make the current POCD more user-friendly?

Issues /
Topics
For
POCD
Update

4. What issues / topics do you feel are important to address / consider as part of the POCD update?
 - CONSERVATION - How to protect and preserve the things that are important to Ridgefield residents
 - SUSTAINABILITY - How to be a more sustainable community
 - DEVELOPMENT - How to guide/manage growth and change in Ridgefield
 - INFRASTRUCTURE - How to provide facilities and services to support the type of community Ridgefield wants to be

Next
Steps

5. As we prepare and reformat the POCD, what things do you feel we should keep in mind?
6. Anything else?