

## LID REGULATION DEVELOPMENT

### Project Tasks, Milestones and Deliverables

#### 1. Form Project Steering Committee

A project Steering Committee will be formed to provide input and guide the development of LID standards and regulations in the Town of Vernon. Specifically, the committee will include members of the Vernon Planning and Zoning Commission, Inland Wetlands Commission, Conservation Commission, Engineering and Planning Departments, Town Council, and public stakeholders. A representative from the North Central Conservation District is also recommended.

#### 2. Review Regulations

Fuss & O'Neill will update the previous land use regulatory review that was completed in 2008 in support of the development of the Tankerhoosen River Management Plan. The updated review will include review of current local land use zoning, subdivision, and inland wetland regulations and ordinances, and identification of barriers to the use of structural and non-structural (i.e., site planning) techniques for new development and redevelopment projects.

Fuss & O'Neill will meet with the Steering Committee to discuss common barriers to LID. Fuss & O'Neill will review the existing codes and regulations to document potential barriers to implementation of LID and will document the review in a tabular summary that includes:

- Regulatory/ordinance citation (e.g., article/chapter/section).
- Specific language of concern.
- Potential problems created.
- Recommended revisions.

Fuss & O'Neill will incorporate the tabular summary into a technical memorandum that will be provided to the Town for review prior to a Town workshop

#### 3. Prepare Regulatory Revisions and LID Standards

Fuss & O'Neill will draft proposed revisions to the local land use regulations and ordinances to eliminate barriers and encourage the use of LID techniques in future development projects, as well as develop draft LID standards. Specific tasks include:

##### **a. Identify areas in existing land use regulations and ordinances in which LID Guidelines or regulations could be implemented**

Vernon's municipal code and regulation contains a number of references related to drainage and stormwater management. Some municipalities that adopt LID requirements codify the requirements within existing policy, others opt for stand-alone ordinances.

Fuss & O'Neill will meet with the Town to discuss a preferred approach and specific issues of concern in existing policy. Fuss & O'Neill will then prepare a tabular summary that includes the following information:

- Regulatory/ordinance citation (e.g., article/chapter/section) where a reference to LID may potentially be added.
- Proposed revision to existing language.
- Implementation issues associated with the proposed revision.

**b. Draft Low Impact Development Manual and Regulations**

Fuss & O'Neill will prepare a draft LID design manual that will address the following topics:

- Advantages of managing stormwater using LID.
- Four basic tenets of LID.
- LID Approaches:
  - BMPs for Minimizing Site Disturbance.
  - Working with Site Hydrology.
  - BMPs for Minimizing and Disconnecting Impervious Surface.
  - Applying Small-Scale BMPs at the Source.

Each BMP detailed in the manual will include an introductory discussion of the BMP, its general use, its advantages, and special considerations for its application. Fuss & O'Neill will also draft recommended revisions to the local land use regulations to remove barriers to and promote the implementation of LID practices. Fuss & O'Neill will provide the draft LID manual and recommended regulatory revisions to the Town for review.

**c. Recommendations for Developer Incentives for Implementing LID**

Fuss & O'Neill will evaluate and recommend incentives that may help the Town encourage developers to use LID and provide a summary of the incentives that includes the following information:

- Type of incentive.
- General description.
- Justification for its value to developers.
- Disadvantages to the Town.
- Implementation issues.

The summary will be provided to the Town prior to the combined Steering Committee and Land Use Commission Workshop.

**4. Meetings**

Involvement of Town staff, land use commissions, and the general public in this project is essential to its long-term successful implementation. The following meetings are included in this scope of services:

- **Kickoff Meeting**  
 This initial meeting will allow the project team to review the scope of work, schedule, deliverables, budget, communications, and to discuss materials that will be needed from the Town to complete the scope of work.
- **Steering Committee Workshop**  
 After development of Material Set 1 (summary of developer incentives, existing barriers, and draft LID standards—see Deliverables, below, for more detail), Fuss & O’Neill will conduct a workshop with the Steering Committee to gather input and discuss the information presented in Material Set 1.
- **Combined Steering Committee & Land-Use Commissions Workshop**  
 This workshop will be used to review Material Set 2 including developer incentives, draft LID standards, and proposed land use regulatory revisions. Input from the Steering Committee and land use commissions at this meeting will be used to finalize draft findings and recommendations (Material Set 3) for presentation to the public.
- **Final Presentation**  
 This presentation will involve review of project materials and findings at a Town Council meeting or other public meeting as determined and scheduled by the Town and will include a description of the general project approach, findings, and recommendations.

**Schedule**

Fuss & O’Neill will complete the project tasks in twelve (12) months.  
 Key project milestones are:

| Project Milestones  | Completed By |
|---|--------------|
| Kickoff Meeting   | Month 1      |
| Material Set 1  | Month 3      |
| Steering Committee Workshop                                 | Month 4      |
| Material Set 2  | Month 7      |
| Combined Steering Committee & Land-Use Commissions Workshop | Month 8      |
| Material Set 3  | Month 10     |
| Final Presentation  | Month 11     |
| Final Report  | Month 12     |

**Deliverables**

Fuss & O’Neill will provide these products:

| Deliverable    | Contents   |
|----------------|--|
| Material Set 1 | <ul style="list-style-type: none"> <li>• Committee member invitation letter</li> <li>• Tabular summary of existing impediments to LID</li> <li>• Technical memorandum provided pre-workshop</li> <li>• Tabular summary of areas in local policy where LID could be implemented.</li> <li>• Draft LID guidelines</li> <li>• Draft regulatory and ordinance changes</li> </ul> |
| Material Set 2 | <ul style="list-style-type: none"> <li>• Summary of developer incentives for using LID</li> <li>• Final draft LID guidelines</li> <li>• Final regulatory and ordinance changes</li> </ul>  |
| Material Set 3 | <p>Report</p> <ul style="list-style-type: none"> <li>• Final LID guidelines</li> <li>• Final regulatory and ordinance changes</li> <li>• Member list, meeting minutes, agendas and sign-in sheets</li> <li>• CD of final presentation</li> <li>• Our contract with the Town as an appendix</li> </ul>  |
| Final Report   | Compendium of Material Set 3, tabular summaries from Set 1 and meeting summaries, as written   |

**Period of Performance**

Fuss & O’Neill will complete the project in the time period **March 1, 2011 to June 1, 2012**