

COVER LETTER

November 5, 2023

RE: REVISED REQUEST FOR PROPOSALS FOR A JOINT COMPREHENSIVE PLAN FOR THE TOWN OF CHAUTAUQUA AND THE VILLAGE OF MAYVILLE

Dear Potential Respondent,

In September of 2023, the Town of Chautauqua and the Village of Mayville, New York jointly posted an RFP to develop a joint Comprehensive Plan following the New York State Department of State (NYSDOS) Smart Growth Planning Principles. The response to the initial RFP was limited and the review committee concluded that the processes proposed would not meet the objectives the communities had for undertaking a comprehensive planning process.

Members of the comprehensive steering committee, while supportive of the New York State Department of State (NYSDOS) Smart Growth Planning Principles, also have the following local plan objectives:

- The plan should reflect the unique character of Chautauqua and Mayville;
- The planning processes used should be robust and creative, and result in a comprehensive plan that is not just a “cookie cutter plan;”
- While the plan is a joint plan, each community will often need to move policies and projects forward independently as they are two separate municipal entities, and the plan should reflect those times;
- Each community has a need to update their zoning code. Land use recommendations that follow smart growth principles for each community should be contained within the plan; and
- The plan, when completed, should prepare the communities to take action. The final plan, and portions of the proposed planning process, should consider the principles of the “Implementable Comprehensive Plan” developed in Pennsylvania.

Recognizing that the original budget proposed may not be adequate to meet local objectives, the Town of Chautauqua has increased the local share by \$25,000 dollars for a total project budget of \$110,000. This local share increase should help principal firms provide the experienced staffing needed to meet local objectives.

We look forward to reviewing your proposal and undertaking this important project.

Sincerely,

Scott Cummings, Town of Chautauqua