

TOWN OF BETHLEHEM

Albany County – New York

ECONOMIC DEVELOPMENT & PLANNING

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JOHN H. CUNNINGHAM
TOWN SUPERVISOR

GEORGE E. LEVEILLE
DIRECTOR

MEMORANDUM

To: Supervisor Cunningham
Members of the Town Board

From: George Leveille

Subject: **Approach for Town of Bethlehem to Undertake the Development of a Farm and Open Space Protection Program**

Date: September 6, 2007

Purpose of Memorandum: In accordance with your August 22, 2007 directive, the purpose of this memorandum is to provide a suggested approach to the development of a farm and open space protection program, a Tier II recommendation of the Comp Plan. Our recommendations follow.

Terminology Used: Please note that for the purposes of this memo, the farm and open space protection program will be referred to as the "open space plan". Should the Town proceed with this initiative, it is anticipated that a more appropriate title will emerge during the process.

Recommendations:

1. DEDP recommends a process that will be lead by DEDP with advisory assistance from the CACC.
2. DEDP recommends that the CACC fulfill the "advisory committee" responsibility that is often associated with our major planning efforts. In this regard, the CACC can serve as an advisory body to the DEDP during the entire course of the open space planning effort.
3. The first milestone in the process will be the development of a scope of work for the development of the open space plan. We anticipate a three to four month process and two to three CACC meetings being required to complete the scope. Among other things, the scope will include an outline of tasks to be undertaken, an implementation schedule, a budget and recommendations regarding consulting services, and a description of public meetings and potential topical areas.
4. DEDP will present its recommended scope of work to the Town Board in early 2008 and would be prepared to commence the formal planning process immediately thereafter.
5. DEDP will provide Senior Planner Rob Leslie as the project manager under my direct supervision.

I will be in attendance at the September 12, 2007 Town Board meeting and will be glad to answer any questions you might have in this regard.

cc: Robert Leslie, Senior Planner
Libby Liebschutz, CACC Chairman
CACC Members