

Attachment A Scope of Services

The COMMUNITY requires the assistance from a professional CONSULTANT to enable the COMMUNITY to fulfill its mission to achieve smart growth planning in Lancaster, achieve State goals regarding the creation of new and affordable housing units by capitalizing on Chapter 40R, preserving the campus at Atlantic Union College, and increasing the tax base by adding new commercial properties to the town within the South Main Street Area.

The tasks defined in this Scope of Services shall commence upon execution of this Agreement and be completed by December 31, 2021.

Product: Smart Growth and Village District Zoning to Support Housing Production.	Timeline for Task Completion
Task #1: Meet with Planning Board to discuss tasks and timeline.	March 2021
Task #2: Meet with applicable town boards to discuss implications of zoning changes and town infrastructure capacity for new housing, as well as changes to uses allowed or prohibited in the study area.	March-June 2021
Task #3: Discuss method for public outreach to educate and build support for the potential zoning changes and new housing opportunities. Execute public outreach.	April-June 2021
Task #4: Using town board, public, and MDI survey information, draft new Smart Growth and/or Village District Bylaws and provide to Planning Board for review.	July-September 2021
Task #5: Make edits based on PB comments and provide final bylaws to Planning Board.	October 2021
Meetings	
Meeting #1: Kick-off meeting to review Scope of Services	TBD
Meeting #2: TBD	Add date
Meeting #3: TBD	Add date

Deliverables: Final Smart Growth and/or Village Center Bylaw(s).

Information needed to submit 40R application to the state.

Town Point of Contact: Orlando Pacheco, Town Administrator
Michael Antonellis, Planning and Land Use Consultant

MRPC Point of Contact: Karen Chapman, Senior Planner; kchapman@mrpc.org; (978)798-6168.