



July 7, 2016

Reference No. 630644-150

Mr. Joseph McCaffrey
Planning Board Chairman
Town of Pendleton
6570 Campbell Boulevard
Pendleton, New York 14094

Dear Mr. McCaffrey:

**Re: Engineering Services Proposal
Solar Energy Ordinance**

1. Introduction

GHD Consulting Services Inc. (GHD) is pleased to submit this proposal to provide professional engineering services to prepare zoning use regulations for solar energy systems in the Town of Pendleton (Town). This proposal is based upon our discussions with the Town Planning Board, a review of background information, and previous experience in preparing land use regulations.

2. Background

The Town has asked GHD to provide assistance with preparing zoning use regulations for solar energy systems. Currently, the Town does not have any standards to regulate the placement and use of solar energy in the Town. Furthermore, the Town recognizes the benefits of solar energy and wishes to encourage the safe and reliable use by residents as an alternative energy source. It is our understanding the Town is seeking to establish guidelines within the Town's zoning regulations for both small-scale and large-scale solar energy systems. The Town has indicated that the adoption of the small-scale (residential) section of the ordinance is of the highest priority. We have developed the following scope of work based on recent conversations with the Town.

3. Scope of Work

Task 1 – Research

- Research existing solar siting ordinances in similar communities in New York.
- Research regulations governing the local adoption of solar energy standards and guidelines.
- Identify model local laws that may be used to prepare the Town's solar siting ordinance.

Task 2 – Draft Solar Siting Ordinance

GHD will complete the following task items to amend the Town’s zoning regulations and prepare a draft solar siting ordinance for small-scale and large-scale solar energy systems:

- Facilitate a discussion with the Planning Board to define the difference between small-scale and large-scale solar energy systems.
- Prepare a draft solar siting ordinance for small-scale solar systems based on the information obtained under Task 1.
- Facilitate a discussion with the Planning Board and incorporate any changes to the draft ordinance. Upon acceptance, GHD will assist the Town with adoption of the small-scale solar ordinance as described in Tasks 3 and 4.
- Prepare an amendment to the solar siting ordinance to address large-scale solar systems based on the information obtained under Task 1.
- Facilitate a discussion with the Planning Board and incorporate any changes to the draft amendment. Upon acceptance, GHD will assist the Town with the adoption of the amendment as described in Tasks 3 and 4.

Task 3 – SEQR Coordination

GHD will complete the following task items to satisfy SEQRA requirements:

- Prepare Part 1 of the Full Environmental Assessment Form (FEAF)
- Distribute lead agency request to all interested and involved agencies
- Receive comments from all interested and involved agencies
- Prepare Part 2 and 3 of the FEAF

Task 4 – Finalize Solar Siting Ordinance

GHD will complete the following task items to prepare a final solar siting ordinance:

- Finalize draft solar siting ordinance based on Planning Board and agency comments
- Provide final solar siting ordinance to the Town Board for approval, adoption and codification

4. Schedule and Fee

GHD will complete the Study within 90 days of authorization. GHD will provide the scope of work as described above for an estimated not-to-exceed fee of \$8,500. A breakdown of our fee by task is as follows:

Task 1 – Research	\$ 500
Task 2 – Draft Solar Siting Ordinance	\$4,500
Task 3 – SEQR Coordination	\$2,500
Task 4 – Finalize Solar Siting Ordinance	<u>\$1,000</u>
TOTAL	\$8,500

Please note that all work performed in connection with this proposal is pursuant to the Terms and Conditions of the current Agreement between the Town and GHD. Should this proposal meet with your approval, please sign in the space below and forward a certified copy of the Town Board's authorization to proceed.

On behalf of GHD, I greatly appreciate the opportunity to submit this proposal to the Town of Pendleton. If during your review any questions or comments should arise, please feel free to contact me. I may be reached at (716) 856-2142.

Sincerely,

GHD Consulting Services Inc.



David M. Britton, PE
Project Manager

DMB/GDK/las/3

cc: Mr. Gregory D. Keyser – GHD

AUTHORIZATION

This proposal was accepted by the Town of Pendleton pursuant to a duly adopted Resolution at its _____, 2016 Board meeting, and the Supervisor was duly authorized to sign this Agreement.

Dated: _____

Joel Maerten, Supervisor
Town of Pendleton