

Outline of Lower Saucon Economic Development Task Force Process
Prepared by Boucher & James, Inc.

1. Outline of tasks required
 - a. Compile background data and base information
 - i. Current zoning map – on Township website
 - ii. Joint Comprehensive Plan – on Township website
 - iii. County Comprehensive Plan - available at Township
 - b. Land Use Analysis
 - i. Use current GIS mapping as base information
 - ii. Field work to verify and map the current use of all parcels in the non-residential zoning districts within the Township
 1. Use standard land use classifications / map colors
 2. Photo log of each parcel – tie into Land Use analysis
 3. Identify name of use
 4. Assess current condition of parcel and improvements
 5. Present in graphic form with photos and annotations
 - c. Regional Nonresidential development and land use – review and analysis of existing uses and uses approved/under construction
 - i. Commercial uses
 - ii. Industrial uses
 - iii. Institutional uses
 - iv. Magnitude of each use/group of uses – neighborhood, local, community, regional,
 - d. Demographic Analysis of Township and Region
 - i. Use 2010 census data – household size, income, education, etc.
 - ii. Look at trends and data for Lower Saucon Township, Northampton County, and Lehigh County
 - e. Tour of Existing Conditions and review of background information and analysis - suggest that Township provide van or small bus
 - i. Develop consensus of existing land uses and conditions
 - ii. Develop common language and terms
 - iii. Develop consensus of existing infrastructure - opportunities and constraints for economic development
 - f. Brainstorm to determine potential for economic impact in the Township
 - i. Desired land uses
 - ii. Specific business types / names
 - iii. Complementary uses to develop economic “core”
 - iv. Potential tie-ins to existing uses to keep workforce talent and \$\$\$ in the community (explore potential springboard from/to existing educational and healthcare institutions)
 - g. Develop the Vision
 - h. Develop the Goals and Objectives of the Plan to achieve the Vision
 - i. Develop the Action Plan with Recommendations, Time Frames, and Responsibilities
 - j. Prepare a draft of the Economic Development Plan and finalize the Action Plan
 - k. Finalize the Plan – make recommendation for adoption and prepare to present to Town Council

2. Time frame – task schedule

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| a. | January | Background data and analysis |
| b. | February | Tour and review of existing conditions and analysis |
| c. | March | Review demographic analysis and brainstorm |
| d. | April | Develop the Vision |
| e. | May | Develop Goals and Objectives |
| f. | June | Finalize Goals and Objectives |
| g. | July | Develop Action Plan and recommendations |
| h. | August | Review Draft Plan and finalize Action Plan |
| i. | September | Final recommendation from Committee |
| j. | October | Present final plan and recommendation to Town Council |