

GENERAL[®] CODE



MapLink[™]
powered by ZoningHub[™]

PREPARED FOR:
Town of Canton, CT

PREPARED BY:
Michael Peter
Business Development Manager
Mpeter@generalcode.com
800.836.8834

DATE:
July 19, 2023
(Valid for 6 months)

Table of Contents

Executive Summary	2
Scope of Services	4
Performance and Payment Schedule	7
Communities with <i>MapLink</i>	8
Investment Details and Special Considerations.....	10
Authorization and Agreement	12

Executive Summary

Situation Analysis

Based on discussions with the Town of Canton, it is our understanding that the Town would like to encourage economic growth by making it easier for business and property owners, planners, developers, and constituents to access and use the Town's Zoning Ordinance. Additionally, the Town would like to continue using its existing MapGeo site as the primary GIS entry point for the community. Our *MapLink* solution makes it simple for users to find specific property information by presenting Zoning regulations from *eCode360* in an interactive map¹ that will be accessible from your MapGeo site. Users can click on a "Detailed Zoning Info" link in MapGeo to view details about permitted uses and zoning district details.

Our Solution

Our *MapLink* solution for Canton includes:

- > **An Interactive Zoning Map**
Using the Town's existing GIS shape files, we will create an interactive Zoning Map that business and property owners can access from MapGeo to find essential Zoning information, such as dimensional requirements, allowable uses, and zoning districts.
- > **Clickable links to your full Zoning Ordinance as published in eCode360**
Wherever necessary, we will embed links into your *MapLink* site that drive users from condensed descriptions to your full Code as published in *eCode360*. Additionally, based on the Town's preferences, we will prepare links within the Town's Code in *eCode360* to your MapGeo site, allowing *eCode360* users to quickly navigate to your interactive Zoning Map.
- > **Seamless updates with your Code****
As supplements are completed and updates are made to the Town's Zoning and posted on *eCode360*, your Code data is simultaneously updated in your *MapLink* site, ensuring that users are always working with the most accurate requirements.

*It is important to note that *MapLink* is not a replacement for your Zoning Ordinance; instead it is an additional interactive tool that will save time and answer Zoning questions.

**The adoption of an entirely new Zoning Ordinance shall result in additional setup charges not included in standard supplementation pricing. Prior to adopting a new Zoning Ordinance, contact General Code® for a detailed estimate.

Solution Benefits

With *MapLink*, it is easier than ever for users to find the information they need to keep their projects moving forward. Users can click the map to quickly zoom into an individual parcel and examine Zoning requirements in greater detail, or search for properties in your municipality based on intended land use. By making it easier for users to find the information they need for their development projects, they are more likely to open their businesses in the Town, growing your community.

Who Benefits?

1. **Business Owners**—Current and prospective business owners will be able to find the zoning information they need to open and grow their businesses.
2. **Constituents**—Citizens will be able to find and use laws in a comprehensive, up-to-date, and understandable format.
3. **Staff**—All staff members will be able to gather the information they need to answer questions from both citizens, architects, real estate agents, business owners and other municipal officials.
4. **Planners/Developers**—Your *MapLink* site will provide a clear view of existing regulations and make it easier to determine the impact of proposed changes and amendments on development and growth initiatives.

Canton's Investment

The price of *General Code's* recommended solution will be \$9,040.

A detailed breakdown of the investment and available options can be found in the Investment Details and Special Considerations section on page 9.

Scope of Services

The services described below outline the scope of work that will be performed as part of this project, including roles and responsibilities for both the Town and *General Code*. Because your *MapLink* project is custom and collaborative in nature, there may be some variability in the execution of individual tasks. However, the results of each task will be as described.

Review Files

Before the project begins, the Town will supply the set of online files needed to build the interactive Zoning Map, as described in the table below. The files must be configured consistent with industry standards, such as:

1. A REST connection link for each map layer
2. Esri ArcGIS Shapefiles

Initial Build	Description
Required	Municipal boundary
Required	Parcel Map with the following associated data: Parcel ID Number, Parcel Acreage, and Property Owner Name (optional).
Required	Base Zoning Districts
Optional	Overlay districts, if any
Optional	Other relevant Shapefiles, if any (e.g., Tax Increment Districts, Business Improvement Districts, Economic Development Zones)

Please consult your GIS or Tech Department for the above files. If the Town needs support in creating or formatting files, *General Code* may be able to provide technical assistance. All files must be reviewed and approved by *General Code* before the project launch can be authorized. If upon review it is determined that the Town does not have the requisite zoning shapefiles, the Town will be referred to our GIS services partner, Fisher Associates, for a quote.* The Town is responsible for all costs associated with acquiring the required GIS files; any fees billed by a third party for access required GIS files are not included in the project price.

*PLEASE NOTE: Fisher will invoice the Town directly for any work that is required (in addition to *General Code*'s Initial Build and Maintenance charges). The Town may use their vendor of choice for this work but will be strongly encouraged to use Fisher.

Site Initiation

Upon launch authorization, *General Code* will initialize the Town's new *MapLink* site, using the custom web address selected for the Town. Once the site is initialized, *General Code* will begin the initial build process.

Initial Build

Task 1: Site Configuration

General Code will complete the initial build of the Town's new *MapLink* site as described in the table below. Both the included pages and the optional pages will be configured as part of the initial build.

ZoningHub Page	Initial Build	Description
Home	Included	Obtain and post a custom background image
Zoning Map	Included*	Link / upload map elements to create the interactive Zoning Map
General Definitions	Included	Add content derived from the Zoning. Images can be added to selected definitions at no additional cost
Land Uses	Included	Add content derived from the Zoning. Images can be added to selected land uses at no additional cost
Dimensional Standards	Included	Add content derived from the Zoning
Zoning Districts	Included	Add content derived from the Zoning
General Requirements	Optional	Add content derived from the Zoning and other sections of the municipal Code that relate to land use and development
Procedures	Optional	Procedures will need to be provided by the Town

*See the Review Files section above.

Task 2: Implementation Strategy

General Code will work with the Town to determine which optional pages will be implemented as part of the initial build. Based on your preferences, *General Code* will prepare recommendations for adding any remaining optional pages in the future.

Task 3: Data Conversion

Using the Town's Zoning Ordinance that is in effect as of the project start date, *General Code* will extract the essential elements from your Zoning Ordinance and display them in context in the *MapLink* interactive Zoning Map.

During this process, the Town may be asked to provide input and clarification on any elements that require interpretation. Successful and timely completion of this task will be contingent on the Town providing the requested information in a timely manner.

Task 4: Signoff

Upon completion of the Data Conversion, *General Code* will submit instructions to the Town's designated contact person to review and sign off on the initial build.

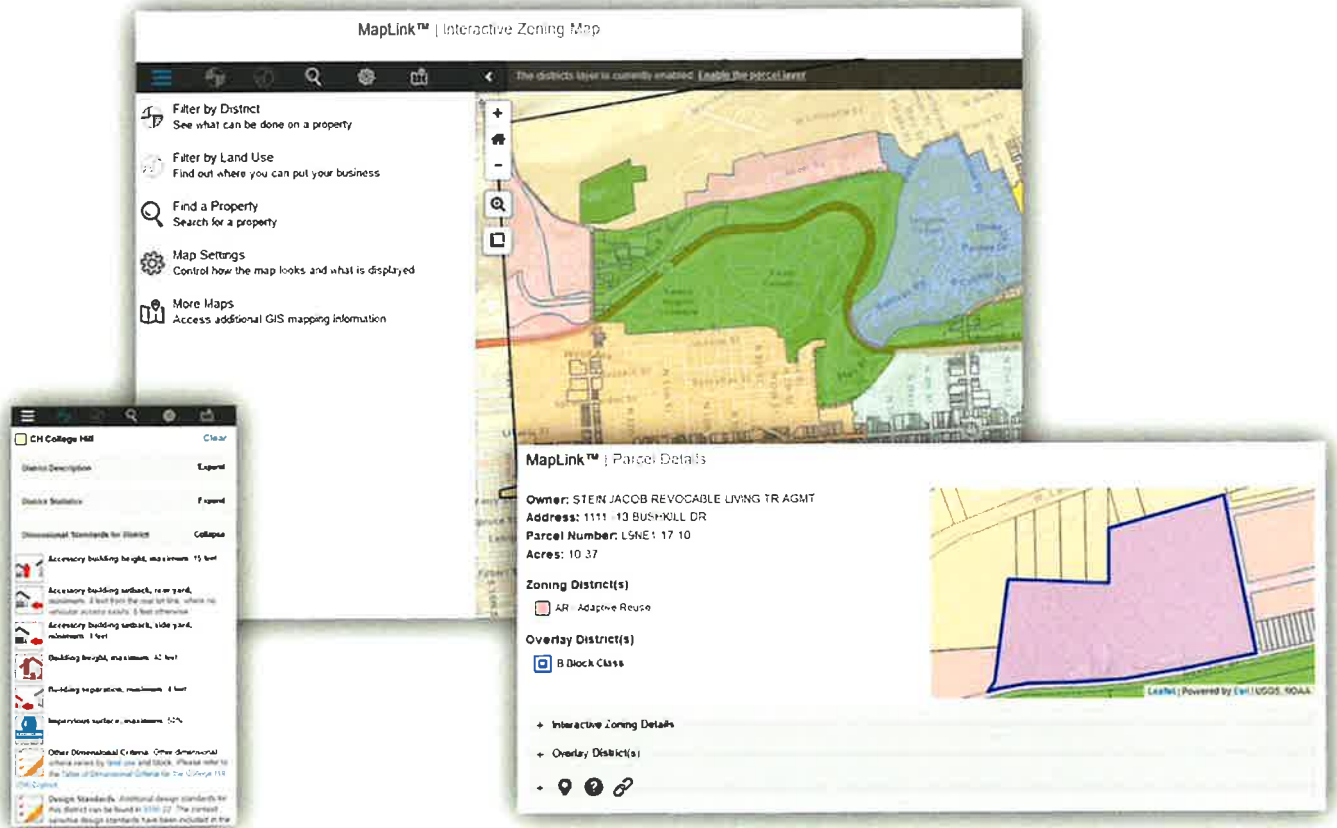
Task 5: Launch Support

Along with the launch, *General Code* will provide basic training to Town staff on how to use the site. Training will be conducted by a *General Code* technician using remote collaboration software such as GoToMeeting or WebEx and is expected to take one to two hours. Additional training can be made available as needed.

Because *MapLink* is generally built as a standalone site, the Town will be responsible for passing MapGeo users through to *MapLink*. All linking functionality between your MapGeo site and your *MapLink* site is to be created and maintained by AppGeo or the Town. AppGeo is responsible for ensuring functionality is built into the Town's MapGeo site to send users to *MapLink* site. AppGeo is also responsible for ensuring that parcel IDs are passed from MapGeo parcel data to your *MapLink* site to generate Parcel Summaries.

Additionally, *General Code* will prepare links within the Town's online Code in eCode360 directly to your MapGeo site, as desired by the Town and described above.

Lastly, we will provide a press release template that the Town can customize and distribute to local media outlets to inform residents and business owners about *MapLink*.



Performance and Payment Schedule

Milestone	Performance Target	Payment
Signing	Signing of Contract	50% of Initial Build
Initial Site Build and Annual Fee	Code Content Integration within 90 days of Signing	40% of Initial Build +100% of First Annual Fee
Go Live	30 days after Soft Launch	10% of Initial Build + Project Management Fee

Performance schedule reflects only business days excluding legal holidays.

Communities with *MapLink*

The following communities have *MapLink* projects in progress or already completed. Please feel free to explore these *MapLink* sites.

Completed Projects

- | | |
|--|---|
| Borough of Gettysburg, PA (Adams County)
https://ge2335.zoninghub.com/ | Township of West Whiteland, PA (Chester County)
https://we2141.zoninghub.com/ |
| Township of Ross, PA (Allegheny County)
https://ro2521.zoninghub.com/ | Borough of Emmaus, PA (Lehigh County)
https://em3676.zoninghub.com/ |
| Township of Lower Southampton, PA (Bucks)
https://lo0148.zoninghub.com/ | Township of Coolbaugh, PA (Monroe County)
https://co2303.zoninghub.com/ |
| Township of Easttown, PA (Chester County)
https://ea3052.zoninghub.com/ | Township of Middle Smithfield, PA (Monroe County)
https://mi1644.zoninghub.com/ |
| Township of Lower Allen, PA (Cumberland County)
https://lo1571.zoninghub.com/ | Township of Upper Providence, PA (Montgomery County)
https://up1236.zoninghub.com/ |
| Township of Middletown, PA (Bucks County)
http://mi2390.zoninghub.com | Township of Whitemarsh, PA (Montgomery County)
https://wh0819.zoninghub.com/ |
| Township of Schuylkill, PA (Chester County)
https://sc2895.zoninghub.com | City of Easton, PA (Northampton County)
https://easton-pa.zoninghub.com/ |
| Township of Swatara, PA (Dauphin County)
http://sw2044.zoninghub.com | Town of Wrentham, MA (Norfolk County)
https://wr4159.zoninghub.com/ |
| Township of Shrewsbury, PA (York County)
http://sh3511.zoninghub.com | Town of Manilus, NY (Onondaga County)
https://ma1592.zoninghub.com/ |
| Township of Tredyffrin, PA (Chester County)
https://tr1485.zoninghub.com/ | City of Crestwood, MO (St. Louis County)
https://cr3957.zoninghub.com/ |
| Township of Upper Chichester, PA (Chester County)
https://up1263.zoninghub.com/ | City of Fenton, MO (St. Louis County)
https://fe3298.zoninghub.com/ |
| Township of West Goshen, PA (Chester County)
https://we0457.zoninghub.com/ | City of Eureka, MO (St. Louis County)
https://eu3292.zoninghub.com/ |
| | City of Lake St. Louis MO (St. Charles County)
https://la3340.zoninghub.com/ |

City of Hurst, TX (Tarrant County)
<https://hu4021.zoninghub.com/>

Village of Mazomaine, WI (Dane County)
<https://ma2209.zoninghub.com/>

Projects in Process

Township of Tobyhanna, PA (Monroe County)

Township of Lower Merion, PA (Montgomery County)

Town of Penfield, NY (Monroe County)

Town of Milo, NY (Yates County)

City of Oswego, NY (Oswego County)

Town of Parma, NY (Monroe County)

Township of Lacey, NJ (Ocean County)

Borough of Lebanon, NJ (Hunterdon County)

Borough of Prospect Park, NJ (Passaic County)

Township of Logan, NJ (Gloucester County)

Town of Stratford, CT (Fairfield County)

Town of North Andover, MA (Essex County)

City of Sanford, ME (York County)

Township of Cannon, MI (Kent County)

City of Kalamazoo, MI (Kalamazoo County)

Investment Details and Special Considerations

Project Build Price

\$6,995

MapLink includes the following:

- > MapLink Project Launch
- > Project Management, including up to 3 hours for collection of maps and files
- > Site Initiation
- > Project Management, including up to 10 hours for meetings with the Town and other follow-ups and reviews as needed, and additional feedback and collection of necessary information
- > Custom Web Address
- > Interactive Zoning Map
- > Linking / Uploading Map Elements and Zoning (see detailed description on page 6, "Task 1: Site Configuration")
- > Data Conversion
- > Launch Support, Including 1-2 Hour Training Session

MapLink Annual Maintenance

\$1,795

Per-year price during 3-year contract with the option to renew

The maintenance fee is an annual recurring flat fee, commencing at the completion of the initial project build. Therefore, it is our recommendation that the Town budget for this service each year. The fee covers annual licensing, web hosting, data storage, and updates as the Zoning Ordinance is supplemented.* This fee does not include the cost for codifying new legislation, the hosting fees for your eCode360 site, or MapLink setup fees in the event of the adoption of an entirely new Zoning Ordinance.

*Please note: The adoption of an entirely new Zoning Ordinance shall result in additional setup charges not included in standard supplementation pricing. Prior to adopting a new Zoning Ordinance, contact *General Code* for a detailed estimate.

Project Management Fee

\$250

Total Investment

\$9,040

Special Considerations to be Addressed

- > The Town of Canton is to provide the set of online files outlined in the Review Files section. (See Review Files on page 4 for more detail.)
- > In order to properly initiate and maintain the Town of Canton's MapLink solution, the Town must have and maintain an eCode360 subscription with *General Code*.
- > Project management time includes up to 3 hours for collection of maps and files. Any additional hours accrued shall be billable at \$100 per hour, to be invoiced at final payment.

- > Project management time includes up to 10 hours for meetings the Town and other follow-ups and reviews as needed, and additional feedback and collection of necessary information. Any additional hours accrued shall be billable at \$100 per hour, to be invoiced at final payment.
- > Any requests to add maps or create functionality beyond “normal and customary” as described on page 6, “Task 1: Site Configuration,” that require time beyond the 10 hours of allotted project management time shall be billable at \$100 per hour, to be invoiced at final payment. An estimate shall be provided prior to the start of such work upon request. Any such requests for additional features/functionality/scope of work shall not delay billing milestones, including but not limited to the soft launch or the public launch.

Authorization and Agreement

Town of Canton, *MapLink*, July 19, 2023

Project Build Price	\$6,995
MapLink Annual Maintenance	\$1,795
Project Management Fee	\$250
Total Investment	\$9,640

The Town of Canton, CT, hereby agrees to the procedures outlined above, and to *General Code's* Codification Terms and Conditions, which are available at

[Terms-and-Conditions-MapLink.pdf \(generalcode.com\)](#).

Town of Canton, Hartford County, CT

By: *[Signature]*

Witnessed by: *[Signature]*

Title: Chief Administrative Officer

Title: Town Planner

Date: 11/28/23

Date: 11/28/23

GENERAL CODE, LLC

By: *[Signature]*

Witnessed by: *[Signature]*

Title: VP Client Engagement

Title: Proposal Publishing Assoc.

Date: 11/29/2023

Date: 11/29/2023

This document serves both as a proposal and as an agreement. To accept this proposal and delegate authority to *General Code* to administer the *MapLink* project, complete the form above, including authorized signatures. A signed copy of this agreement will be mailed back to Canton for its records.

Scan and email the completed form to contracts@generalcode.com. You may also fax the completed form to *General Code* at (585) 328-8189 or return it by mail to *General Code*, 781 Elmgrove Road, Rochester, NY 14624.

A Member of the ICC Family of Solutions

