



**Greene County  
Economic Development,  
Tourism & Planning**

411 Main Street, Suite 419  
Catskill, New York 12414

**Warren Hart**  
Director



**GREENE  
BUSINESS**

July 19, 2018

TO: Greene County Municipalities, Planning Boards, Zoning Boards  
Greene County Legislature  
Media

SUBJECT: Ellen Rettus Planning Achievement Awards

The Greene County Planning Board is soliciting nominations for Planning Achievement Awards, which will honor worthwhile planning, community and economic development activities that have taken place in Greene County over the past three years. Awards will be given for outstanding achievement in one or more of the following categories:

- Economic Development
- Community Design or Improvement
- Planning for Municipal Services or Utilities
- Environmental Preservation, Recreation and Open Space
- Zoning - Innovative Techniques
- Community or Main Street Revitalization
- Historic Preservation
- Municipal Services
- Distinguished Service

Enclosed are the guidelines for the award program. Nominations should be filed by September 7, 2018. Please call the Department of Economic Development, Tourism and Planning for more information.

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DiscoverGreene.com

P: 518-719-3290 F: 518-719-3789 [www.greeneeconomicdevelopment.com](http://www.greeneeconomicdevelopment.com) [business@discovergreene.com](mailto:business@discovergreene.com)

## **GREENE COUNTY PLANNING ACHIEVEMENT AWARDS**

### **Nomination Guidelines**

Each nomination should include a descriptive narrative limited to 500 words. The narrative should include as much of the following information as is appropriate:

1. Project name.
2. Project description and location.
3. Starting and completion date.
4. Funding Source - Community Development funds, special federal grant, Municipal Funds, private sector or citizen contributions.
5. Reason for project's initiation.
6. Participating groups - municipal departments, citizens, private sector, etc.
7. Implementation - process by which the project was carried out.
8. Conformity with local zoning and comprehensive plan objectives; zoning changes, if any, required to implement the project.
9. Project's results (preserving buildings or open space, increased housing, expanded employment base, etc.)
10. Description of how the project is innovative or demonstrates a new technique or contributes to planning in Greene County.
11. Person, group or agency responsible for initiating and carrying out this project.
12. Supporting Materials - Provide as much back-up materials as possible on the project submission. These include photographs, reports or news articles.
13. For questions on award nomination procedures, contact the Greene County Department of Economic Development, Tourism and Planning at (518) 719-3290.