



# CANTON

## LOCAL PLANNING COMMITTEE MEETING #5 SUMMARY

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| <b>Purpose:</b>       | Local Planning Committee (LPC) Meeting #5   |
| <b>Date and Time:</b> | October 8, 2024, 12:30 – 2:30 PM  |
| <b>Location:</b>      | Canton Justice Court Room, 60 Main Street, Canton, NY 13617   |
| <b>Attendees:</b>     | See Below   |
| <b>Agenda:</b>        | <ol style="list-style-type: none"> <li>1. Welcome &amp; Code of Conduct Reminder</li> <li>2. Public Comment</li> <li>3. Project Schedule Update</li> <li>4. Community Engagement Update</li> <li>5. Refined Project List Discussion</li> <li>6. Vote on Slate of Projects</li> <li>7. Pipeline Project Discussion</li> <li>8. Next Steps</li> </ol> |

### 1. Welcome & Code of Conduct Reminder

#### Discussion

Canton NY Forward Co-Chair Michael Dalton welcomed attendees to the meeting and read the Preamble aloud as follows:

**PREAMBLE**

*Each Local Planning Committee Member is reminded of their obligation to disclose potential conflicts of interest with respect to the projects that may be discussed at today’s meeting. If you have a potential conflict of interest regarding a project you believe will be discussed during the meeting, please disclose it now and recuse yourself from any discussion or vote on that project. For example, you may state that you, or a family member, have a financial interest in the project, or you are on the board of the organization proposing the project. At this time, are there any recusals that need to be noted?*

*Please inform the LPC co-chairs during the meeting if the need to disclose a conflict arises unexpectedly, and then recuse yourself from discussion or voting on the project.*

*As we continue through the planning process, recusal forms will be required from anyone with an identified potential conflict to be kept on file with the Department of State.*

## 1. Welcome & Code of Conduct Reminder

### Discussion

Connie Jenkins noted her recusal from project A02: Enhance Park Amenities in the Village Green.

Jaclyn Hakes (MJ), provided a brief overview of the meeting agenda:

- Welcome & Code of Conduct Reminder
- Public Comment
- Project Schedule Update
- Community Engagement Update
- Refined Project List Discussion
- Vote on Slate of Projects
- Pipeline Project Discussion
- Next Steps

### Key Decisions & Outcomes

N/A

## 2. Public Comment

### Discussion

LPC Co-Chair Michael Dalton opened the meeting for public comment.

- No comments were shared.

Following the public comment period, LPC Co-Chair Michael Dalton thanked all those in attendance.

### Key Decisions & Outcomes

N/A

## 3. Project Schedule Update

### Discussion

Jaclyn Hakes (MJ) presented the expected timeline for key milestones of the NY Forward process, spanning the months of June to October/November.

#### *June*

- Downtown Profile (Draft)
- Vision, Goals, & Strategies
- Open Call for Projects

#### *July*

- Open Call for Projects
- Downtown Profile (Final)
- Project Development

#### *August*

- Preliminary Project List
- Project Sponsor Coordination
- Project Development



### 3. Project Schedule Update

#### Discussion

- Draft Project Profiles

#### *September*

- 2<sup>nd</sup> Public Engagement
- Strategic Investment Plan (Draft)
- Project Profiles

#### *October/November*

- LPC to vote on final slate of projects
- NY Forward Strategic Investment Plan (Final)

### 4. Community Engagement Update

#### Discussion

Grace Sherburne (MJ) presented an overview of the community engagement update:

#### **Public Open House #2**

- September 25, 5:30 – 7:30 PM at Village Hall, 60 Main Street
- Approximately 25 attendees
- Interactive station for the public to learn about proposed projects being evaluated by the LPC and to share their thoughts on transformational impact

Grace (MJ) noted the public open house was publicized through a flyer and social media graphic shared with the LPC. Grace (MJ) noted the MJ team passed out flyers downtown following LPC Meeting #4. An email blast was also sent to those who had signed up to receive updates and materials were shared on the Project Website.

Attendees were asked to place stickers in either High, Medium, or Low columns to indicate how transformative they think each project could be to Downtown Canton. The results for each project were averaged, shown below:

- Upgrade Riverside Drive Streetscape and Gouverneur Street Gateway Signage: **High**
- Enhance Park Amenities in the Village Green: **Low**
- Renovate 11 and 11 ½ Riverside Drive into a Commercial Fitness Center and Two Dance Studios: **High**
- Redevelopment of the Former Midtown Plaza: **High**
- Nature’s Storehouse Expansion: **High**
- The Tick Tock Revival: **High**
- Renovations & Upgrades to the TAUNY Center: **High**
- Establish a Small Project Fund: **High**
- Canton Branding and Marketing Initiative: **High**

#### Key Decisions & Outcomes

N/A



## 5. Refined Project List Discussion

### Discussion

Jaclyn Hakes (MJ) discussed the refined project list with the LPC and the criteria used to evaluate the proposed projects:

- Does the project sponsor have the capacity to implement the project?
- How do the project scopes compare in terms of downtown impact?
- Would the project be the best use of NY Forward funding?
- Does a project's location make it more or less competitive?
- Does a project's budget clearly identify costs and estimates?
- Is the project ready to proceed?
- Does the project align with the downtown Vision and Goals?

Grace Sherburne (MJ) provided project updates since LPC Meeting #4:

- A01 – Upgrade Riverside Drive Streetscape and Gouverneur Street Gateway Signage
  - Updated budget
- A02 – Enhance Park Amenities in the Village Green
  - Updated budget
- B01 – Renovate 11 and 11 ½ Riverside Drive into a Commercial Fitness Center and Two Dance Studios
  - Removal of hazardous material (asbestos, mold, lead paint) is included within the 'Construction' line item in the budget
- B03 – Redevelopment of the Former Midtown Plaza
  - Reduced NY Forward funding request to \$2,000,000

Grace (MJ) noted that all materials and correspondence have been shared with the LPC and uploaded to their respective folders. The MJ Team noted that all project sponsors have been very responsive during the NY Forward process.

Jaclyn Hakes (MJ) shared the preliminary projects list following LPC #4:

- 9 Projects Ready to Advance
- 6 Projects Not for NY Forward
- \$7.9 Million in NY Forward Requested Funds
- \$34.8 Million in Total Project Costs
- Costs do not include Projects Not for NY Forward

The following projects were identified as Ready to Advance by the LPC with a total NY Forward Request of \$7,981,000.

- A01 - Upgrade Riverside Drive Streetscape and Gouverneur Street Gateway Signage
- A02 - Enhance Park Amenities in the Village Green
- B01 - Renovate 11 and 11 ½ Riverside Drive into a Commercial Fitness Center and Two Dance Studios
- B03 - Redevelopment of the Former Midtown Plaza
- B04 - Nature's Storehouse Expansion
- B07 – The Tick Tock Revival
- B08 - Renovations & Upgrades to The TAUNY Center
- C01 - Establish a Small Project Fund

## 5. Refined Project List Discussion

### Discussion

- D01 - Canton Branding and Marketing Initiative

The following projects were identified by the LPC as Not for NY Forward/Potential Pipeline Projects

- A03 – Enhancements to Willow Island
- B02 – Renovate 95 Main Street to Become Accessible, Historic, and Energy Efficient
- B05 – Renovate 51 Main Street to Make More Desirable for Customers and Provide Affordable Housing
- B06 – Upgrade the Frozen Spoon
- B09 – Mix-Use Redevelopment of 15 Gouverneur Street
- B10 – Third Floor Renovation of 75 Main Street into 3 Apartments

### Key Decisions & Outcomes

N/A

## 6. Vote on Slate of Projects

### Discussion

The LPC voted on a final slate of projects to be recommended for inclusion in the Strategic Investment Plan. This slate of project should represent a NYF Request of between \$6 - \$8 Million. The projects included on the Final Slate are:

- A01 - Upgrade Riverside Drive Streetscape and Gouverneur Street Gateway Signage
- A02 - Enhance Park Amenities in the Village Green
- B01 - Renovate 11 and 11 ½ Riverside Drive into a Commercial Fitness Center and Two Dance Studios
- B03 - Redevelopment of the Former Midtown Plaza
- B04 - Nature's Storehouse Expansion
- B07 – The Tick Tock Revival
- B08 - Renovations & Upgrades to The TAUNY Center
- C01 - Establish a Small Project Fund
- D01 - Canton Branding and Marketing Initiative

### Key Decisions & Outcomes

LPC voted on a final slate of projects

## 7. Pipeline Project Discussion

### Discussion

Jaclyn Hakes (MJ) discussed pipeline/supporting projects with the LPC:

- Pipeline/supporting are projects proposed in the NYF process that are great ideas but are not ready to receive NYF funding for a variety of reasons. For these projects, the LPC may elect to include these projects in the SIP as supporting pipeline projects. While not recommended for NYF funding, these projects are consistent with the goals of NYF and the community's vision



## 7. Pipeline Project Discussion

### Discussion

and the LPC would like to include them as potential areas for revitalization within the downtown.

- Identifying projects as pipeline/supporting projects in the Strategic Investment Plan may also provide additional points when applying for other grant opportunities.

The LPC held a discussion on the potential pipeline projects:

- A03 – Enhancements to Willow Island
  - Identifying this project as a pipeline project would help in securing grant funding for resiliency/stabilization.
- B02 – Renovate 95 Main Street to Become Accessible, Historic, and Energy Efficient
  - The LPC was in support of making this building more accessible
  - Other funding sources available such as the Main Street grant
- B05 – Renovate 51 Main Street to Make More Desirable for Customers and Provide Affordable Housing
  - Project may qualify for Main Street grant
- B06 – Upgrade the Frozen Spoon
  - Project aligns with the goal of providing dining options and shows support for the Small Project Fund
- B09 – Mix-Use Redevelopment of 15 Gouverneur Street
  - LPC agreed this was an important project to be identified as a pipeline project
- B10 – Third Floor Renovation of 75 Main Street into 3 Apartments
  - The housing element of this project is important to the downtown

The LPC voted to include the following projects as Pipeline Projects in the Strategic Investment Plan:

- A03 – Enhancements to Willow Island
- B02 – Renovate 95 Main Street to Become Accessible, Historic, and Energy Efficient
- B05 – Renovate 51 Main Street to Make More Desirable for Customers and Provide Affordable Housing
- B06 – Upgrade the Frozen Spoon
- B09 – Mix-Use Redevelopment of 15 Gouverneur Street
- B10 – Third Floor Renovation of 75 Main Street into 3 Apartments

The LPC discussed the implementation process of the Small Project Fund should it be awarded by the State. The Small Project Fund is managed by Homes and Community Renewal and will be administered by the Village or a consultant hired by the Village. Should the Small Project Fund be awarded, an administrative plan will be defined, and a project review committee will be formed. Project applications will be reviewed and selected based on the timeline and eligibility included in the administrative plan.

The LPC discussed how the State decides which projects are funded from the final slate that's included in the Strategic Investment Plan. When reviewing the final slate of projects, the State will use the State Goals for NY Forward as well as the local Vision and Goals to evaluate project proposals.

### Key Decisions & Outcomes

**LPC voted on pipeline projects**



## 8. Next Steps

### Discussion

**Next Steps: Thank you to the LPC members! Your work here is done!**

- Project titles and descriptions will be updated by MJ to align with NYS Guidance
- Draft Strategic Investment Plan completed by MJ – October/November
- Final Strategic Investment Plan due to NYS – December
- Project Award Announcements – anticipated Spring 2025

Visit the Canton NY Forward website to stay up-to-date, view meeting summaries, presentations and materials! [www.CantonNYForward.com](http://www.CantonNYForward.com)

### Key Decisions & Outcomes

N/A

This meeting summary conveys our understanding of the items discussed and agreements reached at this meeting. Please forward any additions, corrections and/or questions to my attention.

Submitted by:

Grace Sherburne, MJ Engineering and Land Surveying, P.C.

cc: Consultant Team, State Team, Local Planning Committee

## Local Planning Committee

| Name           | Present                             |
|----------------|-------------------------------------|
| Michael Dalton | <input checked="" type="checkbox"/> |
| Kathryn Morris | <input checked="" type="checkbox"/> |
| Josh Vink      | <input checked="" type="checkbox"/> |
| Brian Coakley  |                                     |
| Ariane Palmer  | <input checked="" type="checkbox"/> |
| Connie Jenkins | <input checked="" type="checkbox"/> |
| Katie Berry    | <input checked="" type="checkbox"/> |
| Dave Nelson    | <input checked="" type="checkbox"/> |
| Kirk Davis     |                                     |



## State Partners

| Name         | Present                             |
|--------------|-------------------------------------|
| Kylie Peck   | <input checked="" type="checkbox"/> |
| Jen Voss     | <input checked="" type="checkbox"/> |
| Stephen Hunt | <input checked="" type="checkbox"/> |

## Planning Support

| Name            | Present                             |
|-----------------|-------------------------------------|
| Leigh Rodriguez | <input checked="" type="checkbox"/> |
| Anna Sorensen   |                                     |

## Consultant Team

| Name                             | Affiliation      | Present                             |
|----------------------------------|------------------|-------------------------------------|
| Jaclyn Hakes,<br>Project Manager | M.J. Engineering | <input checked="" type="checkbox"/> |
| Daniel Madigan                   | M.J. Engineering |                                     |
| Grace Sherburne                  | M.J. Engineering | <input checked="" type="checkbox"/> |