



# CANTON

## LOCAL PLANNING COMMITTEE MEETING #3 SUMMARY

<b>Purpose:</b>	Local Planning Committee (LPC) Meeting #3
<b>Date and Time:</b>	August 13, 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. Project Schedule Update</li> <li>3. Community Engagement Update</li> <li>4. Preliminary Project List Discussion</li> <li>5. Next Steps</li> <li>6. Public Comment</li> </ol>

### 1. Welcome & Code of Conduct Reminder

#### Discussion

Canton NY Forward Co-Chair Mayor 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.*

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

# 1. Welcome & Code of Conduct Reminder

## Discussion

- Welcome & Code of Conduct Reminder
- Project Schedule Update
- Community Engagement Update
- Preliminary Project List Discussion
  - LPC Project Recusals
- Next Steps
- Public Comment

## Key Decisions & Outcomes

N/A

# 2. 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
- Draft Project Profiles

### *September*

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

### *October/November*

- NY Forward Strategic Investment Plan (Final)



### 3. Community Engagement Update

#### Discussion

Jaclyn Hakes (MJ) provided a brief overview of the previous public engagement:

#### Canton NY Forward Community Survey

- Opened May 30<sup>th</sup> at Public Open House #1
- Closed June 30<sup>th</sup>
- Online version was made available at: [www.CantonNYForward.com](http://www.CantonNYForward.com)
- Paper copies available at Village Hall
- 239 total responses received

#### Community Survey Highlights

- Demographic and Background Information
  - 67% of respondents are full-time residents
  - 70% of respondents shop in Canton
  - 59% of respondents own property in Canton
  - 50% of respondents are age 40-64
- Opportunities and Business
  - Majority of respondents would like to see attraction of new businesses and supporting/growing existing businesses
  - Majority of respondents would like to see restaurants/cafes and retail/shopping downtown
- Ideal Vision
  - When you think about what Canton might be like in 15 years, what three words would you like to be able to use to describe it to your friends/family/grandchildren
    - Vibrant
    - Friendly
    - Safe
    - Welcoming
    - Thriving

#### Key Decisions & Outcomes

N/A

### 4. Preliminary Project List Discussion

#### Discussion

Jaclyn Hakes (MJ) provided an overview of the NY Forward program goals, eligible/ineligible project types and activities, project match, and decarbonization.

Jaclyn Hakes (MJ) also reminded the Committee of the downtown Canton vision, goals, and strategies to help aid in project evaluation.

#### Call for Projects

- Launched June 26<sup>th</sup> and due by July 31<sup>st</sup>



## 4. Preliminary Project List Discussion

### Discussion

- Office hours with consultant team – Virtual
  - July 9, 2024 - 9:00 – 10:00 AM
  - July 11, 2024 - 12:00 – 1:00 PM
  - July 24, 2024 - 3:00 – 4:00 PM
- All projects must have been submitted to be considered for NY Forward
  - Project Submittal information and forms were available on the Canon NY Forward website
- All submitted proposals included on preliminary project list
- All proposals will be reviewed by the LPC & consultant team

Dan Madigan and Grace Sherburne (MJ), provided an overview of the preliminary project list:

**Proposed Projects Received: 15**

**NY Forward Request: \$14,169,904**

**Total Project Cost: \$41,269,111**

The preliminary project list includes:

- Project ID
- Sponsor
- Project Name
- Location
- Description
- Total Project Cost
- NYF Request
- % NYF Ask

Projects are split into 4 different categories; numerical value DOES NOT signify priority:

- A – Public Improvement Projects
- B – New Development and/or Rehabilitation of Existing Downtown Buildings
- C – Small Project Grant Fund
- D – Branding and Marketing

Dan Madigan (MJ) noted that the public improvement projects have been developed through coordination with the Village, should these projects be recommended by the LPC and funded by the State, further development of the projects will be required including public engagement. Recusals for public projects are not needed currently.

#### **A01 Upgrade Riverside Drive Streetscape and Gouverneur Street Gateway Signage | Municipal Project**

- Total Cost: \$3,135,360
- NYF Request: \$3,135,360
- Sponsor Match: Not required for public projects
- Decarbonization: Not Applicable

#### **A02 Enhance Park Amenities in the Village Green | Municipal Project**



## 4. Preliminary Project List Discussion

### Discussion

- Total Cost: \$2,602,251
- NYF Request: \$2,602,251
- Sponsor Match: Not required for public projects
- Decarbonization: Not applicable

It was noted that the Village will need to consult with the Church on the proposed project elements

#### **A03 Enhancements to Willow Island Park | Municipal Project**

- Total Cost: \$1,200,000
- NYF Request: \$1,200,000
- Sponsor Match: Not required for public projects
- Decarbonization: Not Applicable

#### **B01 Renovate 11 and 11 ½ Riverside Drive into a Commercial Fitness Center and Two Dance Studios | Private Project**

- Total Cost: \$1,089,000
- NYF Request: \$807,000
- Sponsor Match: 26%
- Decarbonization: Required

#### **B02 Renovate 95 Main Street to Become Accessible, Historic, and Energy-Efficient | Private Project**

- Total Cost: \$215,000
- NYF Request: \$161,250
- Sponsor Match: 25%
- Decarbonization: Not Required

#### **B03 Redevelopment of the Former Midtown Plaza to Establish New Affordable Housing and Sustainable Economic Development Opportunities for the Village and Region | Private Project**

- Total Cost: \$27,673,357
- NYF Request: \$2,500,000
- Sponsor Match: 91%
- Decarbonization: Required

The NYS DOS representatives will confer with their legal team to understand if recusal is required for LPC Co-Chair Mayor Michael Dalton for project B03.

#### **B04 Nature's Storehouse Expansion: Bridging Community & Commerce on Main Street | Private Project**

- Total Cost: \$662,205
- NYF Request: \$496,654
- Sponsor Match: 25%
- Decarbonization: Not Required

#### **B05 Renovate 51 Main Street to Make More Desirable for Customers and also Provide Affordable Housing | Private Project**

- Total Cost: \$181,500

## 4. Preliminary Project List Discussion

### Discussion

- NYF Request: \$136,125
- Sponsor Match: 25%
- Decarbonization: Not Required

#### **B06 Upgrade the Frozen Spoon | Private Project**

- Total Cost: \$167,710
- NYF Request: \$125,783
- Sponsor Match: 25%
- Decarbonization: Not Requires

#### **B07 The Tick Tock Revival: Modernizing a Historic Downtown Landmark | Private Project**

- Total Cost: \$1,510,000
- NYF Request: \$950,000
- Sponsor Match: 35%
- Decarbonization: Required

It was noted that the submitted supporting budget table had a NYF request of \$975,000 whereas the application stated a NYF request of \$950,000. The consultant team will follow up with the project sponsor for clarification.

#### **B08 Renovations & Upgrades to The TAUNY Center at 53 Main Street | Non-Profit**

- Total Cost: \$188,753
- NYF Request: \$100,000
- Sponsor Match: Not Required for Non-Profits
- Decarbonization: Not Required

Project Sponsor, Joshua Vink indicated he will recuse himself from project B08.

An LPC member expressed a concern regarding the project description in the Preliminary Project List matching what was submitted through the Open Call for Projects.

The consultant team will ensure that the project summary in the Preliminary Project List correctly summarizes the proposed project, and its improvements submitted through Project Application.

#### **B09 Mixed-Use Redevelopment of 15 Gouverneur Street | Private Project**

- Total Cost: \$1,660,000
- NYF Request: \$1,147,500
- Sponsor Match: 31%
- Decarbonization: Required

#### **B10 Third Floor Renovation of 75 Main Street into 3 Apartments | Private Project**

- Total Cost: \$343,975
- NYF Request: \$257,981
- Sponsor Match: 25%
- Decarbonization: Not Required

## 4. Preliminary Project List Discussion

### Discussion

The consultant team noted this project was originally sent in through the Small Project Form Letter of Interest, this was done in error and the Project Sponsor has since submitted the correct project form and supplemental materials. The LPC agreed to move this project into the New Development and/or Rehabilitation of Existing Downtown Buildings category.

#### **C01 Establish a Small Project Fund | Municipal Project**

- Total Cost: \$390,000
- NYF Request: \$300,000
- Sponsor Match: Matching requirements must be no less than 25% of the total cost per project
- Decarbonization: Not Applicable

The consultant team noted that the total project cost includes the project sponsor match and grant administration cost.

There were 9 letters of support for the Small Project Fund showing clearly demonstrated need and interest for the project. The Small Project Fund is a stand-alone project, projects submitted through the Small Project Fund Letter of Interest Form will not be received by the LPC as part of this process.

Should the Small Project Fund Project be recommended by the LPC and funded by the State, there will be a separate process that project sponsors will apply through to receive funding.

#### **D01 Canton Branding and Marketing Initiative | Municipal Project**

- Total Cost: \$250,000
- NYF request: \$250,000
- Sponsor Match: Not required for public projects
- Decarbonization: Not Applicable

Following the overview of the preliminary project list, Jaclyn Hakes (MJ) discussed refining the preliminary project list. The LPC is to develop a slate of recommended projects for inclusion in the Strategic Investment Plan. This slate of project should represent a NYF request of between \$6-\$8 million.

#### **The project evaluation criteria include:**

- Alignment with NYF Vision and Goals
- Transformative Potential
- Sponsor Capacity
- Project Readiness
- Community Benefits
- Site Control

There was a discussion regarding incremental reimbursement. The State noted the project must be completed before reimbursement. Municipal projects will have a different process.

Members of the LPC inquired about what materials can be used to show sponsor capacity. The State and Consultant team noted letters of commitment from banks, financial records, and letters of

## 4. Preliminary Project List Discussion

### Discussion

anticipation can be used by project sponsors to demonstrate capacity. Understanding that banks have their own review process, there is flexibility of what can be used to demonstrate capacity. The State and Consultant team offered to reassure lenders if needed.

#### The project profile components include:

- Title, Sponsor, Location
- Funding request, project cost
- Project description
- Capacity to implement
- Project partners
- Alignment with local and regional strategies
- Anticipated benefits
- Budget and funding sources
- Feasibility/cost justification
- Regulatory requirements
- Photos
- Proposed design, renderings, plans
- Implementation timeframe

#### LPC Evaluation Guidance

- Proposed project materials will be shared through a OneDrive link
- Complete a Project Evaluation Worksheet for each proposed project, share with MJ Team by August 26<sup>th</sup>
- Identify one of the following options for each project:
  - ✓ Project is Ready to Advance
  - ✓ Project Needs More Information
  - ✓ Project Not for NYF
- LPC Work Session (In-Person) – August 28<sup>th</sup> 11 AM – 1 PM
  - Purpose: to discuss proposed projects and gather any LPC questions or requests for clarification. No decisions will be made.
- LPC Meeting #4 – September 17<sup>th</sup> 12:30 – 2:30 PM
  - Identify Projects to Advance or that Need More Information
  - Discuss Refined List of Projects

There was a discussion regarding LPC project evaluation. LPC members will conduct an initial review for all projects. The LPC will divide the projects during the Work Sessions for a more thorough evaluation.

The consultant team will also be reaching out to a few of the project sponsors that submitted a Small Project Fund Letter of Interest in addition to a Project Form to clarify certain project items and if they were included in the total project budget.

### Key Decisions & Outcomes

- **MJ to provide SharePoint with project materials to LPC**
- **MJ to reach out to project sponsors with additional questions**





## 4. Preliminary Project List Discussion

### Discussion

- **LPC to review project applications and share evaluation worksheets with MJ Team by 8/26**
- **MJ to verify project budgets with sponsors who submitted both a Project Application and Small Project Fund Interest form.**

## 5. Next Steps

### Discussion

Jaclyn Hakes (MJ) then discussed the next steps for the LPC.

#### Next Steps:

- Consultant review of projects and communication with project sponsors – August-September
- LPC Project Review – August 13<sup>th</sup> – week of August 26<sup>th</sup>
- LPC Work Session (In-Person) – August 28<sup>th</sup> 11 AM – 1 PM
- Schedule Open House #2
- LPC Meeting #4 – September 17<sup>th</sup> 12:30 – 2:30 PM
  - Discuss refined projects list
- LPC Meeting #5 – October 8<sup>th</sup> 12:30 – 2:30 PM
  - Potential vote on slate of projects to recommend for NY Forward

There was a question regarding the date for Open House #2. The consultant team stated this will be scheduled after the LPC is comfortable with the project list.

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

### Key Decisions & Outcomes

N/A

## 6. Public Comment

### Discussion

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

- A member of the public commented on the devastating effects of the flood and that climate change, and its impacts should be considered when evaluating projects. Future flooding events should be taken into consideration and reflected in hardening Canton's infrastructure
- A member of the public stated she was an interested citizen

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

### Key Decisions & Outcomes



## 6. Public Comment

Discussion

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	<input checked="" type="checkbox"/>
Ariane Palmer	<input checked="" type="checkbox"/>
Connie Jenkins	<input type="checkbox"/>
Katie Berry	<input checked="" type="checkbox"/>
Dave Nelson	<input checked="" type="checkbox"/>
Kirk Davis	<input checked="" type="checkbox"/>

### State Partners

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



## Planning Support

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

## Consultant Team

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