



CANTON

LOCAL PLANNING COMMITTEE MEETING #1 SUMMARY

Purpose:	Local Planning Committee (LPC) Meeting #1
Date and Time:	May 10, 2024, 9:00 AM
Location:	Canton Justice Court Room, 60 Main Street, Canton, NY 13617
Attendees:	See Below
Agenda:	<ol style="list-style-type: none"> 1. Welcome and Introductions 2. NYF Program Overview 3. Public Engagement 4. Canton’s NYF Application 5. Visioning Exercise 6. Next Steps 7. Public Comment

1. Welcome & Introductions

Discussion

New York State Department of State representative Kylie Peck welcomed Local Planning Committee members, State Partners, the consultant team, and members of the public.

Members of the LPC, State Team, and consultant team then introduced themselves in turn:

- Michael Dalton, LPC Co-Chair
- Kathryn Morris, LPC Co-Chair
- Josh Vink, LPC Member
- Brian Coakley, LPC Member
- Ariane Palmer, LPC Member
- Connie Jenkins, LPC Member
- Katie Berry, LPC Member
- Dave Nelson, LPC Member
- Kirk Davis, LPC Member
- Leigh Rodriguez, Local Planning Support
- Anna Sorensen, Local Planning Support

1. Welcome & Introductions

Discussion

- Kylie Peck, NYS Department of State
- Stephen Hunt, NYS Empire State Development
- Jaclyn Hakes, Consultant Team
- Daniel Madigan, Consultant Team
- Grace Sherburne, Consultant Team

Paige Euson was unable to continue serving as an LPC member.

Kylie Peck then provided a brief overview of the meeting agenda:

- NY Forward Program Overview
 - Code of Conduct
 - Goals & Planning Process
 - Project Requirements & Selection Process
- Public Engagement
- Canton NY Forward Application
 - NY Forward Boundary
 - Vision
 - Downtown Opportunities & Challenges
- Visioning Session
- Next Steps
- Public Comment

Kylie Peck explained the Roles and Responsibilities of the LPC, State Partners, and Consultant Team.

Local Planning Committee (LPC):

- Guide development of the Strategic Investment Plan
- Support and learn from public engagement activities
- Attend monthly LPC meetings; may form work groups and/or convene working sessions
- Review and advise on NYF planning products and activities
- Review, provide input and evaluate potential projects and recommend a selection for NYF Funding

State Partners:

- Provide guidance and expertise throughout planning process
- Manage and assist the consultants and community
- Ensure documents meet state and local goals and requirements
- Facilitate assistance from other State agencies
- Support contracting of projects awarded

State Partners include representatives from the Department of State, Empire State Development, and Homes and Community Renewal

Consultant Team:

- Work with LPC and state to research, prepare and submit final NYF documents
- Facilitate public engagement with guidance from LPC
- Assist in identification, development and assessment of potential projects

1. Welcome & Introductions

Discussion

- Manage meetings and event logistics and presentation

Kylie Peck asked if there were any questions from the LPC members. No questions were received.

Key Decisions & Outcomes

N/A

2. NY Forward Program Overview

Discussion

Kylie Peck read the NY Forward meeting Preamble aloud, as follows:

PREAMBLE

Each Local Planning Committee Member is reminded of their obligation to disclose potential conflicts of interest with respect to 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.

Kylie Peck noted that the role of the LPC would be to:

- Always serve and act in the public interest
- All members must follow guidelines, standards, and procedures throughout the planning process
- All members must read and sign the Code of Conduct

Kylie Peck instructed members to use the Code of Conduct to guide service and actions while on the LPC.

Remember **DAD**:

- **D**isclose conflicts of interest
- **A**ct in the public interest
- **D**isqualify as necessary

Kylie Peck explained that “**acting in the public interest**” means to:

- Avoid conflicts of interest
- No “unwarranted privileges”
- No “improper influence”
- Exercise all duties and responsibilities for the primary benefit of the public
- Recuse themselves should a conflict of interest arise

2. NY Forward Program Overview

Discussion

Kylie Peck explained the process for **voting on recommended projects**:

- All LPC members will vote on a slate of projects to be recommended to the State for NYF funding
- Voting will take place via an official LPC ballot to be submitted to the State
- LPC members must recuse themselves from voting where a conflict of interest exists
- LPC members must follow the determinations made by the Ethics Officer in accordance with the Code of Conduct and other applicable laws

Kylie Peck provided an overview of the **NY State NY Forward Goals** and indicated that local goals will be defined at LPC meeting #2:

- Create an active downtown with a mix of uses
- Enhance downtown living and quality of life
- Provide diverse employment opportunities for a variety of skill sets and salary levels
- Create diverse housing options for all income levels
- Provide enhanced public spaces that serve those of all ages and abilities
- Grow the local property tax base
- Encourage the reduction of greenhouse gas emissions

NY Forward from Start to Finish

- **APPLY:** Communities submit applications to REDCs and the State announces the winners
- **PLAN:** LPCs are established, community vision, goals, and projects are identified and refined and LPC recommends the projects to State
- **IMPLEMENT:** Final plans are submitted to State and projects are selected and awarded

Kylie Peck presented the expected **timelines for key milestones of the NY Forward process**, spanning the months of May to October/November:

May

- LPC Kick-off
- Vision, Goals, & Strategies
- 1st Public Engagement

June

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

July

- Preliminary Project List
- Downtown Profile (Final)
- Project Development

August

- Project Sponsor Coordination
- Project Development
- Draft Project Profiles

2. NY Forward Program Overview

Discussion

September

- 2nd Public Engagement
- Strategic Investment Plan (Draft)
- Final Project Profiles

October/November

- NY Forward Strategic Investment Plan (Final)

What are the eligible project types?

Kylie Peck continued by describing the different project types:

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

Ineligible Project Types/Activities

- Planning activities
- Operations and maintenance
- Pre-award costs
- Property acquisition
- Training and other program expenses
- Expenses related to existing programs
- Stand-alone parking projects

A committee member inquired if property acquisition was covered in the match total and included in the project is this was allowed?

The State responded that it depends on when the property was purchased, and that design cost should be included in the total project cost.

Project Match Requirements & Decarbonization

- New construction, building additions over 5,000 SF and substantial renovation over 5,000 SF will be required to meet decarbonization standards
- A 25% minimum project match for private projects is required
 - Proposed projects with greater sponsor match may be more competitive
- No match requirement for public or non-profit projects
- Total project cost must be a minimum of \$75,000 (except small project fund)
- LPC can set higher match requirements at their own discretion

How are projects identified?

- Projects included in the NYF application
- Solicited through the Open Call for Projects
 - All projects must complete a NYF project submission through the Open Call
 - The LPC will evaluate projects based on NYF Program criteria and community goals
 - Not all solicited projects will be selected

2. NY Forward Program Overview

Discussion

The Open Call for Projects:

- Provides an opportunity for community members, property owners, and business owners to submit projects for consideration
- Submission period will be open to the public for at least 4 weeks and begins after LPC 2 and close end of July
- Applicants must complete a submission form with required information
- Simpler, parallel process for Small Project Fund

Kylie Peck presented the general guidelines for project evaluation within the NYF Program:

- Eligible Project
- Alignment with Local and State Goals
- Catalytic Effect
- Project Readiness
- Cost Effectiveness
- Co-Benefits
- Community Criteria

What is the end goal of the planning process?

- Consensus on a recommended list of projects for implementation (totaling \$6-8 million)
- Submission of a Strategic Investment Plan to the State containing recommended list of projects
- Momentum and direction for downtown revitalization

Final Slate of Recommended Projects

- Final slate of projects takes into consideration feedback from the public and is finalized by the LPC
- The total amount of requested NYF funds will have a higher dollar amount than what will be awarded (\$6 - \$8 million)

What happens after the planning process ends?

- State Agencies Evaluate Recommended Projects
- Funding Announcements are made by NYS
- Contracts are executed between State Agencies and Project Sponsors
- Project Implementation and Reporting

Project Implementation:

- All awards are provided as a reimbursement grant
- Project sponsors will likely need to secure bridge financing to cover costs while project is being completed
- All awards are subject to State requirements, including MWBE goals, competitive procurement, etc.

3. Public Engagement Overview

Discussion

Jaclyn Hakes (MJ) provided an overview of the anticipated Community Engagement components, noting that public engagement is integrated throughout the duration of the NY Forward Process.

Various formats and opportunities of Community Engagement were highlighted:

- Immersive Engagement
- Public Workshops (x2)
- Local outreach/pop-ups/discussion groups
- LPC meetings
- Open Call for Projects
- Online engagement
- Business survey
- Community survey

Jaclyn Hakes (MJ) noted that public engagement helps to craft/refine the downtown's vision, goals, and strategies. Jaclyn Hakes (MJ) then provided a general timeline:

Visioning & Project Ideas:

- May – Engagement Session #1
- May/June – Stakeholder/community outreach

Review Potential Projects:

- July/August – Community Outreach
- August/September – Engagement Session #2

Public Comments/Input:

- Ongoing: LPC Meetings
- Online Comment Form (website)
- Project Website: www.CantonNYForward.com

Jaclyn Hakes (MJ) asked the Local Planning Committee about important community groups or stakeholders that should be reached out to as well as community events/locations for outreach activities:

- Engage in educational institutions
- Local high school/sports teams
- Local Businesses
- Church community/ Church publication
- Elderly
- Small businesses
- Local chamber
- Agricultural areas
- Specific invitations in project area
- North Country Now paper
- Rural areas
- Pop-up table at Farmers Market and Dairy Princess event

Key Decisions & Outcomes

**MJ to follow up with Kate regarding Dairy Princess/Farmers Market Pop-up event.
MJ will contact the recommended Village groups for public engagement.**



4. Canton NY Forward Application

Discussion

Jaclyn Hakes (MJ) displayed a draft map of the Canton NY Forward boundary for review and confirmation by the members of the LPC.

The boundary of Canton NY Forward was displayed to the LPC. The Village of Canton NY Forward boundary is centered along Main Street between Park Place and Gouverneur Street. The boundary also encompasses the Canton Park, portions of the eastern and western banks of the Grasse River, as well as Heritage and Willow Island Park.

The Committee agreed on the current NY Forward boundary but will re-evaluate depending on what projects are received during the call for projects.

There was a discussion on the municipal proposal of branding and if resources could be used for signage at the entrance that might be outside of the boundary. Resources cannot be used for signage outside of the boundary.

Jaclyn Hakes (MJ) then provided a brief overview of the proposed projects in the Canton NY Forward application.

A Committee Member asked if it would be valuable for LPC members to look at Canton's Comprehensive Plan. MJ agreed that reading the Comprehensive Plan and other Plans have value when considering projects.

Key Decisions & Outcomes

MJ to include link to Village Website/Plans in Project Website

5. Visioning Exercise

Discussion

Jaclyn Hakes (MJ) displayed and read aloud the Vision from the NY Forward Application: *Nestled along the Grasse River, Canton's historic downtown is the crossroads connecting everything and everyone in the St. Lawrence River Valley and beyond. The heart of our community, downtown Canton offers economic opportunities for job seekers and entrepreneurs while providing varied housing options for every budget on walkable streets lined with cultural attractions and diverse dining and shopping options. Canton's core connects lifelong learners to educational opportunities, serves as an artistic and cultural hub, and is the gateway to abundant, accessible recreational activities. Downtown Canton is a safe, welcoming environment for residents and visitors to live, learn, work and play.*

Jaclyn Hakes (MJ) explained that a community vision for downtown:

- Unifies a community focus
- Provides guidance & direction for the downtown revitalization
- Metric for evaluating projects

5. Visioning Exercise

Discussion

Daniel Madigan (MJ) led a visioning exercise for LPC members to share input on a variety of questions. Input received from LPC Members included:

What will your downtown look like in 5-7 years?

- More business, shopping, blight reduction
- More people out and about
- Improve business culture
- Shopping and restaurants
- Open-air, year-round farmers market
- Small grab-and-go shops
- More welcoming and inviting
- Multiuse
- A place where people “pull off” in the summer
- Downtown where people stay
- Local talent, concerts, and events
- A place where people stay and mingle
- Improved historic character
- A place where people can spend a day
- Range of activities for kids and all ages
- Things to do after work/Lunch opportunities for people working in the area
- Seasonal downtown
- Year-round consistency
- Tap into employees

What needs to change?

- All of the above
- Things to do
- Food and entertainment
- Attractions for tourists
- Small projects fund will be important
- Signage and lighting
- Aesthetics downtown
- Public art (murals)
- Bike racks
- Unique food
- What makes it a nice place to live also makes it nice to visit

When I go downtown, I wish there was...

- Outdoor Dining
- Sit down restaurants
- More nightlife
- Café
- Places to study
- Brewpub, outdoor dining on water
- Recreation of all kinds

5. Visioning Exercise

Discussion

- Incorporating arts
- Connection to trail system

6. Next Steps

Discussion

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

Next Steps:

- Establish regular LPC Meeting dates
- Review, sign and return the Code of Conduct
- Immersive Public Engagement #1
 - May 30-31
- Downtown Profile
 - Research, mapping, data collection
- Open Call for Projects
- LPC Meeting #2
 - Scheduled for Tuesday, June 25, 1-3 PM in Village Hall

Program resources can be found at:

NY Forward <https://www.ny.gov/programs/ny-forward>

Key Decisions & Outcomes

MJ will update the project website detailing the Public Engagement #1
MJ to send LPC #2 agenda to Committee

7. Public Comment

Discussion

Kylie Peck (DOS) opened the meeting for public comment.

- President of Canton Capital Resource and Chairman of the Complete Streets Task Force asks to consider mobility and identify pathways throughout the process and are willing to cooperate with the NY Forward efforts.
- One member of the public emphasized the shift from main streets to big corporations and malls and the need to return to main streets. Inquired if there are any mechanisms to keep people downtown and if there were before and after from previous NYF.
 - Jaclyn Hakes (MJ) responded that there are no examples for previous NY Forward rounds but there are examples for previous DRIs.
- Another member of the public congratulated everyone and stated that tractor trailers should be removed from Main Street.
- A Canton resident and urban planner stated the historians office is a good resource and that Main Street should have all of your daily essentials.
- A member of the public emphasized wheelchair users and strollers as an important stakeholder group.

7. Public Comment

Discussion

- A member of the public stated that most buildings on Main Street are currently taken up by business spaces, where will these restaurants and retail places go? How will the issue of displacement be fixed?
- There was a comment about the requirement for ADA accessibility.
- A member of the public suggested that the Mixed-Use Project in Hamilton NY can be used as an example for projects.
- A comment was made regarding stormwater management in Downtown.

Following the public comment period, Kylie Peck thanked all those in attendance.

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	<input checked="" type="checkbox"/>
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	<input checked="" type="checkbox"/>



State Partners

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