



WADDINGTON

LOCAL PLANNING COMMITTEE MEETING #2 SUMMARY

Purpose: Local Planning Committee (LPC) Meeting #2
 Date and Time: July 12, 2023, 5:00 p.m.
 Location: Old Town Hall, 38 Main Street, Waddington, NY
 Attendees: See Below

| Agenda Item | Discussion | Key Decisions & Outcomes |
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| <p>Welcome & Introductions</p> | <p>Waddington Mayor Michael Zagrobelny led attendees in the Pledge of Allegiance to begin the meeting. Waddington NY Forward Co-Chair Steve Lawrence welcomed attendees to the meeting and read the Preamble aloud, as follows:</p> <p><u>PREAMBLE</u></p> <p><i>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?</i></p> <p><i>Please inform the LPC co-chairs during the meeting if the need to disclose a conflict arises</i></p> | <p>N/A</p> |

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| <p>Welcome & Introductions (Cont'd)</p> | <p><i>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, actual or perceived, conflict to be kept on file with the Department of State.</i></p> <p>Members of the LPC, State Team, and consultant team then introduced themselves in turn:</p> <ul style="list-style-type: none"> • Mayor Mike Zagrobelny, LPC Co-Chair • Steve Lawrence, LPC Co-Chair • Malorie Farrell, LPC Member • Mary Hamilton, LPC Member • Olivia Martin, LPC Member • Tricia Patterson, LPC Member • Mark Scott, LPC Member • Jaclyn Hakes, Consultant Team • Jesse McCaughey, Consultant Team • Kylie Peck, NYSDOS <p>Jaclyn Hakes (MJ Engineering), who provided a brief overview of the meeting agenda:</p> <ul style="list-style-type: none"> • Code of Conduct • Roles & Responsibilities • Project Schedule & Scope • Call for Projects • Community Engagement Update • Downtown Profile Overview • Vision and Goals Discussion • Next Steps • Public Comment | <p>N/A</p> |
| <p>Code of Conduct Reminder</p> | <p>Jaclyn Hakes (MJ) reminded members to use the Code of Conduct to guide service & actions while on the LPC.</p> <p>Remember DAD:</p> <ul style="list-style-type: none"> • Disclose conflicts of interest • Act in the public interest • Disqualify if necessary | <p>Signed Code of Conduct forms will continue to be collected by the Department of State representative.</p> |

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| <p>Project Schedule</p> | <p>Jaclyn Hakes (MJ) presented the expected timeline for key milestones of the NY Forward process, spanning the months of June to December:</p> <p><i>July</i></p> <ul style="list-style-type: none"> • Downtown Profile (Draft) • Goals <p><i>August</i></p> <ul style="list-style-type: none"> • Preliminary Projects List • Downtown Profile (Final) • Strategies <p><i>September</i></p> <ul style="list-style-type: none"> • Project Profiles • Strategies (Final) <p><i>October</i></p> <ul style="list-style-type: none"> • Document Edits • NY Forward Strategic Investment Plan (Draft) <p><i>November/December</i></p> <ul style="list-style-type: none"> • NY Forward Strategic Investment Plan (Final) | <p>Consultant team is working on Downtown Profile Draft and will develop the preliminary projects list for the next LPC meeting.</p> |
| <p>Call for Projects</p> | <p>Consultant team reviewed that the Call for Projects launched June 19th and all completed forms must be submitted by 5 p.m. on July 31st.</p> <p>All projects (regardless of size) must submit to be considered for NY Forward.</p> <p>Call for Project forms are available on the Waddington NY Forward website, and paper copies are available at the Village Office.</p> <p>All submitted proposals will be reviewed by the LPC and discussed during future LPC meetings to refine list to final slate of projects to be presented to the state.</p> <p>Office hours were available for project sponsors to discuss project-specific details with members of the consultant team:</p> <ul style="list-style-type: none"> • July 5th – 5:30 – 6:30 PM (virtual via Zoom) <ul style="list-style-type: none"> ○ No attendees | <p>LPC members received Call for Projects publicity materials and will continue to promote.</p> |

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| | <ul style="list-style-type: none"> • July 6th - 10:30 - 11:30 AM (virtual via Zoom) <ul style="list-style-type: none"> ○ No attendees • July 25th – 1:00 – 2:00 PM (In Person: (Village Office)) | |
| <p>Community Engagement</p> | <p>Jesse McCaughey (MJ) provided an overview of the ongoing Community Engagement components.</p> <p>The Public Engagement Plan draft is under development and will be made available in the coming weeks.</p> <p>The NY Forward website www.Waddington-NYForward.com is consistently updated with the latest information available and is a good resource to point folks towards that have questions.</p> <p>The Public Open House will be held on July 25^h from 5:00 – 7:00 p.m. at Old Town Hall. It is meant to be a true open house, where attendees can stay for as little or as long as they like to learn about NY Forward and provide feedback and opinions. The project team and Department of State will be onsite for any questions.</p> <p>The community survey will launch on July 25th and will be another opportunity for members of the community to share thoughts and ideas. Hard copies will be available at the Village Office – the online version will be available on the project website (preferred submission method).</p> | <p>LPC Members will use business/organizational networks to publicize NY Forward outreach efforts.</p> |
| <p>Downtown Profile</p> | <p>Jesse McCaughey (MJ) reviewed what the Downtown Profile is and its purpose: according to DOS guidance, “The downtown profile and assessment tells a clear and concise story of the NY Forward community — where it is today, how it got there, and where it is going — and provides the logical basis for project recommendations.” It is an important component of the Strategic Investment Plan (SIP) that will be submitted to the state.</p> <p><u>Required Components</u></p> <ul style="list-style-type: none"> • Study Area/Boundary Description • Demographic Overview • Regional and Historic Context • Recent Plans and Investment | <p>N/A</p> |

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| | <ul style="list-style-type: none"> • Alignment with Regional Economic Development Council (REDC) strategies • Physical setting • Economic Trends and Opportunities • Synthesis of Trends, Challenges, and Opportunities <p>The consultant team then shared preliminary demographics with the LPC members. Population, median age, education, income, employment, and housing were covered.</p> | <p>Consultant team will further refine demographic data on public workers and retirees for Community Profile.</p> |
| <p>Vison and Goals Discussion</p> | <p>Jesse McCaughey (MJ) then displayed and read aloud the updated Vision for the Village:</p> <p><i>As a Hometown Destination, the Village of Waddington will become a walkable destination, showcasing its rich historic architecture while creating access to amenities for residents, improving the visitor experience, and expanding its eclectic mix of cultural and retail offerings through continued public and private partnerships. The community’s vital connection with the St. Lawrence River will be enhanced through recreation, commerce, and environmental stewardship to strengthen the economy.</i></p> <p>LPC members requested language shifting in this version of the vision.</p> <p>Consultant team then introduced the Goals discussion. DOS guidance requires Goals to be realistic, clear and well-defined, and aligned with and supportive of the community’s vision.</p> <p><u>GOALS:</u></p> <ul style="list-style-type: none"> • The Way to Waddington: Foster an inviting Village atmosphere through creative placemaking. • Maximize Main Street: Encourage a mix of amenities, services, commercial activities, and infrastructure to support a dynamic downtown. • Arts & Culture: Attract visitors from the region and beyond to engage with and | <p>Consultant team will rework the language on vision and goals based on LPC feedback.</p> |

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| <p>Vison and Goals Discussion cont.</p> | <p>support local artisans and cultural programming.</p> <ul style="list-style-type: none"> • Environmental Resources: Act as responsible stewards of the natural environment, which serves as a foundation for Waddington’s character and local economy. <p>LPC members discussed these goals and offered suggestions on language updates to better reflect the Village’s future direction.</p> <p>The consultant team then introduced strategies; DOS guidance states that strategies must be actionable statements that are specific with local context, derived from opportunities and challenges, relate to the proposed NYF projects, clearly and concisely direct a type of action to help meet a specific goal; and guide the community on how to continue revitalization beyond NYF projects. Strategies will be discussed further at the next LPC meeting in August.</p> | |
| <p>Next Steps</p> | <p>Jaclyn Hakes (MJ) provided an overview of the next steps in the NY Forward Program process:</p> <p>Future LPC Meetings (monthly)</p> <ul style="list-style-type: none"> • August 9th – 5:00 PM • September 13th – 5:00 PM <p>Call for Projects Solicitation</p> <ul style="list-style-type: none"> • Opens June 19th – closes July 31st <p>Consultant Team</p> <ul style="list-style-type: none"> • Prepare Preliminary Projects List • Refine Goals/Strategies • Project Evaluation Criteria for LPC • Stakeholder meetings <p>Public Open House #1</p> <ul style="list-style-type: none"> • Scheduled for Tuesday, July 25th from 5:00 – 7:00 p.m. at Old Town Hall | <p>Consultant team will continue to update the project website regularly.</p> |

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| Public Comment | LPC Co-Chair Steve Lawrence opened the meeting for public comment. | N/A |
| | A member of the public noted that bike tourists often come through Waddington, since roadway shoulders on area roads can accommodate cyclists. | |
| | Following the public comment period, LPC Co-Chair Steve Lawrence thanked all those in attendance. | |

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:
 Jesse McCaughey, MJ Engineering and Land Surveying, P.C.
 cc: Village of Waddington, State Partners, File

Local Planning Committee (LPC)

| Name | Present |
|------------------------------|---------|
| Mayor Mike Zagrobelny | ✓ |
| Steve Lawrence | ✓ |
| Malorie Farrell | ✓ |
| Mary Hamilton | ✓ |
| Brianna Hammond | ✗ |
| Olivia Martin | ✓ |
| Travis McKnight | ✗ |
| Tricia Patterson | ✓ |
| Mark Scott | ✓ |
| John Tenbusch | ✗ |

State Partners

| Name | Affiliation | Present |
|------------|-------------|-------------------------------------|
| Kylie Peck | NYSDOS | <input checked="" type="checkbox"/> |

Consultant Team

| Name | Affiliation | Present |
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| Jaclyn Hakes, Project Manager | M.J. Engineering | <input checked="" type="checkbox"/> |
| Jesse McCaughey | M.J. Engineering | <input checked="" type="checkbox"/> |

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