



# VILLAGE OF WADDINGTON

## LOCAL PLANNING COMMITTEE MEETING #1 SUMMARY

Purpose: Local Planning Committee (LPC) Meeting #1  
 Date and Time: June 15, 2023, 5:00 p.m.  
 Location: Old Town Hall, 38 Main Street, Waddington, NY  
 Attendees: See Below

Agenda Item	Discussion	Key Decisions & Outcomes
<p><b>Welcome &amp; Introductions</b></p>	<p>Village of Waddington Mayor Michael Zagrobelny welcomed Local Planning Committee members, State Partners, the consultant team, and members of the public.</p> <p>Mayor Zagrobelny then read the NY Forward meeting 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>None.</p>

<p><b>Welcome &amp; Introductions (Cont'd)</b></p>	<p><i>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.</i></p> <p><i>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>LPC Members with affiliations to the Clark House Board, the Town Board, and the Arts Council indicated that they would recuse themselves, as required, from future discussions of projects related to these affiliations. The Department of State representative clarified that LPC Members are not prevented from providing factual background information, but that LPC Members may not attempt to advocate for a project in which they have a real or perceived conflict of interest.</p> <p>Members of the LPC, State Team, and consultant team then introduced themselves in turn:</p> <ul style="list-style-type: none"> <li>• Mayor Michael Zagrobelny, LPC Co-Chair</li> <li>• Steve Lawrence, LPC Co-Chair</li> <li>• Kylie Peck, NYS Dept. of State</li> <li>• Stephen Hunt, Empire State Development</li> <li>• Amanda Bearcroft, NYS Dept. of State</li> <li>• Olivia Martin, LPC Member</li> <li>• Mark Scott, LPC Member</li> <li>• Mary Hamilton, LPC Member</li> <li>• Travis McKnight, LPC Member</li> <li>• Brianna Hammond, LPC Member</li> <li>• John Tenbusch, LPC Member</li> <li>• Jaclyn Hakes, Consultant Team</li> <li>• Jesse McCaughey, Consultant Team</li> </ul> <p>Mayor Zagrobelny then introduced Jaclyn Hakes (MJ Engineering), who provided a brief overview of the meeting agenda:</p> <ul style="list-style-type: none"> <li>• Code of Conduct</li> <li>• Roles &amp; Responsibilities</li> <li>• Project Schedule &amp; Scope</li> <li>• Community Engagement</li> <li>• Visioning Discussion</li> <li>• Next Steps</li> <li>• Public Comment</li> </ul>	<p>Patricia Patterson was unable to attend this meeting but remains an LPC Member.</p>
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<p><b>Code of Conduct Reminder</b></p>	<p>Jaclyn Hakes (MJ) noted that the role of a the LPC would be to:</p> <ul style="list-style-type: none"> <li>• Always serve act in the public interest</li> <li>• The Code of Conduct addresses potential conflicts of interest between LPC members and their interests that do not serve the public.</li> <li>• All Members must read &amp; sign the Code of Conduct</li> </ul> <p>MJ instructed members to use the Code of Conduct to guide service &amp; actions while on the LPC.</p> <p>Remember <b>DAD</b>:</p> <ul style="list-style-type: none"> <li>• <b>D</b>isclose conflicts of interest</li> <li>• <b>A</b>ct in the public interest</li> <li>• <b>D</b>isqualify if necessary</li> </ul>	<p>Signed Code of Conduct forms were collected by the Department of State representative.</p>
<p><b>Roles &amp; Responsibilities</b></p>	<p>Jaclyn Hakes (MJ) explained the Roles and Responsibilities of the State Partners, Consultant Team, and the LPC.</p> <p><b>State Partners:</b></p> <ul style="list-style-type: none"> <li>• Assist LPC / Consultant Team</li> <li>• Manage Consultant Team / LPC Process</li> <li>• Review Documents</li> <li>• Liaison State Agencies</li> <li>• Ensure NYF Program Compliance</li> <li>• Maintain Schedule</li> </ul> <p>State Partners include representatives from the Department of State, Empire State Development, and Homes and Community Renewal</p> <p><b>Consultant Team:</b></p> <ul style="list-style-type: none"> <li>• Lead Community Engagement</li> <li>• Prepare Documents &amp; Information</li> <li>• Facilitated Consensus-Building with LPC</li> <li>• Prepare Downtown Profile</li> <li>• Project Development &amp; Analysis</li> <li>• Prepare NYF Strategic Investment Plan</li> </ul> <p><b>Local Planning Committee:</b></p> <ul style="list-style-type: none"> <li>• Confirm NYF Vision</li> </ul>	<p>None.</p>

<p><b>Roles &amp; Responsibilities (Cont'd)</b></p>	<ul style="list-style-type: none"> <li>• Brainstorm Ideas / Provide Feedback</li> <li>• Review Documents / Info</li> <li>• Guide Community Engagement</li> <li>• Identify / Prioritize Projects</li> <li>• Recommend projects for inclusion in the SIP.</li> </ul> <p>Ms. Hakes asked if there were any questions from the LPC members. No questions were received.</p>	
<p><b>Project Schedule Scope</b></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>June</i></p> <ul style="list-style-type: none"> <li>• LPC Kick-off</li> <li>• Vision</li> <li>• Engagement Plan</li> <li>• Call for Projects</li> </ul> <p><i>July</i></p> <ul style="list-style-type: none"> <li>• Downtown Profile (Draft)</li> <li>• Goals</li> </ul> <p><i>August</i></p> <ul style="list-style-type: none"> <li>• Preliminary Projects List</li> <li>• Downtown Profile (Final)</li> <li>• Strategies</li> </ul> <p><i>September</i></p> <ul style="list-style-type: none"> <li>• Project Profiles</li> <li>• Strategies (Final)</li> </ul> <p><i>October</i></p> <ul style="list-style-type: none"> <li>• Document Edits</li> <li>• NY Forward Strategic Investment Plan (Draft)</li> </ul> <p><i>November/December</i></p> <ul style="list-style-type: none"> <li>• NY Forward Strategic Investment Plan (Final)</li> </ul> <p>Key NY Forward Program components include:</p> <ul style="list-style-type: none"> <li>• NYF Boundary</li> <li>• Downtown Profile &amp; Assessment</li> <li>• Vision, Goals &amp; Strategies</li> <li>• Projects</li> </ul>	<p>None.</p>

	<ul style="list-style-type: none"> <li>• Implementation Plan</li> <li>• Community Engagement</li> <li>• NYF SIP</li> </ul> <p>The four NYF Program project types are:</p> <ul style="list-style-type: none"> <li>• Public Improvement Projects</li> <li>• New Construction &amp; Rehabilitation</li> <li>• Small Project Fund</li> <li>• Branding &amp; Marketing</li> </ul> <p>Jaclyn Hakes (MJ) then presented the General Guidelines for project evaluation within the NYF program:</p> <ul style="list-style-type: none"> <li>• Aligned with State and local goals</li> <li>• Project readiness</li> <li>• Transformative, catalytic</li> <li>• Co-benefits</li> <li>• Cost effectiveness/Leveraging additional investment</li> </ul>	
<p><b>Community Engagement</b></p>	<p>Jesse McCaughey (MJ) provided an overview of the anticipated Community Engagement components, noting that public engagement is integrated throughout the duration of the NY Forward process.</p> <p>Various formats &amp; opportunities of Community Engagement were highlighted:</p> <ul style="list-style-type: none"> <li>• Interactive workshops</li> <li>• Pop-up tables</li> <li>• Survey</li> <li>• Stakeholder meetings</li> <li>• NY Forward website <a href="http://www.Waddington-NYForward.com">www.Waddington-NYForward.com</a></li> <li>• Public Engagement Plan</li> </ul>	<p>LPC Members will use business/organizational networks to publicize NY Forward outreach efforts.</p>
<p><b>Waddington NY Forward Application</b></p>	<p>Jaclyn Hakes (MJ) displayed a draft map of the Waddington NY Forward boundary for review and confirmation by the members of the LPC.</p> <p>The boundary of Village of Waddington NY Forward was displayed to the LPC.</p> <p>After a brief discussion, the LPC confirmed that the Waddington NY Forward Boundary comprises the length of Main Street between St. Lawrence Avenue and the historic Four Corners at the intersection of Routes 37 and 345, as well as the</p>	

	<p>former St. Paul’s Church property, Island View Park and the section of St. Lawrence Avenue opposite Island View Park.</p> <p>Ms. Hakes (MJ) displayed and read aloud the Vision from the NY Forward Application for the Village:</p> <p><i>Waddington’s vision is to become a Hometown Destination. This vision includes the expansion of the current eclectic mix of cultural and retail offerings through our continued partnerships with private enterprises and state agencies. This vision includes improving the downtown streetscape to highlight our historic stone buildings and improve visitor parking, walkability, and sustainability of our economy without compromising the sustainability of our natural resources is also part of this vision. Building on Waddington’s current mix of retail shops and eateries, the vision includes an expansion of offerings to residents including our youth, businesses, and a welcome for visitors regardless of age, sex, or cultural background.</i></p> <p>LPC Members offered the following input on the Vision:</p> <ul style="list-style-type: none"> <li>• Include something about access <i>from</i> the river</li> <li>• Include something about international visitors</li> </ul>	
<p><b>Challenges and Opportunities</b></p>	<p>Jesse McCaughey (MJ) invited LPC Members to share input on key challenges and opportunities in the Waddington community. Input received from LPC Members included:</p> <p><i>Challenges</i></p> <ul style="list-style-type: none"> <li>• Winter climate</li> <li>• Seasonal economy</li> <li>• Balance between tourism and quality of life</li> <li>• Workforce</li> <li>• Private investment</li> <li>• Attracting businesses (esp. services)</li> <li>• Visibility from State Route 37</li> </ul> <p><i>Opportunities</i></p> <ul style="list-style-type: none"> <li>• Expanding arts presence</li> </ul>	<p>Public input on challenges and opportunities will be solicited via Community Engagement efforts including Public Workshop #1 and a survey.</p>

	<ul style="list-style-type: none"> <li>Expanded access to water recreation (e.g. kayak rental)</li> <li>Vacant/underutilized buildings</li> <li>Width of Main Street</li> </ul>	
<b>Next Steps</b>	<p>Jaclyn Hakes (MJ) provided an overview of the next steps in the NY Forward Program process:</p> <p>Future LPC Meetings (monthly 2<sup>nd</sup> Wednesday)</p> <ul style="list-style-type: none"> <li>LPC #2 – July 12<sup>th</sup>, 5:00 – 7:00 p.m.</li> <li>LPC #3 – August 9<sup>th</sup>, 5:00 – 7:00 p.m.</li> <li>LPC #4 – September 13<sup>th</sup>, 5:00 – 7:00 p.m.</li> </ul> <p>Call for Projects Solicitation</p> <ul style="list-style-type: none"> <li>Opens June 19<sup>th</sup> – closes July 31st</li> </ul> <p>Consultant Team</p> <ul style="list-style-type: none"> <li>Downtown Profile (Draft) Preparation</li> <li>Community Engagement Plan</li> </ul> <p>Public Workshop #1</p> <ul style="list-style-type: none"> <li>Scheduled for Tuesday, July 25<sup>th</sup> from 5:00 – 7:00 p.m.</li> </ul>	None.
<b>Public Comment</b>	<p>LPC Co-Chair Michael Zagrobelny opened the meeting for public comment.</p> <p>The following comments were provided by members of the public present:</p> <ul style="list-style-type: none"> <li>Suggestion to add “Event/draw” element to the Vision</li> <li>Question about whether the LPC had outlined a project list yet [DOS clarified that even though potential projects had been included in the Village’s NY Forward application, no project list had yet been created]</li> <li>Question about the Small Projects Fund – potential project sponsors should submit a Call for Projects application</li> </ul> <p>Following the public comment period, LPC Co-Chair Michael Zagrobelny thanked all those in attendance.</p>	None.

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
Michael Zagrobelny	<input checked="" type="checkbox"/>
Steve Lawrence	<input checked="" type="checkbox"/>
Patricia Patterson	<input type="checkbox"/>
Malorie Farrell	<input type="checkbox"/>
Mark Scott	<input checked="" type="checkbox"/>
Mary Hamilton	<input checked="" type="checkbox"/>
Brianna Hammond	<input checked="" type="checkbox"/>
Olivia Martin	<input checked="" type="checkbox"/>
John Tenbusch	<input checked="" type="checkbox"/>
Travis McKnight	<input checked="" type="checkbox"/>

## State Partners

Name	Present
Kylie Peck	<input checked="" type="checkbox"/>
Amanda Bearcroft	<input checked="" type="checkbox"/>



# Consultant Team

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