

**Village of Chittenango
NY Forward (NYF)**

Local Planning Committee Meeting #1

Tuesday, May 20, 2025

NYS Department of State | Office of Planning, Development & Community Infrastructure



**Department
of State**

**Downtown
Revitalization
Initiative**

NY Forward

Agenda

1. Roles and Responsibilities
2. Code of Conduct Refresher
3. The Importance of the LPC
4. NYF Program Overview
5. NYF Planning Process
6. Public Engagement
7. Chittenango's NYF Application
8. What's Next?

***Thank you for serving
on the Local Planning
Committee for
Chittenango!***

Welcome + Introductions

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Roles and Responsibilities

State Team

Department of State (DOS) – Program Lead

Lissa D'Aquanni,
Alissandra.DAquanni@dos.ny.gov

Empire State Development (ESD)

Zach Becker,
Zachary.Becker@esd.ny.gov

Homes and Community Renewal (HCR)

Patricia O'Reilly
Patricia.OREilly@hcr.ny.gov

Governor's Office

Tracy DiGenova,
Tracy.Digenova@exec.ny.gov

- Provide guidance and support for the NYF planning process
- Manage and assist the consultant team
- Participate in preparation and review of NYF documents
- Engage other State agencies, as needed (i.e. NYSERDA, DEC, DOT)

Consultant Team

Stantec - Lead Consultant

Steve Kearney – Principal

Phil Schaeffing, AICP – Project Manager

Sub-Consultant Team

BJH Advisors – economic development

Ideas and Action – housing

M&P Engineering – cost estimating

Revby – retail/small business

W-ZHA – project economics

Highland Planning – community engagement

- Lead all public engagement
- Prepare program documents
- Assist LPC with identification, development, and evaluation of potential projects
- Conduct research, as necessary

Stantec's DRI & NYF Experience



DRI Rounds 1-5

Oswego, Elmira, Oneonta, Hudson,
Albany, Schenectady, Rochester



NYF Round 1

Phoenix,
Hamilton,
Moravia



NYF Round 2

Brewerton,
Canastota

Local Planning Committee (LPC)

- Participate in LPC meetings
- Provide direction on planning efforts
- Provide feedback to the consultant team and State
- Review documents
- Assist with community engagement and outreach

DRAFT LPC

Co-Chairs:

Louis Cianfrocco, Mayor

Kipp Hicks, Madison County IDA

John Bonura

Scott Baldwin

Peg Engasser

Dana Kent

Allison Lehr

Carrie Montroy

Jackie Mowers

Ashton Nelson

Ryan Powell

Ross Relyea

Deb Rose

Melissa Stanek

Jacob Tanner

John VanDeusen

Municipal Representatives

- Participate in core team meetings
- Provide crucial data, reports, plans, and documents to the consultant team
- Assist with public engagement outreach, logistics, and advertising

Municipal Team

Robert Freunsch, *Village Administrator*

Jamie Kowalczk, *Madison County Planning*

Nick Sidles, *Madison County Planning*

Jessica Geary, *Madison County Planning*

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Code of Conduct Refresher

What is the Code of Conduct?

- Guidelines, standards and procedures for Local Planning Committee (LPC) members to follow throughout the planning process
- All LPC members are required to serve and act in the public interest.
- LPC members will receive and **must** sign the *Code of Conduct for Members of New York State Downtown Revitalization Initiative and NY Forward Local Planning Committees (Code of Conduct)*.

Remember...

- Members should use the Code of Conduct to guide service and actions while on the Local Planning Committee:

Disclose conflicts of interest

Act in the public interest

Recuse as necessary

Documenting Conflict(s)

- Members must identify if they have a potential conflict at the first meeting in which the matter giving rise to the conflict is discussed.
- When a potential conflict is identified, LPC members must complete and submit a formal Recusal Form.
- LPC members may not vote, or attempt to influence, a discussion or vote on any project(s), where a potential conflict of interest exists.



**Downtown
Revitalization
Initiative**



NY Forward

Recusal Form

LPC Member Name _____ Date _____

DRI or NYF Name _____

Applicable Project Title(s) _____

Reason(s) for Recusal

(Check all that apply.)

- ☐ I or a relative or family member have a financial interest in the project. (Describe below.)
- ☐ I or a relative or family member have an interest as a board member, owner, officer, employee, or investor in the project sponsor. (Describe below.)
- ☐ I or a relative or family member have an interest as a board member, owner, officer, employee, or investor in a potential competitor of the project. (Describe below.)
- ☐ Other: _____

Please provide a description of each conflict. (Be complete and specific. Attach additional pages if necessary.)

Member Signature _____

Documenting Conflict(s)

- The LPC co-chairs will remind members of their obligation to recuse at each meeting of the committee.
- A list of recusals together with the recusal form completed by each recused member will be maintained for each project for the duration of the DRI and NYF planning process.
- The recusal list will be updated at each meeting.

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 ballot to be submitted to the State.
- LPC members must recuse themselves from voting on individual projects 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.

Preamble

- A Preamble will be read by an LPC co-chair at the beginning of every LPC meeting reminding members of their obligation to act in the public interest and recuse if necessary.

Are there any general or clarifying questions we can answer now?

If you have specific questions regarding your situation or need advice, contact the New York State Department of State Ethics Officer:

Anais Vasquez, Ethics Officer
(518) 948-0275
Anais.Vasquez@dos.ny.gov



3 Importance of the LPC

What is the Local Planning Committee?

- Group of diverse community and regional stakeholders nominated by the municipality and others. Confirmed by NYS.
- Ambassadors of the NYF program and their respective communities
- Led by co-chairs – typically the municipality's chief elected official and a REDC member/designee
- Ensure the community vision is met and the public interest is served



Your ultimate responsibility is to...

- Identify best ways to communicate with and engage the community
- Recommend key stakeholders and groups/organizations we should hear from
- Provide guidance and direction on documents
- Help identify potential projects for funding
- **Conduct project evaluation and recommend projects for funding**



We want you all to be active participants in this process and hear your opinions!

What should you expect?

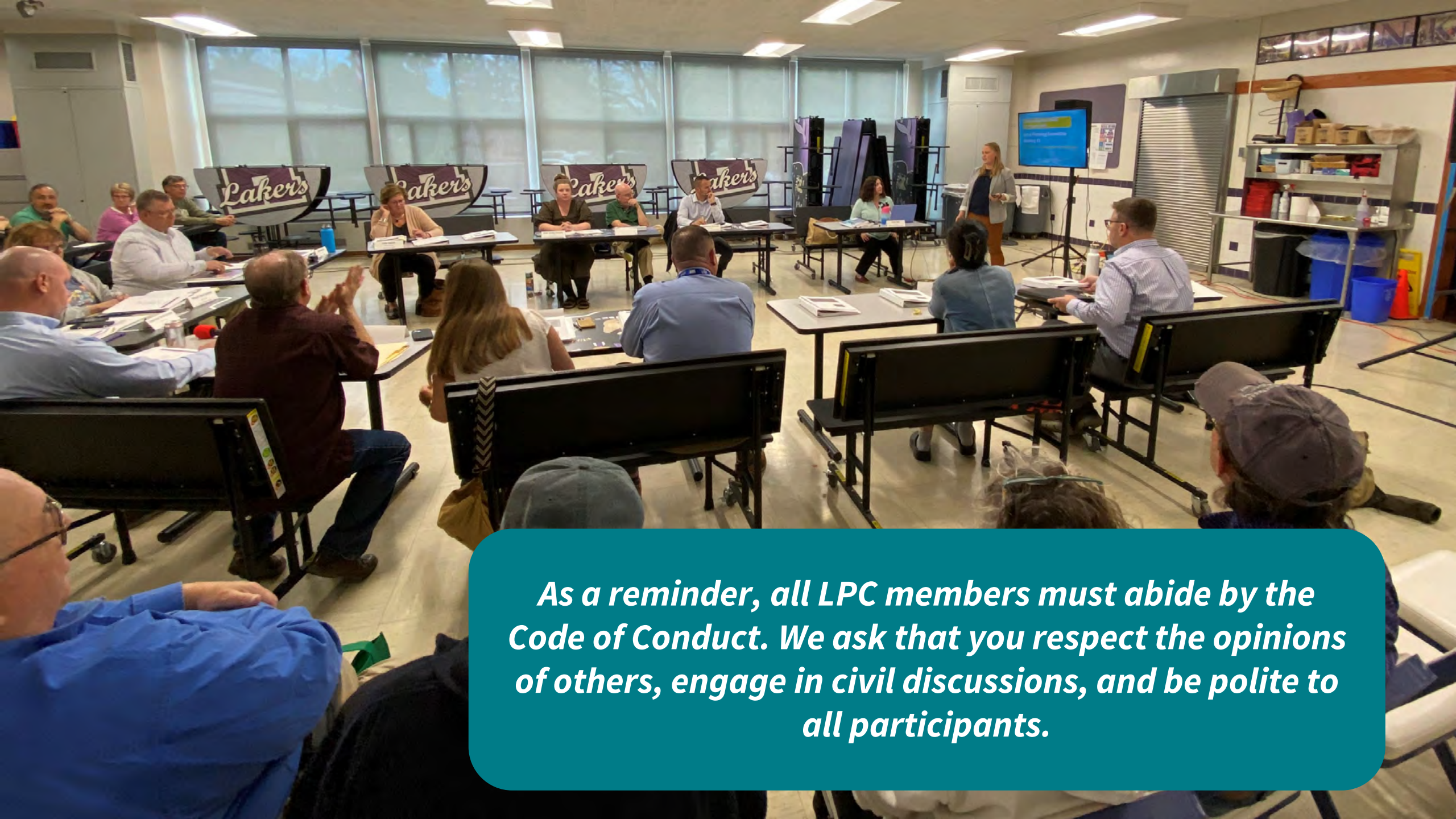
- Generally monthly meetings approximately 2 hours in length, and are open to the public
- Regular emails from state representatives and/or consultant team with meeting materials
- Assistance with and participation in public engagement sessions
- Provide input on documents prepared by consultants



We will establish a schedule of meetings at a time that is most convenient for members.

**We would like to set a standing day and time
for regular LPC meetings.**

- Is there a time of day that works best?**
- What days of the week are available?**



As a reminder, all LPC members must abide by the Code of Conduct. We ask that you respect the opinions of others, engage in civil discussions, and be polite to all participants.

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NY Forward Program Overview



Program Goals and Timeline

What is the DRI + NY Forward?

- Two complementary programs with common goals
- Programs recognize the unique qualities and sizes of various communities throughout the State
- State-wide investment to reinvigorate local and regional economies by revitalizing downtowns



DRI + NY Forward Goals



**Enhance downtown living
and quality of life**



**Create an
active downtown with
a mix of uses**



**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**



**Encourage the reduction
of greenhouse gas
emissions**



**Grow the local property
tax base**

DRI/NYF Program from Start to Finish



APPLICATION + SELECTION

September 2024 – March 2025

- Communities prepared and submitted applications to REDCs
- REDCs nominated communities
- State announced winners



PLANNING

April – December 2025

- Local Planning Committees are established
- Community vision and goals are refined
- Projects are identified + developed
- LPC recommends projects to State
- Participate in the preparation of the Strategic Investment Plan

YOUR FOCUS IS HERE!



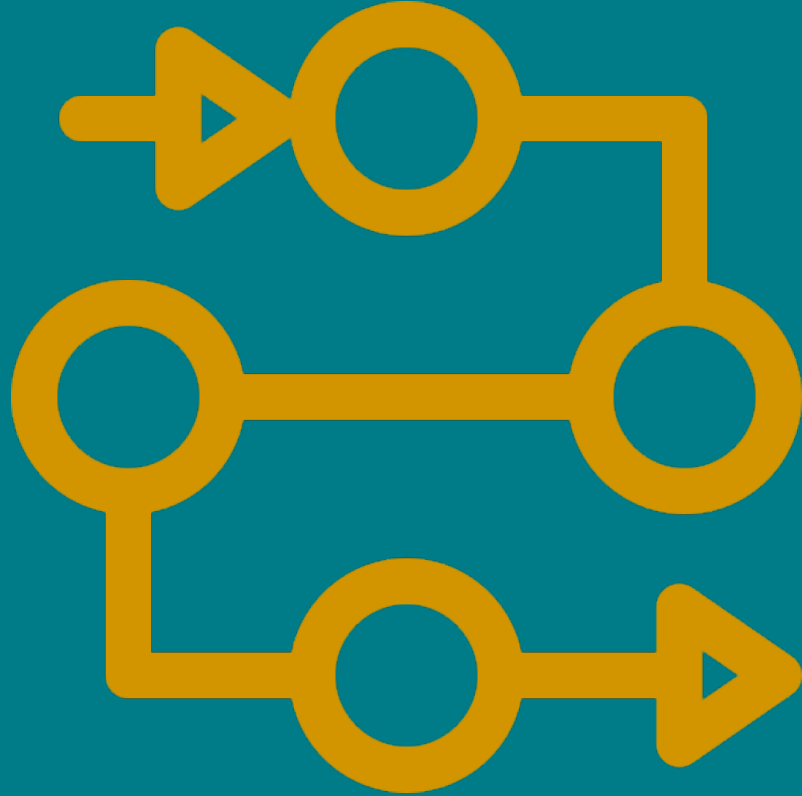
IMPLEMENTATION

2026 - 2031

- Final Strategic Investment Plan is submitted to the State
- Projects are selected and awarded
- Project sponsors complete projects

Successful Projects in Our Region





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NY Forward Planning Process

Planning Process



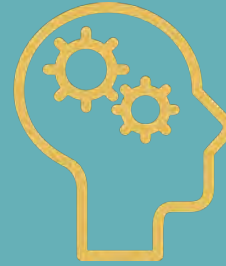
Visioning

Refine the community's future vision, establish priorities and gather input



Opportunities + Challenges

Understand the community's unique characteristics and key opportunities



Project Development + Evaluation

Identify, develop, and evaluate potential projects



Project Recommendations

Recommend projects that align with the community's goals

9 Month Timeframe (April – December 2025)

- Each community is led by a consultant team who guides the planning process, works with sponsors to develop projects to recommend to the State, and documents the process/projects in the Strategic Investment Plan.
- This process helps ensure all voices are heard and projects are carefully considered.

LPC

LPC MEETINGS

1

2

3

4

5

6

Public

ENGAGEMENT

Public Workshop #1

Open Call for Projects

Local Outreach Activities

Public Workshop #2

Project Sponsor Coordination

SIP Elements

STRATEGIC INVESTMENT PLAN (SIP)

Downtown Profile and Assessment

Community Vision, Goals, and Revitalization Strategies

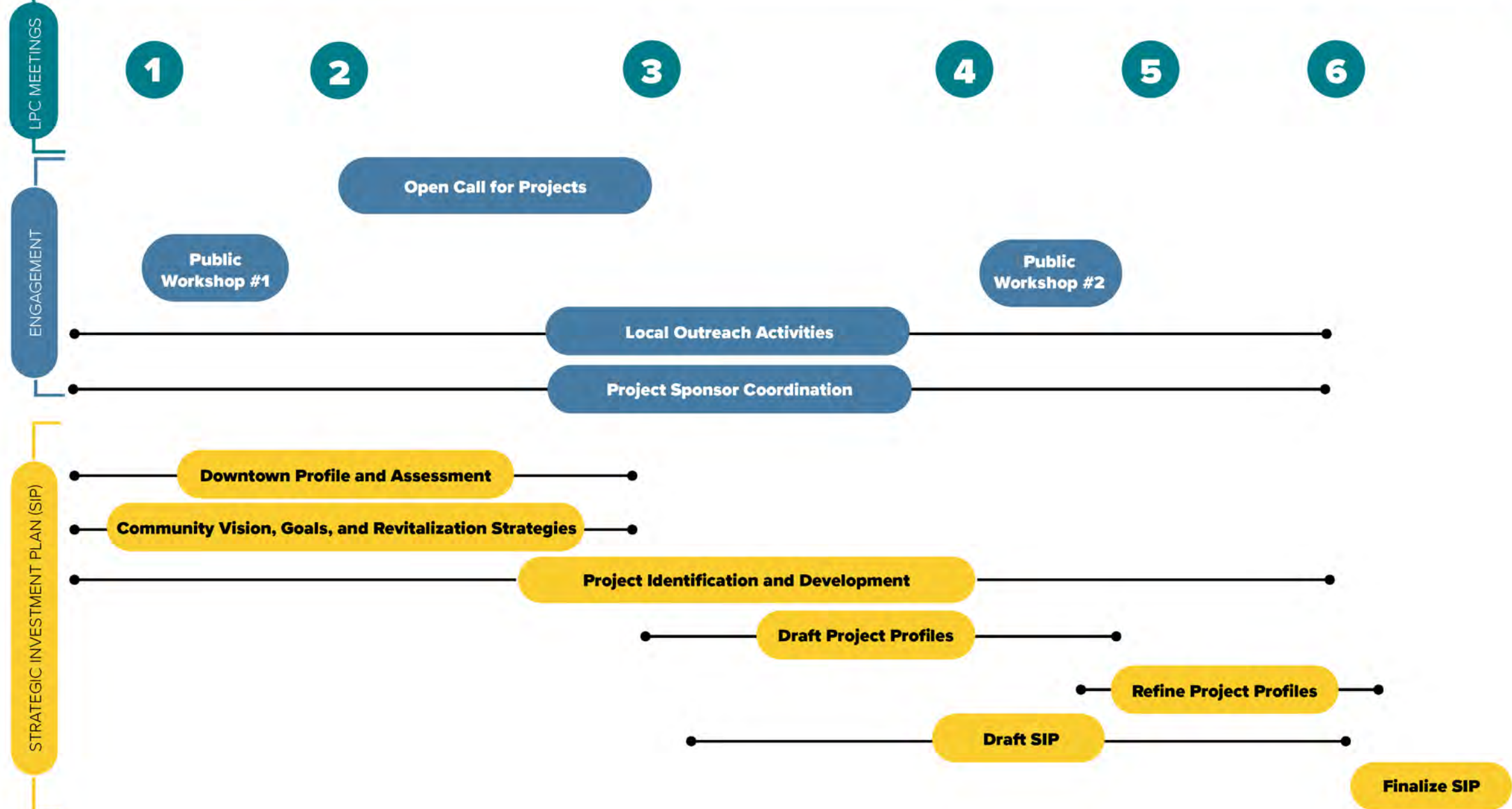
Project Identification and Development

Draft Project Profiles

Refine Project Profiles

Draft SIP

Finalize SIP



Strategic Investment Plan (SIP)

Purpose

- The Strategic Investment Plan will...
- Describe the unique challenges and opportunities for revitalization of the downtown, and present the community's vision for the future of the area
 - Propose transformative projects that may be realized with an investment of NY Forward funds.

Components

- Downtown Profile and Assessment
- Community Vision, Goals, and Revitalization Strategies
- Public Engagement
- Project Profiles

Downtown Profile and Assessment

Tells the story of the downtown, including its strengths, challenges, and future potential

- Description of the study area
- Demographic snapshot
- Regional and historic context
- Related recent plans and investments
- Physical setting
- Economic context
- Housing assessment
- Key observations

Vision, Goals, and Revitalization Strategies

Informed by community engagement to guide decision-making related to future development and investment.

- Vision: What will the community look like in 5-7 years?
- Goals: How will the community attain its vision?
- Strategies: What steps must be taken to achieve a specific goal?



Public Engagement

A summary of public engagement touchpoints, outcomes, and feedback

Including LPC meetings, public workshops, online engagement, and other local outreach activities.



Project Profiles

The most substantial part of the SIP; includes all relevant information needed for the State to evaluate projects in the context of downtown revitalization.

- Project Title, Project Location/Address, Project Sponsor, Property Ownership, & Description
- NYF Funding Request and Total Project Cost
- Sponsor Capacity
- Revitalization Strategies
- Decarbonization and Environmental Resiliency
- Public Support
- Project Budget & Budget Narrative
- Project Need and Impact
- Regulatory Requirements
- Images of Current and Proposed Conditions
- Timeframe for Implementation

How are projects identified?



**Projects included in
Chittenango's NYF application**
(sponsors still need to submit
Open Call form)



**Projects solicited through
the Open Call for Projects**

**The LPC will evaluate all projects based on the NYF
Program criteria and community goals. Not all solicited
projects will be included in the final Strategic
Investment Plan.**

Open Call for Projects

Open Call for Projects

- The Open Call for Projects provides an opportunity for property owners, business owners, and community members to submit projects for consideration
- Submission period will be open to the public for at least 6-8 weeks
- Applicants must complete a submission form with required information (available online or in hard copy at accessible locations)

We are looking for projects that are ready to be implemented in the near-term, are transformational, and are feasible!

What are the eligible project types?



New Development and/or Rehabilitation of Existing Downtown Buildings

Development and redevelopment of real property for mixed-use, commercial, residential, not for profit, or public uses. Development/redevelopment should result in employment opportunities, housing choices or other community services. \$100,000 minimum project cost (subject to change by LPC).



Small Project Grant Fund

A locally-managed small project matching fund (up to \$600,000) for small downtown projects, such as façade improvements, building renovations, business assistance, or public art. Typically less than \$100,000 project cost.



Public Improvement Projects

Streetscape and transportation improvements, recreational trails, new and upgraded parks, plazas, public art, green infrastructure, and other public realm projects.



Branding and Marketing

Downtown branding and marketing projects that target residents, tourists, investors, developers and visitors.

Ineligible Project Types/Activities

- **Planning Activities.** All NYF funds must be used to implement projects.
- **Property Acquisition.** NYF funds cannot be used for property acquisition.
- **Pre-award Costs.** Reimbursement for costs incurred before the completion of the Strategic Investment Plan and the announcement of funding awards is not permitted.
- **Operations and Maintenance.** Funds cannot be used for on-going or routine expenses, such as staff salaries and wages, rent, utilities, and property up-keep.
- **Training and Other Program Expenses.** NYF funds cannot be used to cover continuous costs, such as training costs and expenses related to existing programs.
- **Expenses related to Existing Programs.** NYF funds cannot supplement existing programs or replace existing resources.

Open Call Submission Form Components

- Project Sponsor Contact Information
- Project Location
- Existing Conditions
- Project Title and Description
- Property Ownership
- Funding Estimate / Description
- Sponsor Capacity / Experience
- Project Readiness / Timeframe for Implementation
- Supplemental Information, including required documents.

Funding Match Requirements

For NYF award to support as many projects as possible, sponsors are encouraged to include other funding sources: loans, other State funds, etc.

- Private sponsors: 25% minimum funding match*
 - E.g., \$1 million project cost = \$250,000 minimum match from sponsor
- Public and non-profit sponsors: No minimum required

Projects with more than 25% match may be more competitive – one factor among many

* LPC has discretion to increase minimum match

Project Implementation

- All NYF awards are provided as a reimbursement grant – project sponsors must complete work before monies are provided
- 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.

Project Evaluation and Recommended Project Slate

How are projects evaluated?

- **Alignment with Local and State Goals.** Projects must advance the goals established by the LPC and the State for the NYF community.
- **Catalytic Effect.** Projects must have a significant positive impact on the revitalization of downtown.
- **Project Readiness.** Projects should be well-developed and ready to proceed as soon as possible upon the award of funding.
- **Eligible Project.** Projects must be one of the eligible project types.
- **Cost Effectiveness.** Projects must represent an effective and efficient use of public resources.
- **Co-Benefits.** Projects must result in benefits to the community, beyond just the project developer, such as: additional economic activity and improved quality of life.

LPC Project Evaluation Worksheet Example

Yes	No	maybe	COMMUNITY SUPPORT
			The project is supported by the community and in line with its DRI vision.
Yes	No	maybe	PROJECT READINESS
			The project is well developed and poised to proceed in the near term in a way that will jumpstart the redevelopment of the neighborhood. The sponsor has the capacity to implement and maintain the project.
Yes	No	maybe	CATALYTIC EFFECT
			The project is likely to have a significant positive impact on the revitalization of the downtown by attracting other public and private investment.
Yes	No	maybe	CO-BENEFITS
			The project will result in secondary benefits to both the community and project developer, beyond the primary goal of the project itself, which will generate additional economic activity, grow the local property tax base, improve quality of life in the neighborhood, and/or result in improved buildings likely to create healthier, more comfortable and productive environments in which to live and work.
Yes	No	maybe	COST EFFECTIVENESS
			There is a demonstrated needs for DRI funds and investment of public DRI funds in the project would represent an effective and efficient use of public resources.

Catalytic Effect*

Will this project have a significant positive impact on downtown Medina? Can it spur additional public and private investment?

-Please select-

High

Medium

Low

Unknown

break ground within 2 years?

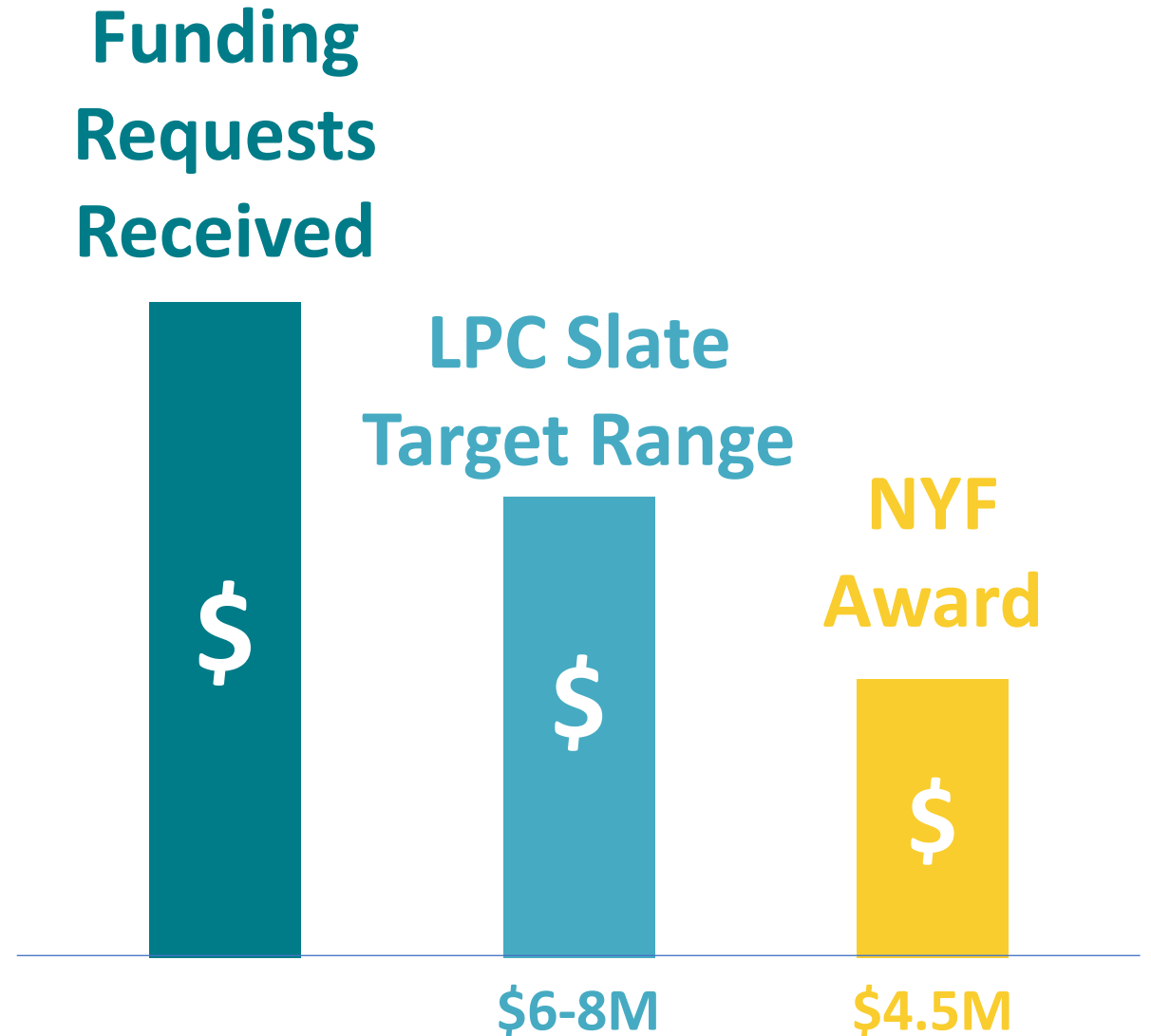
Cost Effectiveness*

Is this project a good use of public funds? Is the budget realistic? Is the NYF request reasonable?

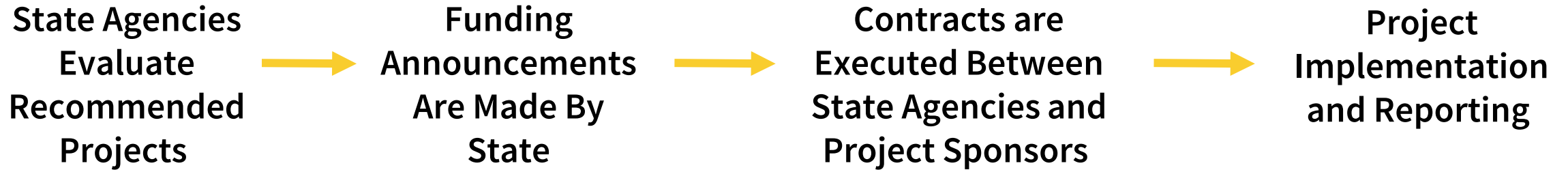
-Please select-

Final Slate of Recommended Projects

- In late October, LPC will vote on slate of projects to recommend for funding consideration by the State
- Final slate of projects takes into consideration feedback from the public among other factors
- The total amount of requested NYF funds will have a higher dollar amount than what will be awarded



What happens after the planning process ends?



- Announcements are typically made in the months following submission of SIP
- Projects begin implementation as soon as possible once contracts are executed



6 Public Engagement

Public Engagement

- **Critical component of the NYF planning process!**
- Lead by the consultant team
- Takes place throughout the process and is tailored specifically to each community's needs
- Activities should encourage participation from a broad and diverse population



How does Public Engagement Help This Process?

- Helps to craft / refine the downtown's vision, goals, and strategies
- Input on project types and community needs
- Feedback on proposed projects and transformative potential in downtown



Public Engagement Methods

- Public Workshops (2)
- Local Outreach Activities
- Online Engagement + NYF Webpage
- Open Call for Projects
- LPC Meetings

Are there important community groups or stakeholders we should reach out to?

Do you have any advice on meeting locations, specific activities, notification methods, etc?

First Public Workshop: Wednesday, June 11

- Open to general public, business and property owners, potential project sponsors
- Learn about NY Forward process, Open Call for Projects
- Small group discussions about:
 - Chittenango's vision and goals
 - Downtown opportunities and challenges
 - Potential project ideas



What is the end goal of the planning process?

- Consensus on a recommended list of projects for implementation
- Submission of a Strategic Investment Plan to the State containing recommended list of projects
- **Momentum and direction for downtown revitalization**



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Village of Chittenango

NYF Application



Potential projects identified in application

Private Projects

1. Sorbello's
2. 211 Genesee Street
3. Senior Housing Project
4. All Things Oz Museum
5. Delphia's Block
6. Powell Lacrosse
7. Darlene's Kitchen
8. 236 Genesee Street
9. Lake Street Community Center
10. Sweet Tooth Annie Bakery
11. CLCBM

Public Projects

12. Dr. West Park
13. Creekwalk Amenities
14. Genesee Street Streetscape
15. Sullivan Free Library
16. Chittenango Fire Company

Branding/Marketing Projects

17. Chittenango Gateway Signage
18. Public Art

Small Projects

19. Facade Improvements



Projects identified in Chittenango's application...

- Demonstrated potential in the Village so it could be awarded NYF funding
- **Still need to submit an Open Call for Projects form to be considered by the LPC**
- May evolve and change
- Do not have an advantage over other projects that were not in application – level playing field





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What's Next?

Next Steps

- **Encourage people to attend the public workshop**
- Review the NYF Guidebook
- Review Chittenango's NYF application
- Review, sign and return the Code of Conduct

Program resources can be found at:

NY Forward

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

Visioning Session

Vision from application

“The Village of Chittenango envisions a vibrant and welcoming community that celebrates our unique heritage, embraces sustainability, and fosters innovation. Our downtown will be a dynamic hub where history meets the future, drawing residents and visitors alike to enjoy our rich cultural offerings, active public spaces, and thriving local businesses. Through the Creekwalk Trail system, our downtown area is directly linked to the Empire State Trail, and we will continue to strengthen the connection to attract visitors from all over the world to our downtown. We commit to nurturing a connected, inclusive, and resilient village, where every voice shapes our journey, and every project strengthens our collective identity.”

