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# Community Participation Plan

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## FIRST WARD REDEVELOPMENT STRATEGY: BOA PRE-NOMINATION STUDY for the City of Binghamton, New York

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### PRIMARY CONTACTS:

#### **Bergmann Associates:**

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Project Manager  
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(585) 232-5137 x 323

Gary Flisnik  
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#### **City of Binghamton:**

Caroline Quidort  
Senior Planner  
cpquidort@cityofbinghamton.com  
(607) 772-7028 x 147

#### **Department of State:**

Elaine Miller  
elaine.miller@dos.state.ny.us  
(607) 721-8756

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## **A. Introduction and Purpose**

The purpose of this Community Participation Plan (CPP) is to describe the manner in which local community members, project partners, and stakeholders will be incorporated into the planning process. The CPP serves as a *guide* for community involvement, and is subject to change throughout the course of the planning process as other opportunities for community participation may be identified. Bergmann Associates recognizes that public input is critical to the planning process to ensure that local citizens have the opportunity to shape the future of their community. This CPP is consistent with the Department of State (DOS) Work Plan, as well as Bergmann Associates' proposed Project Approach. The plan describes strategies to achieve the following objectives:

1. To share information with the public regarding the planning process;
2. To provide opportunities for the public to voice issues and concerns; and
3. To provide an opportunity for the public to contribute their perspective in the development of the First Ward BOA Pre-Nomination Study.

## **B. Key Meetings**

### **Steering Committee Meetings**

#### ***Purpose***

The purpose of the Steering Committee is to direct the overall vision of the plan and its recommendations. The Steering Committee is the primary group guiding the preparation of the project, and will have the greatest contact with and oversight of the consulting team. Meetings between the consulting team, DOS, and the Steering Committee are intended to provide opportunity for the presentation of materials and discussion of project specifics. Additionally, the meetings will provide a venue for discussion of comments received from the DOS, Steering Committee members, and the public upon review of project documents.

A total of five Steering Committee meetings are proposed beginning May 2009 and ending February 2010. The general intent for each meeting is discussed in further detail below:

*Meeting #1:* This first meeting is intended to address project administration, a review of the project boundaries, and a visioning exercise to solicit ideas from community members.

*Meeting #2:* The second meeting will focus on a review of the document introduction, community overview, and project overview. A draft document will be provided prior to the meeting for Steering Committee and DOS review.

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*Meeting #3:* Results of the initial public outreach efforts will be discussed in addition to the study area's existing land uses, zoning and brownfields. The vision statement, goals, and objectives will be discussed. Draft documents will be provided to the committee and DOS prior to the meeting.

*Meeting #4:* The summary Analysis and Recommendations will be presented and the Draft Nomination Study and associated State Environmental Quality Review (SEQR) documents will be reviewed.

*Meeting #5:* The Final Nomination Study, as well as the Application for Project Advancement, will be reviewed and discussed. Hard copies will be provided to attendees.

### ***Membership***

The steering committee is composed of key stakeholders and interests within the First Ward study area. Appendix A provides a list of each of the committee's representatives and contact information.

### ***Notification***

E-mail notification of all meetings will be provided by either Kimberly Baptiste, of Bergmann Associates, or Caroline Quidort, of the City of Binghamton. Meeting reminders will be sent to all Steering Committee members, as well as the DOS and Department of Environmental Conservation (DEC). A two-week minimum notice will be provided prior to all meetings.

### ***Documentation***

Meeting minutes for all Steering Committee meetings will be taken by a representative from Bergmann Associates and will be made available to all Steering Committee Members.

### ***Schedule***

A proposed schedule for Steering Committee meetings is provided in Appendix B.

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### Neighborhood Assembly/ Public Meetings

#### *Purpose*

Neighborhood Assemblies were created in the City of Binghamton to further and promote active citizen participation. Public meetings associated with the project have been proposed to be held in conjunction with regularly scheduled Neighborhood Assembly meetings. These meetings are intended to provide a forum for public participation in the planning process. A total of three meetings are proposed between July 2009 and February 2010.

The first meeting has been scheduled to take place during the regular monthly Neighborhood Assembly meeting in July 2009. Based on attendance and feedback associated with the scheduling of this meeting, there will be the opportunity to change future public meetings to alternative times, days (such as a Saturday meeting), and/or locations. A summary of the topics to be covered at each of these public meetings is described further below:

*Meeting #1:* An initial kick-off meeting will provide an overview of the Brownfield Opportunity Areas (BOA) Program including project intent and scope of work. Additionally, facilitators will engage participants in a visioning exercise and seek public input on goals and objectives, and opportunities and obstacles for the study area. The session will serve to further develop the community's vision statement and articulate the goals and objectives of the project.

*Meeting #2:* The existing conditions of the First Ward study area will be presented. The preliminary results of the First Ward analysis, including recommendations for further inquiry, will be presented. Any outcomes of the meeting might result in refinement of the community vision and goals and objectives.

*Meeting #3:* The Final Nomination study and highlights of the application for advancement of the First Ward BOA to Phase 2 will be presented and reviewed for comprehensiveness and accuracy. Additionally, community priorities for redevelopment will be identified.

#### *Membership*

The broadest range of participants will be encouraged to attend all Neighborhood Assembly/Public meetings.

#### *Public Participation*

The meetings will be advertised by the City of Binghamton and the Steering Committee. Meetings will be open to all. Draft materials will be made available for public review at the City of Binghamton Public Library and at the First Ward Senior Center.

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### *Notification*

City officials and members of the Steering Committee will be responsible for informing known stakeholders and interested parties. A minimum two-week notice will be provided to the DOS regarding upcoming meetings.

The City will be responsible for all advertising including newspaper announcements and posters located in First Ward businesses.

The Steering Committee will be responsible for informing known stakeholders and interested parties via word of mouth.

The City Communications Director is working with the First Ward BOA City Project Manager to coordinate additional advertising, including news releases.

### *Schedule*

A proposed schedule for these public outreach meetings is provided in Appendix B, attached.

### **Other Outreach Efforts**

#### *Purpose*

The purpose of these outreach efforts is to provide public education regarding the Brownfield Opportunity Areas program, and to solicit input regarding redevelopment of the First Ward. These efforts intend to target audiences that may be underrepresented at public meetings and may include providing public outreach at community events, such as local festivals. Encouraging public participation will ensure community understanding and support of the plan.

#### *Membership*

A broad range of stakeholders will be targeted for participation in these outreach efforts, especially those typically absent from public meetings, such as senior citizens and youth.

#### *Public Participation*

The meetings will be promoted by the City of Binghamton and the Steering Committee. Meetings will be open to all stakeholders interested in learning more about the BOA process with efforts targeting senior citizens and student youth, who may not otherwise be engaged.

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*Notification*

The City will be responsible for coordinating outreach efforts with the local school district. The Steering Committee will identify a contact at the local senior center, and a representative from either Bergmann Associates or the City of Binghamton will follow-up with the identified contact. In addition, the City Communications Director is working with the City Project Manager to coordinate other means of notification, including news releases.

*Schedule*

Two blocks of outreach efforts will be scheduled, as determined appropriate. Proposed outreach efforts for seniors have been identified for August 2009 and October 2009. Student outreach will occur during October, following the start of the academic year. A summary of the meetings scheduled for all target groups is provided in Appendix B.

**C. Roles and Responsibilities**

**Department of State (DOS)**

The DOS is the primary sponsor of the First Ward redevelopment effort and has provided funding for the project. In addition, the DOS will provide oversight, direction, and technical assistance throughout the duration of the project.

Contact information for the DOS representative for this project is provided below:

Elaine Miller  
elaine.miller@dos.state.ny.us  
(607) 721-8756

**Department of Environmental Conservation (DEC)**

The DEC will have an important review role in association with the development of the Pre-Nomination Study and will be available for consultation regarding environmental conditions associated with the study area.

Contact information for the DEC representative for this project is provided below:

Gary Priscott  
gwprisco@gw.dec.state.ny.us  
(607) 775-2545 ext. 116

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### **City of Binghamton**

The City of Binghamton is responsible for the day-to-day administration and project management of the First Ward BOA. In addition, representatives from the City will provide project oversight.

Contact information for the City's primary representative, Caroline Quidort, is listed below:

Caroline Quidort  
Senior Planner  
cpquidort@cityofbinghamton.com  
(607) 772-7028 x 147

### **Steering Committee**

The Steering Committee will be responsible for guiding the vision of the plan and its recommendations and will serve as the lead in plan development. Additionally, the Steering Committee is responsible for resolving comments stemming from review of project documents by the public, DOS and DEC.

A complete list of Steering Committee members is provided in Appendix A.

### **Bergmann Associates**

The consulting team will be responsible for providing technical expertise for the duration of the project. In addition, representatives from Bergmann Associates will serve as public facilitators.

The primary contacts for the consulting team are listed with contact information below:

Kimberly Baptiste, AICP  
Project Manager  
kbaptiste@bergmannpc.com  
(585) 232-5137 x 323

Gary Flisnik  
Environmental Project Manager  
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