

Community Participation Plan

1. Introduction and Purpose

The Community Participation Plan (CPP) identifies a variety of forums and outreach mechanisms to engage interested persons in planning for the North Chenango River Corridor Brownfield Opportunity Area (BOA). Public input is critical to the planning process to ensure that the community has an opportunity to shape the future their neighborhood. This CPP will serve 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. The CPP is consistent with the Department of State Work Plan and VHB's proposed Scope of Services.

2. Roles and Responsibilities

Department of State (DOS)

The DOS is the primary sponsor of the North Chenango 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:

Julie Sweet
julie.sweet@dos.state.ny
607-721-8752

Department of Environmental Conservation (DEC)

The DEC will have an important review role in association with the development of the 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:

City of Binghamton

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

Contact information for the City's primary representative, Leigh A. McCullen, is listed below:

Leigh A. McCullen
lamccullen@cityofbinghamton.com
(607) 772-7028 ext. 122

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 will be 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 below:

North Chenango River Corridor BOA Steering Committee Meeting				
<u>First</u>	<u>Last</u>	<u>Affiliation</u>	<u>Email</u>	<u>Phone</u>
Dave	Smith	VHB	davidsmith@vhb.com	914-761-3582
Julie	Sweet	NYS DOS	juliesweet@dos.state.ny.us	607-721-8752
Kelly	Robertson	OFB	krobertson@ofbonline.org	607-723-6493
Mark	Silvanic	OFB	msilvanic@ofbonline.org	607-723-6493
Doug	Lattner	McDonalds	Douglas.lattner@gmail.com	607-206-6608
Mark D.	Bowers	NYSDOT	mbowers@dot.state.ny.us	607-748-7556 X 312
Mark	Kelly	VMR Electronics Eldredge St.	mark@vmrelectronics.com	607-748-7556 X312
Shelli	Cordisco	Action for Older Persons	scordisco@actionforolderpersons.org	607-722-1251 X105
Beth	Egitto	Broom County Planning	begitto@co.broome.ny.us	607-778-2375
Susan	Sherwood	CT & I	director@ctandiorg	607-723-8600
Lea	Webb	COB/CITY Council	lwebb@cityofbinghamton.com	607-723-0110

Janet	McHenry	Resident	janet.mchenry@cfglife.com	Home Ph# 724-6259 Work Ph# 724-2472 x6253
Brian	Daniels	VOA	bdaniels@voawny.org	607-772-1156
Sam	Lupo	Lupo's	saml@spiedies.com	(607) 723-6106
Merry	Harris	City of Binghamton	maharris@cityofbinghamton.com	607-772-7161
Leigh	McCullen	City of Binghamton	lamcullen@cityofbinghamton.com	607-772-7028
Fabrizio	Michitti	NY Pizzeria	fmichitti@stny.rr.com	(607) 724-3030

VHB, Engineering, Surveying and Landscape Architecture

The consulting team will be responsible for providing technical expertise for the duration of the project. In addition, representatives from VHB will serve as public facilitators. The primary contacts for the consulting team are listed with contact information below:

David B. Smith
davidsmith@vhb.com
 (914)-761-3582

3. Elements of the Community Participation Plan

a. Project Progress Meetings

Purpose: The purpose of the Project Progress meetings is to present and discuss the current status of the project with the City. Meeting may be conducted in person or by via conference call.

Membership: This group is made up City staff.

Public Participation: Meetings are not open to the public for attendance.

Notification: E-mail from Leigh McCullen or VHB staff member.

Schedule: Kick off scoping meeting was held on April 14, 2011 with the City. Additional specific dates will be determined as needed. There are currently three public meetings to be scheduled for the project; the first of up to six Steering Committee meetings was held on January 26, 2012. Please see attached meeting schedule (**Attachment A**).

b. Steering Committee Meetings

Purpose: The project Steering Committee is charged with directing the overall vision of the plan and its recommendations. The purpose of these meetings are to present, discuss, and receive direction on project specifics, as well as to discuss and resolve comments resulting from review of project documents, public comment, advisory agency review, and coordination with other agencies. The Steering Committee is the primary group guiding the preparation of the plan, functioning as the lead in its detailed development. For the purposes of this project, besides the Planning Department, the Steering Committee will be the working entity on this project and will have the greatest contact with and oversight of the consultant.

A total of up to five additional Steering Committee meetings are proposed beginning late summer 2012 and ending approximately late spring 2013. The general intent of each meeting is discussed in further detail below:

Steering Meeting 1: Introduction of the project and general overview of the process. At the first Steering Committee meeting, held on January 26, 2012, members were provided with an introduction to the BOA initiative, an outline of proposed goals, and an opportunity to ask questions. A strengths, weaknesses, opportunities and threats (SWOT) exercise was conducted to provide initial feedback and direction.

Steering Meeting 2: A second meeting, to be held mid August 2012, will include a presentation of existing conditions and preliminary issues and opportunities, and preliminary findings associated with the BOA. Demographic, property inventory and marketing information will provide the group with a basic understanding of the target area and focus areas for potential development.

Steering Meeting 3: Review and preparation for first public meeting

Steering Meeting 4: Review and discuss proposed alternative concepts for redevelopment and other recommendations

Steering Meeting 5: Review and preparation for second public meeting

Steering Meeting 6: Review refinements and recommendations to proposed plan and preparation for final public meeting

Membership: This group is made up of key stakeholders including property owners, employers and community service providers (see table above).

Public Participation: Meetings can be open to the public for attendance. However, in the interest of ensuring productive meetings, comments or participation from the public in meeting proceedings are at the discretion of the Steering Committee.

Notification: E-mail from Leigh A. McCullen, Senior Planner or VHB staff member. Meeting reminders will be sent to all Steering Committee members, as well of the NY Department of State (DOS) and Department of Environmental Conservations (DEC).

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

Schedule: To the extent practicable, meetings to be held on same day as the Project Progress Meetings with the City. The first of up to six Steering Committee meetings was held on January 26, 2012. There are currently five additional meetings scheduled for the Project. Please see attached preliminary meeting schedule (**Attachment A**).

c. Neighborhood Assembly / Public Meetings

Purpose: To present the draft BOA to the general public including a visioning session as a part of the initial public presentation format. To present, discuss, and receive input on project specifics from advisory agencies, local officials, and citizens.

Neighborhood Assemblies were created in the City of Binghamton to further and promote active citizen participation. Public meetings associated with the project are proposed to be held in conjunction with regularly scheduled North Side Neighborhood Assembly meetings. These meetings are intended to provide a forum for public participation in the planning process. A total of three public meetings are proposed between late summer 2012 and late spring 2013. The first meeting has been scheduled to take place during the regular monthly Neighborhood Assembly meeting in August. 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-Discovery and Visioning: Review existing conditions, issues and opportunities, and market realities. As part of the first public meeting the project team will conduct a community visioning session. The first goal of the visioning session is to educate the community regarding the potential benefits of this project. Due to varying levels of planning expertise and interest amongst the potential participants, the process requires an educational and transparent approach to ensure an accurate understanding, and to elicit broader, more effective involvement in the planning process. The second goal is to identify the desired direction, goals, and objectives of the Study Area community. Attainment of this information will provide a framework for the project vision and policies.

Meeting 2-Alternatives: Review proposed recommendations and conceptual plans and conduct a Community Design Workshop. The Community Design Workshop will occur after a solid understanding of existing conditions is established, market realities are known, and a vision statement is drafted. Interactive surveys (preferred development survey, place making survey, etc.) will be used to facilitate community participation in the conceptual design and layout of the Study Area. In addition, benchmark communities will be used to describe to participants what other communities are doing with similar sites.

Meeting 3-Recommendations and Implementation: Review refinements in proposed recommendations and conceptual plans derived from Meeting 2 and include a discussion of potential implementation measures which may include infrastructure (i.e., roadways, utilities) and/or institutional (i.e., zoning) improvements that would promote redevelopment.

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

Public Participation: Meetings will be advertised to the public in advance, and are open to all. VHB will provide presentation materials for posting on the City's website and will be made

available for public review at the Centenary-Chenango Street United Methodist Church and the Broome County Library.

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 of Binghamton will be responsible for posting announcements on the City website (<http://www.cityofbinghamton.com/>), along with relevant print media (Press & Sun Bulletin) as appropriate. VHB will assist the City with appropriate notification. All public notice submissions are the responsibility of the City of Binghamton. Steering Committee members will be encouraged to forward notifications to their respective network of stakeholders and known interested parties.

Schedule: Three public meetings are currently scheduled for the project. Meetings will be scheduled to facilitate participation by as many interested parties as possible. There are currently three public meetings to be scheduled for the project. Please see attached preliminary meeting schedule (**Attachment A**).

Meeting Coordination: Responsibility for obtaining an appropriate meeting and venue and assisting, where possible, with required media technology needs lies with the City of Binghamton. VHB will provide laptops, projectors, and other materials as appropriate. Refreshments, if provided, will be coordinated by City of Binghamton staff. Information gathered from these events will be summarized and distributed to the Steering Committee within two weeks of the meeting date.

4. Additional Elements

- a. Consultation Methods and Techniques:** A variety of consultation techniques have and will be used throughout the planning process to inform project partners, local residents, and interested stakeholders and to gather their feedback regarding the planning effort.

Examples of consultation methods that have or will be utilized include:

One-on-one meetings between City staff and BOA property owners and stakeholders;
 Phone conversations between Planning staff and BOA property owners and stakeholders;
 Meetings between City staff and interested organizations, such as Chamber of Commerce;
 In-person and conference calls between City Planning Staff, consultant team, and DOS;
 Presentations to interested groups / organizations;
 Stakeholder interviews; and
 Stakeholder meetings with consultant team.

- b. Stakeholder Interviews**

Purpose: To gather information from City staff, regionally significant organizations, government agencies, and other stakeholders in an effort to gain insight into desired goals for the project sites as well as the identification of any constraints that may affect reuse potential. Results will be summarized in the Stakeholders Interview Report to complement other data collection efforts and will be integrated into the BOA Plan as appropriate.

Membership: These interviews may be designated by the City or consultant as determined necessary to acquire additional information relevant to the planning process. Example stakeholders may include neighborhood groups, property and business owners, and residents.

Public Participation: Key stakeholders and partners

Notification: E-mail and/or telephone call from Leigh McCullen, City of Binghamton, with coordination from VHB staff.

Schedule: These interviews will be of greatest assistance in the beginning stages of the planning process. The interviews will occur over a 1-2 day consecutive period and may be conducted in person or over the telephone. The interviews will be scheduled to facilitate a combination of small group meetings and individual interviews.

- c. **Webpage Development:** The City will develop a page on the City of Binghamton website at the onset of the project, with assistance from VHB. The webpage will include meeting dates, work products, maps, GIS data and functionality and other relevant resources. The page will be updated as necessary to provide the most up to date information.
- d. **Community Contact List:** Prepare, update, and maintain a community contacts list that includes the names, addresses, telephone numbers, and email addresses of individuals and organizations with a stake in the proposed action to be used on a regular basis to keep the contacts informed of progress on the plan.

Techniques to Enlist Partners

1. Project Partners

One of the objectives of the BOA Program and, particularly in the City of Binghamton, has been to identify and establish relationships with partners inside and outside of the City that are long-lasting and can help accomplish brownfield redevelopment. Elected officials, government agencies, property owners, and educational interests as well as the private sector involved in current development projects have been involved in the North Chenango River Corridor BOA. Continued involvement of these project partners will be an important component of the project as it moves forward towards implementation. The following is a list of the primary project partners:

- City of Binghamton
- Broome County
- New York State Department of Transportation (NYSDOT)
- New York State Department of Environmental Conservation (NYSDEC)
- New York State Department of State (NYSDOS)
- Binghamton University

2. Techniques to Enlist Partners

The North Chenango River Corridor BOA Steering Committee represents a cross-section of the area's residents, business owners, and service providers. The general public also be enlisted to an open and collaborative planning process. Each Steering Committee meeting will be advertised on the City's website (sometimes with accompanying materials) and open to the public. A range of techniques have been and will continue to be utilized to enlist partners and engage the public in the development of the North Chenango River Corridor Study. These techniques include:

- **Mail, Email, and Website** – Project stakeholders will be emailed regularly to keep them updated. Emails will focus on upcoming meetings, the progress of the planning/BOA process, and will include specific topics, such as signage or density. Mailings on the project, focusing on project milestones and next steps, will also be sent to interested parties. Project information has been posted on the City's website (<http://www.cityofbinghamton.com/departement.asp?zone=dept-planning&pid=61&pm=page> and <https://cityofbinghamton.basecampHQ.com>) to give both residents and project stakeholders the opportunity to review findings and monitor planning/BOA process. It is expected that during the BOA Step II Process, any comments received from the stakeholders during the process will be posted on the City's basecamp website.

Contact lists will be established and updated as necessary, and will include interested parties, community leaders, institutions, government officials, and any individual who has expressed interest in the project and has provided their contact information. Media outlets in the project area will also be identified and placed on electronic mailing list to be used for news, advertisements, and meeting notices. Steering Committee members will also be encouraged to forward notifications to their respective network of stakeholders and known interested parties.

- **Steering Committee Meetings** – As mentioned before, regular meetings of the Steering Committee have been and will be held throughout the development of the North Chenango River Corridor BOA Study. For example, the January 26, 2012, Steering Committee meeting featured an introduction of the project and an interactive presentation that provided initial feedback on particular areas of concern for the stakeholders. Other meetings will have a similar focus based on specific areas of concern. The expertise of Steering Committee members will be a critical element, particularly in examining the feasibility of redevelopment strategies from the perspective of the community. Summaries of these meetings are included in *Appendix X, Steering Committee Minutes*.
- **Public Meetings** – A series of three public meetings are proposed to occur to solicit feedback and generate public involvement in the redevelopment and revitalization of the North Chenango River Corridor area. Public outreach for the meetings will most likely include newspaper ads, mailings, and flyers.
- **Post-BOA Nomination Study Activities**

Public participation, based on the aforementioned objectives and results, will continue even after Step 2 of the BOA Program (i.e., the BOA Nomination Study) is complete, as the contacts and partnerships formed during the process are expected to continue as part of the implementation of the Plan and revitalization of the North Chenango River Corridor BOA.

ATTACHMENT A

Projected Meeting Timeline North Chenango River Corridor BOA

	Month									
	1	2	3	4	5	6	7	8	9	10
	July	August	September	October	November	December	January	February	March	April
Steering Committee Meeting		Mid-August			Mid-November		Late January		Early March	Mid-April
Public Meeting		Late August				Early December			Mid March	
Internal meeting with City Staff to coincide with Steering Committee Meeting dates										