



MINUTES
PLANNING & ECONOMIC DEVELOPMENT COMMITTEE
Wednesday, May 10, 2023 – to follow Government Operations
Live stream Link - <https://www.youtube.com/watch?v=U0FfVMr-AdE>

CALL TO ORDER: By Hon. Robert Shea called the meeting to order at 6:12PM

MEMBERS: Legislators – James Basile, Christina Calarco, Tricia Kerr, Brian Muldrow, Vice Chair -Lydia Patti Ruffini (Excused) and Mark Strong

OTHERS: Chair of the Legislature David Gould, Legislators Hans Pecher, Chris Petrus and Heidi Nightengale; Director of Planning and Economic Development Steve Lynch, CEDA Director Michael Miller, Cornell Cooperative Extension Director Dan Welch, Assistant County Attorney Brittany Massi, and Deputy Clerk of the Legislature Amanda Morgan (remote)

MINUTES TO APPROVE: April 12, 2022, **Motion by Basile, 2nd by Calarco, all in favor.**

APPOINTMENTS: Motion by Kerr, 2nd by Calarco to approve appointments, all in favor.

Cayuga County Development Corporation (CCDC)

John Latanyshyn, 5663 Siler S. Rd., Auburn, NY 13021 – term 4-1-23 to 3-31-26 – reappt

Cayuga County Water Quality management Agency (WQMA)

Patricia Orr, 30 Firelane 12A, Moravia, NY 13118 – term – 5-24-23 – until resigns or is replaced

DEPARTMENT UPDATES FOR COMMITTEE:

Steve Lynch (Planning & Economic Development) –

ONGOING DEPARTMENT WORK:

1. **NY FORWARD Grant Applications** – The Planning department has continued our work with the villages of Aurora, Union Springs and Cayuga to prepare NY Forward Grant Applications for the 2023 funding round. Grant applications will include: (1) individual funding applications for each village as stand-alone projects under the NY Forward Grant; and (2) a collective grant application linking the three villages together and seeking a single \$10M Downtown Revitalization Initiative (DRI) grant award. In addition to these (and possibly other) 2023 NY Forward grant applications that staff will prepare, Senior Planner David Nelson is working closely with the Village of Moravia and consultants hired by NYS to implement the \$2.25M 2022 NY Forward grant awarded to the village this February. More information on the NY Forward program is available on the state website: [NY Forward](#).
2. **Village of Weedsport Zoning Ordinance Update** –Planner Greg Diebold leads this project. Monthly meetings are the 1st Tuesday of the month. The next meeting is scheduled for Tuesday, May 2 at 6:30 PM. The Zoning Ordinance development is on schedule and the 5/2/23 Steering Committee meeting is tentatively the last meeting scheduled for the project. Staff will be also consulting with the Village to encourage the Village to consider applying for NY Forward Grant Funding in 2023 (see NY Forward notes in bullet above).
3. **Town of Throop Zoning Ordinance Update** – Planner Greg Diebold is also the staff assigned to this project. The most recent meeting was Monday, April 24th at 6pm at Throop’s Town Hall where Mr. Diebold presented the full draft zoning ordinance to town elected and appointed officials. This meeting provided an opportunity for the various town boards to become more familiar with the draft code and discuss with the Zoning Committee any final questions on the draft. There will be a public review period of the document and a Public Hearing will be scheduled to present the final draft to the public (likely at the June town board meeting but this is to be determined).
4. **Town of Conquest Comprehensive Plan** – Senior Planner Greg Hutnik is leading this project. Work with the Town Steering Committee wrapped up in January with a final review of the full Draft Comprehensive Plan. The Town Board will be reviewing the final plan once more at a Special meeting on Monday, May 8 and staff is ready to attend (at the discretion of the Board) to discuss the final plan elements. Staff will work with the Town on adoption of the final Plan, including SEQRA review and Town Board Public Hearings, etc., with final adoption tentatively scheduled for the June Town Board Meeting. Staff is in preliminary discussions with the Town on follow-on planning services including site plan regulations and other land use controls in the near future.
5. **Village of Aurora Zoning Ordinance Update** – Associate Planner Kari Terwilliger is leading this zoning ordinance update, working closely with the Mayor and Steering Committee appointed by the Village. The next Steering Committee work session is scheduled for Tuesday, May 9. The work is on schedule and progressing.
6. **Village of Cayuga LWRP & Town of Sterling/Village of Fair Haven LWRP** Final drafts for both Local Waterfront Revitalization Plans remain with the NYS Department of State for a required “consistency review” relative to NYS LWRP policies, with the planning process in on pause until after the state agency completes the

reviews. There has been considerable delay in the state review process on behalf of the state agencies and the department will be reaching out to the DOS staff in an effort to expedite completion of the Plans.

7. **Town of Sennett Zoning Ordinance Update.** The department executed an MOA with the Town of Sennett for updates and amendments to the Town's Hospitality-Lodging (H-L) Overlay District to better align with the community's goals and future land use vision for this specific area of the Town (the transportation corridor on NYS Route 20 between Mandy Rue and the Town of Skaneateles). A public kick-off meeting was held on Thursday, March 30th with very good attendance by town residents and elected officials. The third Steering Committee meeting is scheduled for Tuesday, May 2nd. The term for the project is approximately 8 months with monthly meetings with the Town Steering Committee. Associate Planner Kari Terwilliger is the project lead.
8. **Town of Owasco Zoning Ordinance Update.** The department has also executed an MOA with the Town of Owasco for a comprehensive update and amendments to the Town's Zoning Ordinance and Subdivision Law. Senior Planner David Nelson is the project lead. The kick-off meeting with the town-appointed Steering Committee was held on Wednesday, April 19 at 4PM in the Town Offices and the next Steering Committee Meeting will be held on Wednesday, May 17 at 4PM. This will be a ~12-month planning project.
9. **Annual Updates (additions) to the Cayuga County Agricultural District 5.** Associate Planner Kari Terwilliger conducted the annual process allowing landowners to place parcels into Consolidated County Ag District #5. The annual 30-day period for submitting requests for the addition of parcels into the Ag District ran from March 1-30, with applications made available online or in-person. We received a single, final application seeking to add a ~7-Acre parcel into the Ag District. There is a routine MAY Planning Resolution establishing the County as Lead Agency for the SEQRA review and setting the required Public Hearing date (for the June 27 Legislature Meeting).
10. **Implementation of the EPA 9-Element Plan for Owasco Lake** – Following completion and approval of the EPA 9E Plan, Associated Planner Michele Wunderlich is the primary Planning staff participating with a range of partners and stakeholders to drive implementation of the Plan's recommendations. A 9E Plan Coordinating Committee has been established under the Owasco Lake Watershed Management Council and monthly coordinating meetings are currently scheduled for the fourth Thursday of each month at 9AM. Meetings to date have been held at Auburn City Hall. To date, the following entities are participating in the 9E Coordinating Committee Meetings:
 - Cornell Cooperative Extension
 - Cornell College of Agriculture and Life Sciences Pro Dairy
 - Owasco Lake Watershed Management Council
 - The Nature Conservancy
 - The City of Auburn
 - OWLA
 - Cayuga County DOH
 - County Planning
 - Cayuga County Soil & Water Conservation District
 - CNY Regional Planning and Development Board
 - Partners for Healthy Watersheds (Farm Group)
 - NYSDEC Finger Lakes Water Hub
11. **Finger Lake-Lake Ontario Water Protection Alliance Program (FOLLOWPA).** Associate Planner Michele Wunderlich is the lead staff managing this important water protection effort and funding program. The program funds a wide range of water quality protection work throughout the County and Michele has successfully closed-out all prior FOLLOWPA budget years, leaving only the 2022-2023 program open.
12. **Owasco Flats Wetland Restoration Project.** Associate Planner Michele Wunderlich is also the lead staff managing the ongoing maintenance and assessment of the "Owasco Flats" wetland restoration project. This spring, as part of the required Operation and Maintenance Plan for the project, Michele has overseen fish and wetland planting surveys within the project area for reporting to NYSDEC and US Fish and Wildlife. On Monday, May 2nd, following a weekend of significant rain, Michele and support staff from the department conducted site assessments to take water samples in the three (3) created wetland basins as well as water level measurements and field observations. All of the basins were full, as expected, and staff observed clean water exiting the basin into the Owasco Inlet indicating that the basins are functionally collecting stormwater and allowing the nutrient-rich sediments to settle out before releasing clear water back into the Inlet.
13. **Local Solid Waste Management Plan Update** – As presented at the March legislature meeting, the Local Solid Waste Management Plan Update is on track and on schedule with new staff Planner Evan Tuthill managing this complex project. During the March presentation, staff outlined the scope of current county involvement in solid waste services and presented the list of services that the NYSDEC asks local planning units to consider undertaking in the Plan update. The DEC does not require local planning units to adopt each of the service options or expand what they are currently doing, but they do request that the Plan provide a rationale as to why certain services are not implemented (the DEC accepts cost/capacity constraints at the local level as an acceptable reason).
 - We will circulate a draft list of recommended actions to include in the Final Plan to the Planning Committee seeking feedback and consensus on county options for involvement in local solid waste programming going forward. This will be circulated this month as a supplement to this Committee Report.

Final recommendations must be incorporated into the final countywide solid waste management plan submitted for NYSDEC review.

14. **MICRON Opportunities Working Groups.** The Planning Director continues to work closely with CEDA and the City of Auburn on the MICRON Opportunities Working Group that is focused on identification of existing shovel-ready sites and the development of new shovel-ready industrial sites for MICRON site selectors seeking development sites for Tier I, II and III supply chain companies. The Working Group is scheduled to hold a joint meeting with the MICRON Energy Working Group (e.g., CCPUSA) on Thursday, May 11 to discuss coordination of new/existing industrial development sites and energy opportunities. In addition, the Planning Director is attending the monthly MICRON Opportunities Housing Working Group meetings.

Kelly King (Employment & Training) –

- Attended first Youth Bureau Board meeting on 4/27- initial meeting, contract reviews to follow and discussions at next meeting later this month. Attended meeting with CCC and Cayuga County Youth Bureau Director to discuss partnership opportunities for youth on 4/12.
- Attended the first in person Future-Ready Workforce Innovation Consortium on 4/26 in Syracuse.
- Met with CEDA team - Workforce discussions along with service and program overviews 4/20.
- Workforce Development Center Building Tour and update on 4/24.
- Micron Employment Work Group 5/8- update to be provided.
- Workforce Development Board meeting was held on 4/18 at Cayuga Works Career Center – Next WDB meeting will be held in Cortland on June 14, 2023.
- Hosted Nucor Steel Assessments- Program overview and OJT outreach 4/25, 4/26, 4/27.
- Preparation for SYEP- Worksite development, employer orientation updates, financial literacy planning, youth interview process revisions and orientation outline development.
- Working with DOL and ACCESS-VR Property Management, CCC, and Cayuga County Attorney’s Office on current and future lease agreements.

Program updates:

Youth

4 WIOA participants in paid work experience, 10 enrolled, 6 pending applications

4 FFFS participants in paid work experience

18+ SYEP applications received to date- changes daily.

Program outreach/Career/Education Fairs- Auburn High School, Cayuga Onondaga BOCES, Cayuga Centers, Weedsport HS, Cayuga County schools guidance offices.

Adult

13 ITA contracts

1 OJT contract- 1 pending application

4 Pending applications

DSS

57 TANF

66 SN

Michael Miller (CEDA) –

Metric Snapshot as of April 2022:

- Existing businesses assisted: 33
- Entrepreneurs assisted: 42
- Business Assistance Location Breakdown: April
 - Auburn: 7
 - Aurelius: 3
 - Brutus: 1
 - Fleming: 1
 - Moravia: 2
 - Owasco: 1
 - Sterling: 1
- See supplemental documents for additional metrics and economic indicators
- Sewer Project has completed bid process and awarded contract as of 4/28/23; Project anticipated to be started over the next month
- CEDA and partner’s prepared materials for County Small Business COVID Grant Fund Round 2; applications are now being accepted now through June 12
- CEDA Staff toured Fair Haven and met with several local businesses and area Chamber of Commerce
 - CEDA Staff are continuing to meet with local stakeholders and partners to better update and inform of CEDA’s offerings; outreach plan being developed for entire county

- Met with Kelly King and Beth Bentley from Cayuga County Employment & Training to discuss partnership opportunities between each agency
- Both the Cayuga IDA and Auburn IDA are working through pipeline of activity including new IDA applicants and site selection
 - Several applicants for IDA benefits being evaluated currently including 3 solar projects
 - Terrapin (Cannabis Company) has declined to complete intended project in Auburn due to NY State guidance; opens up additional parcel for attraction
 - Cayuga IDA actively pursuing new sites for development/attraction
- Michael Miller and Maureen Riester will be attending Annual Economic Development Conference later this month in Cooperstown
- Site Selection and Energy Committee have joint meeting later this month to discuss planning / sites
- Patricia Springer of Winand Products (“Perfeito”) was recognized by the SBDC as the “Small Business of the Year” during small business week

Doug Kierst (Soil & Water Conservation District) –

AGRICULTURAL TECHNICAL ASSISTANCE:

- Cayuga SWCD Staff continue to work on project planning with farms in preparation for the upcoming 2023 construction implementation season. In April, a bid had was awarded for 1 project with construction being scheduled to begin as soon as the contractor can schedule it. Three additional agricultural construction projects are anticipated to be bid out in 2023
- Cayuga SWCD Staff continue to work with farms on project planning for Best Management Practice (BMP) implementation projects funded through the Agricultural Nonpoint Source Abatement and Control Program (AgNPS) and the Climate Resilient Farming (CRF) Grant Program. The grant programs were recently announced. The deadlines to submit proposals are 5/22/23 for the AgNPS and 6/05/23 for CRF.
- Cayuga SWCD Staff continue to work with landowners and contractors on projects that have begun construction and have been overseeing the BMP implementation efforts.
- Cayuga SWCD Staff continue to complete monthly construction site inspections on one SPDES permitted construction site at an agricultural operation in the Cayuga Lake Watershed.
- Cayuga SWCD Staff continue to assist with the review of the model used in the 9E plan for Skaneateles Lake.
- Cayuga SWCD Staff participate in meetings associated with the implementation of the Owasco Lake 9E plan.
- Cayuga SWCD Staff continues to work with 2 landowners in the Cayuga Lake Watershed to develop AEM Tier 3 Nutrient Management and Soil Erosion Plans on 338 acres of agricultural land.

NON-AGRICULTURAL & MUNICIPAL TECHNICAL ASSISTANCE:

- Cayuga SWCD Staff continue to complete weekly construction site inspections on one SPDES permitted construction site in the Owasco Lake Watershed and one in the Seneca River Watershed.
- Cayuga SWCD Staff collaborated with the Cayuga County Highway Department to complete a roadbank stabilization project, which also required 65 feet of shoreline protection on Glen Haven Road in the Skaneateles Lake Watershed.
- Cayuga SWCD Staff assisted the Town of Scipio with the stabilization of over 1,600 feet of eroding road ditch in the Owasco Lake Watershed.
- Cayuga SWCD Staff completed hydroseeding on 3 miles of critical areas in the Towns of Ledyard, Mentz, Montezuma, Moravia, Owasco and Venice.
- Cayuga SWCD Staff assisted the Cayuga County Building and Grounds Dept. complete a drainage improvement project at the Public Safety Building.
- Cayuga SWCD Staff Completed conservation mowing on 1 farm operation in the Town of Aurelius.
- Cayuga SWCD Staff completed the landscaping and grading work at Emerson Park, including seeding.
- Cayuga SWCD Staff met with representatives from the Town of Brutus to review sites and discuss solutions on projects that received FEMA funding due to flood damage caused in 2021.
- Cayuga SWCD Staff assisted the County Highway Dept. to obtain an emergency permit and assist with the excavation/installation of a road culvert on Howland Island Rd.
- Cayuga SWCD Staff continue to complete septic system designs, sanitary code inspections and percolation tests for county residents. Homeowners in the Towns of Brutus, Cato, Ledyard, Niles, Owasco and Sennett reached out to the SWCD for assistance.
- Cayuga SWCD assisted with the Local Envirothon. The Envirothon is a high school environmental themed academic competition where students are tested in Aquatic Ecology, Forestry, Soils & Land Use, Wildlife, and Current Environmental issues. Students from Weedsport High School will be representing Cayuga County at the NYS Envirothon Competition on May 24 & 25 at Hobart and William Smith Colleges in Geneva.

OTHER SWCD NEWS, WORKSHOPS & TRAININGS:

- Cayuga SWCD Staff taught one NYS DEC endorsed 4-hour training for contractors, municipal officials, engineers and other groups interested in learning about erosion and sediment control methods. The final scheduled workshop of the year is scheduled for May 16th.

- The Cayuga SWCD is holding our **52nd** Annual Spring Tree Seedling and Groundcover Sale. As in the past, the District is offering a variety of New York grown conifers, hardwoods, shrubs, and groundcovers. These seedlings, transplants and other plants are a very low-cost way to prevent erosion, improve water quality in our lakes and streams, to promote wildlife in your area, as well as create noise and visual buffers, and both snow and wind breaks. The Cayuga SWCD will be taking orders through **Tuesday, May 2nd, 2023**. The pickup date will be Friday, May 12th, 2023. Supplies are limited, so order early for the best selection.
- The Cayuga SWCDs 2023 Spring Fish Sale for Stocking Ponds is ongoing. A variety of species of fish are available including largemouth bass, bluegill, black crappie, channel catfish and minnows. Deadline to order fish is **Tuesday, May 16th, 2023** and the pickup date is Monday, May 22nd, 2023 @ 11AM at the Cayuga SWCD Office. Order forms and on-line ordering are also available at our website: <http://www.cayugaswcd.org>.
- The Cayuga SWCD collaborated with Cornell Cooperative Extension, Partners for Healthy Watersheds, local agricultural related agencies and organizations to promote and host a **Tile Drainage on Farms “Managing for Water Quality & Soil Health”** meeting on April 18th. Approximately 50 people attended in person, with another 60 people attending on-line.
- The Cayuga SWCD collaborated with Cornell Cooperative Extension, Partners for Healthy Watersheds, local agricultural related agencies and organizations to promote and participate in a Cayuga County Farm Tour on April 27th. The attendees were able to hear from farmers and agency representatives about the agricultural practices being promoted and utilized throughout the County. Visits to Patterson Farms and Aurora Ridge Dairy allowed for a personal and up-close opportunity to hear about the history, management considerations and efforts of the modern dairy farm to remain viable.

**Dan Welch (Director Cornell Cooperative Extension) –
Agriculture and Food Systems**

- o Lisa Woodruff is our new Community Horticulture Educator and will be working half-time in Cayuga County and half-time in Cortland County. As part of her responsibilities, she will be coordinating our Master Gardener program, with the intention of growing the number of participating volunteers. Please reach out to me if you know of any potential gardening projects with an educational component in your districts.
- o On April 18th, 150 (50 in person, 100 online) people attended a workshop on tile drainage. Researchers from the University of Vermont and the Miner Institute shared their research on how tile drainage affects nutrient management. The speakers also emphasized that tile drains are an important tool for farmers to manage impacts from changing precipitation patterns and enable farms to utilize other best management practices.
- o As part of the “Share the Road” initiative, yard signs will be placed throughout Cayuga County encouraging drivers to be aware of slow-moving agricultural equipment, bicycles, and horses and buggies.

4-H Youth Development

- o The Cayuga County 4-H Youth Fair will be held August 2-4 at the Union Springs Fire Department, the schedule should be available next month.
- o The spring 4-H Paper Clover fundraiser through Tractor Supply Company just wrapped up. 4-H in Cayuga County receives approximately \$1,500, between the fall and spring Paper Clover events, that is used for 4-Hers to attend conferences and workshops outside of the county and/or camperships for 4-H Summer Camp.

Nutrition

CCE Cayuga has re-started offering nutrition

Karen Kuhl (Tourism) –

	Occ %		ADR		RevPAR	
	2023	2022	2023	2022	2023	2022
Current Month - March 2023 vs March 2022	48.8	46.8	119.78	108.63	58.50	50.85
Year to Date - March 2023 vs March 2022	42.0	42.6	121.24	106.60	50.87	45.40

- o Lodging Feasibility Study for Cayuga County - Hosted Paul Landry in county for site review and interview. Will continue working this month in providing data needed for the lodging feasibility study.
- o Resident Tourism Sentiment Survey - We’re participating in a survey to gauge Cayuga County’s resident sentiment towards tourism. We will be depending on the support from your constituents to get a countywide response. The survey is less than 20 questions, is taken through an online portal, and is anonymous. We will be creating a QR code and postcard collateral to distribute. You can access and share the survey - [NYS Resident Survey Link](#).
- o Electric Charging Stations - Location and accessibility to electric car charging stations is quickly becoming a vacation decision factor. The Finger Lakes region of New York and therefore Cayuga County is a drive-in destination and with the quickly increasing number of electric cars, location of charging stations is a decision factor

in where to lodge but also where to eat and enjoy down time. Having charging stations visibly available is important to both residents and visitors.

- Public Relations
 - Didn't host any FAMs in April
 - Chris Ryall – health and wellness focus – May 18-19
- eCommunications
 - Partner - Pro-Tip 4/13/23 open rate 34%, CTR 2%
 - Partner - Newsletters 4/13/23 open rate 34%, CTR 2%
 - Visitor - Newsletter 4/4 open rate 35%, CTR 3%
- Website - The interim website is active, it offers a scaled down level of information. The Sweet Treat Trail and Juneteenth special promotional pages will be up shortly.
- Groups & Conferences
 - NYS Preservation Conference where community and NYS Parks posters were displayed and given to conference attendees. April 13-14
 - The CCCVB staff attended the NYSTIA conference in Oswego. April 19-21
 - The Canal Spring Study Tour was attended by CCCVB. April 23-24
 - Attended African American Travel Conference. April 4-6
- Collateral
 - Cayuga Magazine – Due to arrive at our warehouse 5/8 and will soon after start distribution.
 - Cayuga County Travel Guide – a smaller, listing style version of a travel guide is now under way.
- Media Relations Manager job position
 - A position for CCCVB has been posted in indeed.com, please spread the word. We've engaged with HR One to manage the search and pre-interviews. Position is still open.
- Financial Related
 - Clean audit received by Faust, Charles & Chambers.
 - Event grants – 17 events throughout the county will be supported by the tourism office. The events focus on elevating Harriet Tubman's legacy in the county.
 - EDA Sub- Tourism grants:
 - Finger Lakes Regional Tourism Council - The focus of our outdoor recreation campaign, The Finger Lakes Outdoor Experience, is to position the Finger Lakes Region as the premier lakes destination. Engaging our campaign with sustainable practices will ensure that our lakes and waterways are enjoyed, respected, and preserved by visitors as they are by residents. – **received \$750,000**
 - Underground Railroad Consortium of NYS - EDA Tourism Grant funds will support the development and promotion of the Harriet Tubman Underground Railroad Scenic Corridor in New York State with plans to seek State and National Byway and All-American Road Designation (the "Tubman Corridor"). – **received - \$510,000**
- Marketing Campaigns
 - **Go Beyond** – In development phase
 - **Brave Women FLX** – continue with a soft three-season campaign.
 - **Sweet Treat Trail** – brochures received and distribution has started.
 - **Fishing** –Spring Fishing photo shoot planned for June
 - **Cultural Tourism** – Continue work for the new campaign concept and messaging to promote beyond the Bicentennial.
 - **Treasurers Along the Erie Canal** –We will begin promoting the beginning of the Erie Canal Bicentennial.
 - **Cayuga Lake Scenic Byway** – In collaboration with Seneca and Tompkins County a public relations campaign to promote birding along the byway is underway.

RESOLUTIONS:

PLANNING:

- 5-23-PL-1 Resolution declaring intent that the Cayuga County Legislature be lead agency for the environmental review of additions of real property to the Cayuga County Agricultural District and authorizing and setting the date of a Legislative Public Hearing on the same. **Motion by Basile, 2nd by Calarco, all in favor.**
- 5-23-PL-2 Authorizing the Chair of the Legislature to execute an agreement between the Finger Lakes Institute and Cayuga County for implementation of the FY 2023 Owasco Watershed Data Collection and In-lake Monitoring Program. **Motion by Calarco, 2nd by Kerr, all in favor.**

Motion by Kerr to adjourn at 7:28PM, 2nd by Basile, all in favor.