



**MINUTES**  
**PLANNING & ECONOMIC DEVELOPMENT COMMITTEE**  
**Wednesday, September 13, 2023 – to follow Government Operations**  
Live stream Link - <https://www.youtube.com/watch?v=XQ5jMxWod5E>

**CALL TO ORDER:** By Hon. Lydia Patti Ruffini (Vice Chair) called the meeting to order at 6:30PM

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

**EXCUSED:** Robert Shea & Brian Muldrow

**OTHERS:** Chair of the Legislature David Gould, Legislators Hans Pecher and Aileen McNabb-Coleman, Director of Planning and Economic Development Steve Lynch, CEDA Maureen Riester, Cornell Cooperative Extension Director Dan Welch, Employment and Training Director Kelly King, Operations Officer Shereen Androsko, Soil & Water Director Doug Kierst, Tourism Director Karen Kuhl, Stephanie DeVito and Deputy Clerk of the Legislature Amanda Morgan (remote)

**MINUTES TO APPROVE:** August 9, 2023, **Motion by Calarco, 2<sup>nd</sup> by Strong, all in favor.**

**APPOINTMENTS:** None

**DEPARTMENT UPDATES FOR COMMITTEE:**

**Steve Lynch (Planning & Economic Development) –**

**ONGOING DEPARTMENT WORK:**

1. **NY FORWARD Grant Applications** – We are finalizing grant work with the villages of Aurora, Union Springs and Cayuga to prepare **NY Forward Grant Applications for the 2023 funding round which are due on September 29.**

Grant applications include: (1) individual funding applications for each village as stand-alone projects under the NY Forward Grant, seeking grant awards between \$2.5MM and \$4.5MM; and (2) a collective grant application linking the three villages together and seeking a single \$10M Downtown Revitalization Initiative (DRI) grant award to share between the communities.

Staff conducted significant public outreach at community events in the villages to solicit project ideas and resident/business support, including: the Cayuga Waterfront Festival on August 5<sup>th</sup>, the Union Springs 175<sup>th</sup> Village Anniversary Celebration on August 11, Aurora Fest on August 25<sup>th</sup> and a public information event for all three villages at the Union Springs Fire House on September 7.

More information on the NY Forward program is available on the state website: [NY Forward](#).

2. **Village of Weedsport Zoning Ordinance Update** –Staff work on the Zoning Ordinance is nearing completion under the supervision of Associate Planner Kari Terwilliger. Ms. Terwilliger will facilitate a final Public Hearing before the Village Board on September 13, which should result in adoption by the Village Board. The department looks forward to future opportunities to continue working with the Mayor and Village Board of Trustees.
3. **Town of Throop Zoning Ordinance Update** – This project has been completed by staff, concluding two years of extensive land use work with the Town of Throop by County Planning, including a new Comprehensive Plan and full Zoning Ordinance.
4. **Town of Conquest Comprehensive Plan** – The Conquest Town Board adopted the Plan on June 19<sup>th</sup>. Senior Planner David Nelson will continue our work with the Town on a series of integrated local laws, including site plan regulations, special use permits, subdivision regulations and establishment of critical environmental areas. Work will likely begin in early October and has an approximate 16-month time frame.
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. Village review sessions began on July 11 and are scheduled to conclude on September 12. A public information session will likely be scheduled for late October or early November and the project should be finalized, on schedule, by the end of this year.
6. **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).

Associate Planner Kari Terwilliger is the project lead. The work started in March and monthly Steering Committee meetings have been held every 4<sup>th</sup> Tuesday. The next Steering Committee meeting scheduled for September 26. The term for the project is approximately 8 months.

7. **Town of Owasco Zoning Ordinance Update.** The department is working 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 in April and monthly meetings are scheduled for every 3<sup>rd</sup> Wednesday at 4PM in the Town Offices (next meeting is September 20). This is a ~12-month planning project.
8. **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 on pause until after the state agency completes the reviews. We expect to work closely with the communities to advance capital improvement grants during the 2024 CFA round.
9. **Implementation of the EPA 9-Element Plan for Owasco Lake** –Associate Planner Michele Wunderlich is the primary Planning staff participating with a range of partners and stakeholders to drive implementation of the 9E Plan's recommendations. A 9E Plan Coordinating Committee has been established under the Owasco Lake Watershed Management Council. Monthly coordinating meetings are currently scheduled for the fourth Thursday of each month at 9AM at Auburn City Hall.
10. **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. Ms. Wunderlich has closed out all prior FOLLOWPA budget years, leaving only the 2022-2023 program open.
11. **Emerson Park Redevelopment** – Working with County Parks, and with the support of the Parks Commission and commitments of county matching funds in May, staff submitted two (2) capital grant applications for Emerson Park, including a Community Resiliency, Economic Sustainability, and Technology Program (CREST) Grant application for replacement of the large event shelter on Deauville Island (removed last year) and a Northern Border Regional Commission Catalyst Grant Program application for replacement of the Deauville Island, Fleming Channel Bridge with establishment of accessible parking. The CREST Grant Application for the event shelter was approved and the project is moving forward. The grant application to the Northern Border Regional Commission was not selected for funding and staff will continue to seek funding for this component.  
  
County staff will be presenting to the Fred L. Emerson Foundation Board at their fall meeting on Sunday, September 10, providing the foundation board members an update on the ongoing work, and recent county investments in the Park. The presentation will also highlight the current plans and next steps needed to move the Deauville Island revitalization projects forward.
12. **Local Solid Waste Management Plan Update** – The Local Solid Waste Management Plan Update is on track and on schedule with staff Planner Evan Tuthill managing the project.  
  
Staff submitted the Draft Plan to NYSDEC on July 14 for an initial completeness review. Here are the final steps in completion of the Plan:
  - NYSDEC Initial Review (3-4 months depending on DEC workloads)
  - Circulation of complete Draft Plan to the Legislature and all municipalities, initiating a 45-day public comment period. At least one (1) Public Meeting and Presentation during the 45-day comment period is required; we will hold three (3 – South, Central and Northern Cayuga County).
  - NYSDEC Final Approval Review (up to 120-days allowed, we anticipate a faster final review)
  - Adoption by the County Legislature via a Legislative Resolution
13. **Erie Canal Rewatering And Trail Planning Project.** Staff continues to work with engineering and planning firm Bergmann Associates (now Collier Engineering), along with the Town of Brutus, on the Erie Canal Trail and Canal Rewatering Plan. The current grant work is due to be completed this December. With the recent resignation of Senior Planner-GIS Analyst Greg Hutnik who was project lead, Planning Director Steve Lynch will be managing the project until senior staff can be reassigned to cover the work.
  - Brutus Supervisor James Hotaling requested that the Planning Department work with the Town to prepare a 2023 CFA Grant Application to NYS Parks, for submission by the Town as a Town Grant. The Department prepared a CFA Grant Application seeking state funding to finalize construction documents for the re-watering of the canal channel in the Town Park between Port Byron and Weedsport. The Town requested that the department administer the grant and manage the project on the Town's behalf if the grant is awarded. CFA awards a typically announced on a rolling basis starting in November and continuing through December.
  - Staff prepared the Town of Brutus grant application at no cost to the Town and submitted it on Friday, July 28 to the State.
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, focused on identification of existing sites and the development of new shovel-ready advanced manufacturing sites for MICRON Tier I, II and III supply chain companies.

The Planning Director is also attending the monthly MICRON Opportunities Housing and Workforce Development Working Group meetings as schedule allows. Planning staff completed an assessment and mapping analysis of municipal zoning regulations in county municipalities to identify opportunities/constraints to development of a range of housing types within the county. This will be shared with the City of Auburn as the City prepares to engage a consultant in a countywide housing study.

15. **CEDA AD-HOC COMMITTEE PARTICIPATION.** The Planning Director has been asked by the CEDA Board to participate in an AD-HOC Committee created by the Board focused on an assessment of CEDA operations, economic development responsibilities and board structure/organization in light of the recent staffing changes made by the CEDA Board. Committee members include CEDA Board Members Ryan Pine, Cynthia Aikman, Legislator Aileen McNabb-Coleman (county CEDA representative), Auburn City Manager Jeff Dygert (city CEDA representative), City of Auburn Office of Planning & Economic Development Director Jennifer Haines and Cayuga County Department of Planning & Economic Development Director Steve Lynch. An initial meeting was held on Friday, September 1<sup>st</sup>.

### **Kelly King (Employment & Training) –**

- Collaboration and partnership with Cayuga Onondaga BOCES for new curriculum development and program offerings in relation to labor market and demand occupations.
- Met with John Evens to provide an overview of the Employment & Training Department, the programs, and services we offer, a tour, goals, and what grant opportunities are of interest and relevant to the work we do.
- Met with Scott Brandley, Cayuga Onondaga BOCES, Principal of CTE Programs. Discussed my involvement on the BOCES CTE Joint Advisory Committee and along with how the Work Based Learning aspect of their program can align with the services and programs within Employment & Training and opportunities for collaboration and shared services (Youth Work Experience and OJT).
- Met with Amanda O Grady, Purchasing Director for an introduction and to discuss the needs of our department and purchasing policies.
- SYEP is wrapping up with spending most of the allocation. The goal is to not give back money whenever possible each year. SYEP was successful this year with retention. Several SYEP participants are eligible to enroll in the year-round youth program that is federally funded and will be transitioned at the end of the month.
- Currently undergoing an internal WIOA program review in preparation for the state audit that will soon approach. This audit is conducted by the workforce development board office through grant administration out of Corland County.
- Attended the Department Head meeting and presentation on the Dreams Project. This has prompted me, along with the upcoming move to the Workforce Development Building to look at the paper records currently in use along with records that need to be retained. Started an electronic file system in the shared drive and will be looking for suggestions from IT as to where to house our active files to eliminate paper wherever possible.
- Department Heads could consider partnering with Employment & Training Youth Program to assist with scanning and shredding of documents in preparation for the Dreams Project and electronic storage. Opportunities for youth should be explored and could be beneficial to the youth as well as the county department.
- A member of my team attended one of the Cayuga County IT Trainings on Teams- One Drive and brought back the information to the department.
- Hosting Hiring Event- Bus Drivers, Centro. September 7<sup>th</sup>.
- Micron Update:
  - Future Ready Consortium- Career Exploration and Outreach Task Force.
  - Workforce Development Work Group- Topic Transportation/Presentation by Steven Koegel, Vice President of Communications & Business Planning.
- Program Updates:
  - ITA- 16
  - Youth- 5 employed in paid work experience (seasonal employees)
  - DSS- 49 (FA); 47 (SN); 29 (NE); 14 (Job Club)
  - FFFS- funds spent out for the year
  - SYEP- 58 enrolled and employed in paid work experience (seasonal employees)
  - Job Search Assistance/Center Traffic- 400 customers for August
  -

### **Maureen Riester (CEDA) –**

Metric Snapshot as of August 2023:

- Existing businesses assisted: 58
- Entrepreneurs assisted: 97
- Business Assistance Location Breakdown: August
  - Auburn – 4
  - Aurelius - 3
  - Cayuga – 1
  - Fair Haven – 2
  - Fleming – 2

- Moravia – 5
- Union Springs - 1
- See supplemental documents for additional metrics and economic indicators

#### **August Highlights:**

- West Lake Art Conservation Center (WLACC) closed on Auburn’s Lakeview Golf & Country Club in the Town of Owasco. CEDA has worked on this project for ~15 months, toured over a dozen available properties, arranged multiple meetings with partners to facilitate collaboration, and assisted with their CFA to secure \$380k in incentives from ESD.
- CEDA’s new strategic alignment with the Onondaga SBDC has increased the number of clients served in Cayuga County by 350% over the last year.
- Maureen Riester continues to serve on the Local Planning Committee for Moravia’s NY Forward. There were 17 projects under consideration with a \$5.8M total project cost and \$4.4M request in grant funds.
- Pete King and Maureen Riester, in collaboration with Kari Terwilliger, have reviewed the Cayuga/Union Springs/Aurora NY Forward and joint DRI application to provide Letters of Support.
- Maureen Riester attended Union Springs and the Town of Springport’s 175<sup>th</sup>/200<sup>th</sup> Anniversary Celebration and connected with a number of businesses
- Paul Viggiano and Lauren LaGreca attended a Union Springs “block party” and met with several small businesses in the village’s business district
- Maureen Riester hosted an agri-business tour for Allie Stark, ESD Strategic Business Division – Agribusiness Industry Director. The tour included 4 major agribusinesses.
- CEDA Sparks Episode (Aug 11<sup>th</sup>): “Unlocking Energy Cost Savings Through Utility Rebates” by Bob Haak of Franklin Energy
- CEDA’s Board of Directors has formed an ad hoc committee of key stakeholders to evaluate CEDA’s strategy going forward
- Maureen Riester attended the Cayuga Lake Watershed Intermunicipal Organization to explain the DRI/NY Forward program and met DEC’s new Region 7 Director, Dereth Glance.
  - Dereth is invited to the September Micron Steering Committee meeting
- CEDA Staff revisited Fair Haven businesses as a follow-up their preseason visit in April, and met with several small businesses.
- CEDA Staff met with Pyramid Brokerage to discuss redevelopment opportunities for a major site

#### **Ongoing or Regional Projects**

- CNY REDC scored Round 13, Batch 1 consolidated funding applications, including presentations from DOS and DEC.
- NYS Economic Development Council has commissioned a NYS Advanced Industry Cluster Study. CEDA shared the Cayuga County Supply Chain Analysis. Responses will inform ESD strategies to further build these high-value industries and resilient supply chains.
- CNY REDC has commissioned Camoin Associates to update the “CNY Rising” strategic plan from 2015.
  - Maureen Riester has met with key individuals from Camoin to provide Cayuga-specific information. Will be organizing others from Cayuga County to meet as well.
- NY ESD is commissioning a housing study to be done for the CNY region
- Micron Updates:
  - Pete King attended the Micron Community Information Session in North Syracuse
  - Lauren LaGreca and Pete King attended the Micron Engagement Committee meeting (\$500M Community Investment Fund – 50/50 Micron and Public funding)
  - Maureen Riester continues to attend the Housing, and Major Sites committees
  - CEDA’s website now hosts a “Cayuga County Micron Strategy” page to centralize information from all the subcommittees.
  - As of the August Steering Committee, a new “Health Committee” will be added
- Maureen Riester met with CenterState CEO representatives to discuss areas of collaboration and coordination on broader initiatives as it relates to potential sites and attraction efforts. Regularly occurring meetings have been scheduled to maintain collaboration.

#### **Upcoming**

- CEDA Sparks Episodes:
  - September 6<sup>th</sup>: “Empowering Your Business Through NYS MWBE Certification”
- Moravia NY Forward Public Meeting
  - September 13<sup>th</sup> (5-7pm) – learn about projects submitted and provide feedback
- Fast Track to Business Startup, hosted by CEDA
  - September 26<sup>th</sup>, 28<sup>th</sup>, and October 3<sup>rd</sup>
- Auburn DRI – open call for projects to disburse remaining grant funds (TBD)

#### **Doug Kierst (Soil & Water Conservation District) –**

##### **AGRICULTURAL TECHNICAL ASSISTANCE:**

- Cayuga SWCD Staff continue to work with farms on project planning for Best Management Practice (BMP) implementation projects funded through the Climate Resilient Farming (CRF) and Agricultural Nonpoint Source

Abatement and Control Grant Programs. Cayuga SWCD Staff continue to work with landowners and contractors on projects that have begun construction. We have been overseeing the BMP implementation efforts on four projects currently under construction.

- Cayuga SWCD Staff submitted grant applications for BMP implementation projects on agricultural operations through the CRF program.
- Cayuga SWCD Staff continue to complete weekly construction site inspections on two SPDES permitted construction sites at agricultural operations in the Cayuga Lake Watershed.
- Cayuga SWCD Staff assisted the Booker T. Washington Community Center in the City of Auburn, with the installation of nearly 100 feet of buried waterline that runs to their garden.

**NON-AGRICULTURAL & MUNICIPAL TECHNICAL ASSISTANCE:**

- Cayuga SWCD Staff submitted grant applications for Best Management Practice (BMP) implementation projects funded through the Water Quality Improvement Project (WQIP). The grant program is competitive and successful applications are announced around December.
- Cayuga SWCD Staff continue to complete weekly construction site inspections on one SPDES permitted construction site in the Owasco Lake Watershed.
- Cayuga SWCD Staff assisted the Town of Summerhill Highway Department with the replacement of a cross culvert. The project is designed to reduce flooding concerns.
- The Cayuga SWCD has completed erosion control/drainage plans for nine fire lanes in the Owasco Lake Watershed.
- Cayuga SWCD Staff completed conservation mowing in the Town of Montezuma.
- Cayuga SWCD Staff completed hydroseeding in the Towns of Fleming, Mentz, Moravia, Owasco, Sennett and Venice. To date, 8 miles of hydroseed and mulch have been applied to exposed areas throughout the County.
- Cayuga SWCD Staff continue to complete septic system designs, sanitary code inspections and percolation tests for county residents. Homeowners in the Towns of Ledyard, Montezuma, Sterling (Sterling Nature Center) and Throop reached out to the SWCD for assistance.
- Cayuga SWCD Staff have met with several landowners that have concerns with flooding and drainage issues throughout the County.
- Cayuga SWCD Staff finished harvesting aquatic vegetation in the Cayuga County waterbodies including Cayuga Lake, Lake Como, Little Sodus Bay and Owasco Lake. The density of the weed growth has varied from waterbody to waterbody this year. I will continue to compile the information for the volume of weeds that were harvested, for distribution at a later date. The new harvester was delivered to us on August 25<sup>th</sup> and we have been testing it out on Cross Lake.

**OTHER SWCD NEWS, WORKSHOPS & TRAININGS:**

- The Cayuga SWCD has current job openings for a Watershed Conservation Specialist. For the job description and additional details, please visit our website: [www.cayugaswcd.org](http://www.cayugaswcd.org) or visit the County Civil Service website to apply.
- The Cayuga SWCD is collaborating with other SWCDs to promote and host the 2023 Conservation Skills Workshop at the Holiday Inn in Auburn, from Sept. 18-21. The annual technical training is for Conservation District Staff throughout NYS. Topics include Surveying Techniques, Stormwater, Stream BMPs, Rural Road Management Practices, Forestry BMPs, Hydrology, Soil Health and Pasture BMPs.

**Dan Welch (Director Cornell Cooperative Extension) – no updates**

**Karen Kuhl (Tourism) – no updates**

**RESOLUTIONS:**

**PLANNING:**

9-23-PL-1 Designating the Cayuga County Convention and visitors Bureau (“CCVB”) as the Cayuga County Tourism Promotion Agency (“CTPA”) for NYS Grant Funding for the 2024 State Program Year and designating the program project director. **Motion by Kerr, 2<sup>nd</sup> by Calarco, all in favor.**

9-23-PL-2 Authorizing the renewal three (3) year agreement with CGI Digital to update videos produced originally in 2019 for Cayuga County. **Motion by Calarco, 2<sup>nd</sup> by Kerr, all in favor.**

**Motion by Calarco to adjourn at 8:01PM, 2<sup>nd</sup> by Kerr, all in favor.**