



MINUTES
PLANNING & ECONOMIC DEVELOPMENT COMMITTEE
Wednesday, March 8, 2023 – to follow Government Operations
Live stream Link - www.youtube.com/live/1vpk9fMivPQ

CALL TO ORDER: By Hon. Robert Shea called the meeting to order at 5:45PM

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

EXCUSED: Lydia Patti Ruffini

OTHERS: Chair of the Legislature David Gould, Legislators Hans Pecher, Elane Daly, Aileen McNabb-Coleman, and Heidi Nightengale; Director of Planning and Economic Development Steve Lynch, Director of Soil and Water Conservation District Doug Kierst, CEDA Director Michael Miller, Employment and Training Director Kelly King, Cornell Cooperative Extension Director Dan Welch, Tourism Director Karen Kuhl, Assistant County Attorney Brittany Massi, County Attorney Chris Palermo, and Deputy Clerk of the Legislature Amanda Morgan

MINUTES TO APPROVE: February 8, 2022, **Motion by Calarco, 2nd by Strong, all in favor.**

APPOINTMENTS: None

PRESENTATION: Kris Betts – Acadia Energy

DEPARTMENT UPDATES FOR COMMITTEE:

Steve Lynch (Planning & Economic Development) –

ONGOING DEPARTMENT WORK:

- **NY FORWARD Grant Applications** – Planning department staff prepared and submitted NY Forward Grant Applications on behalf of the Villages of Aurora, Cayuga and Moravia in 2022. On February 14th, the Village of Moravia was awarded \$2.25MM in NY Forward Grant Funds for downtown revitalization efforts. Senior Planner David Nelson prepared the Moravia application and will be working closely with the Village and consultants hired by NYS to implement the grant. More information on the NY Forward program is available on the state website: [NY Forward](#).
- **Village of Weedsport Zoning Ordinance Update** –Planner Greg Diebold leads this project which is nearing completion. Monthly meetings are the 1st Tuesday of the month. The next meeting is scheduled for Tuesday, March 7 at 6:30 PM. The project is on schedule and progressing well. Staff will be consulting with the Village to encourage the Village to consider applying for NY Forward Grant Funding in 2023.
- **Town of Throop Zoning Ordinance Update** – Planner Greg Diebold is also the staff assigned to this project. The project is nearing completion and the next meeting was re-scheduled from Monday, February 27th to Monday March 13^{at} 6:00 PM due to weather.
- **Town of Conquest Comprehensive Plan** – Senior Planner Greg Hutnik is leading this project. Work with the Town Steering Committee wrapped up on Thursday, January 19th with a final review of the full Draft Comprehensive Plan. Staff circulated the final draft to the Town of Conquest Planning Board for review on Friday, January 27th and met with the Planning Board on February 9th to review. The Town Board will conduct their reviews in March. Processing the final Plan, including SEQRA review and Town Board Public Hearings, etc., will be take place in April-May with final adoption in tentatively scheduled for June.
- **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 February Steering Committee work session was held on the 17th and the March meeting is scheduled for March 14. The work is on schedule and progressing.
- **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.
- **Town of Sennett Zoning Ordinance Update.** The department has executed a MOA with the Town of Sennett for updates and amendments to 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 term for the project is approximately 8-months with monthly meetings with the Town Steering Committee. Associate Planner Kari Terwilliger is the project lead. The first Steering Committee meeting is Tuesday, March 7.

- **Town of Owasco Zoning Ordinance Update.** The department has executed a 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. This will be a ~12-month planning project.
- **Staff Presentation to Cayuga County Association of Villages.** Associate Planner Kari Terwilliger will be presenting to the Association of Villages on March 28th with an overview of the technical assistance available through the Planning Department.
- **Cayuga County Planning Board Training.** Staff will be facilitating the first in our series of Land Use Trainings for municipal boards at the March 22nd Cayuga County Planning Board Meeting at BOCES (7PM to 9PM; the Planning Board meets at 6PM). The Training will focus on NYS SEQRA Review Process. We offer online registration which fills up quickly. As of this writing, there are over 50 individuals signed up for the event.
- **Annual Updates (additions) to the Cayuga County Agricultural District 5.** Associate Planner Kari Terwilliger is conducting 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 is from March 1-30, with applications to be made available online.
- **Implementation Report on the Cayuga County Farmland Protection Plan.** Associate Planner Kari Terwilliger leads coordinated implementation of the CC Ag and Farmland Protection Plan. A detailed report on the progress made in 2021-2022 has been prepared and will be made available following final reviews by the County AFPB.
- **Implementation of the EPA 9-Element Plan for Owasco Lake** – Following completion and approval of the EPA 9E Plan, staff is 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 first Thursday of each month following the WQMA standing meetings at the CCSWCD offices.
- **First of Two Annual Electronics Recycling Events will be April 1.** Staff, in partnership with CCE, has set the date for the first of two Electronics Recycling events for April 1st. As event logistics and registration details are finalized, they will be shared broadly, including with the Legislature. The events typically serve upwards of 600 participants in a ~4-hour window.
- **Local Solid Waste Management Plan Update** – The Plan Update is on track and on schedule with new staff Planner Evan Tuthill managing this complex project. An assessment of current programs is complete. Staff is now preparing a range of new solid waste management options and finalizing the draft plans for consideration by all stakeholders. **We will be requesting an opportunity to present the draft plan provisions to the full legislature at the March Legislature Meeting to solicit feedback on county options for involvement in local solid waste programming going forward so that these may be incorporated into the final countywide solid waste management plan.**
- **Erie Canal Rewatering Project** –Senior Planner Greg Hutnik is leading this project. **A Public Information meeting on the project to is scheduled for Wednesday, March 8th at 6:00 PM at the Weedsport HS (Cafeteria). The primary meeting goal is to update the public on preliminary plans and seek feedback on design and use options for the trail sections extending from Schasel Park in Port Byron to Aqueduct Park in Brutus.**
- **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 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 has met four times between late December and January and will be meeting again this month. In addition, the Planning Director is attending the monthly MICRON Opportunities Housing Working Group meetings.

PLANNING:

- 3-23-PL-3 Authorizing the allocation of \$10,417.00 in Cayuga County matching funds for the 2019 NYS Consolidated Funding Application Grant awarded to the Lake Ontario Regional Dredging Council in support of the Lake Ontario Regional Dredging Management Plan. **Motion by Calarco, 2nd by Basile, all in favor.**

- 3-23-PL-5 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 Monitoring Program. Motion by Calarco to amend to fix date of agreement, 2nd by Basile, all in favor. **Motion by Calarco on resolution as amended, 2nd by Basile, all in favor.**

- 3-23-PL-4 Authorizing the signing of a contract with Nick Colas to enhance and update the Owasco Lake Watershed Nine Element Plan for Phosphorus Reduction’s Watershed Soil and Water Assessment Tool (SWAT) Model. **Motion by Calarco, 2nd by Basile, all in favor.**

Kelly King (Employment & Training) –

- Lease Agreements established and submitted resolutions for E&T as primary lease holder and ACCES VR sub tenant agreement. DOL sub lease development is starting now for current location - and further discussions on needs and space etc. with State Property Management for future location.
- Participated in “Disruptive Customer Policy” training provided by DOL and regulations for the Career Center. Changes to the process discussed and concerns raised.
- Cayuga Mini Job Fair March 1, 2023, from 11-1- EmCom, Inc., Nucor Auburn, Access to Home Care Services, Inc.
- Met with Loretto to troubleshoot nurse aide crisis/shortage- recruitment and retention efforts.
- E&T staff attended Virtual Career Center training.
- TANF Summer Program applications will be out this month and distributed to all the Cayuga County high schools.
- FFFS funds have been allocated to three eligible youth and enrolled in paid work experience.
- WIOA youth program- 9 enrolled- 7 out of school and 2 in school
- WIOA ITA training program- 11 enrolled- 9 adults and 2 dislocated workers
- WIOA OJT program- 1 enrolled- adult
- Resource Room services- 240 people walked through our doors and were provided in person job search services, job readiness, and career guidance by E&T team.
- DSS/Jobs Contract- Weekly Job Club on Tuesdays, weekly Job Search Groups on Wednesdays, and 2 non employable assessment days per month.
- Participated in discussions with Cayuga Community College regarding support and partnership for the Hecksher Funding Opportunity.
- Micron Sub Committee met on February 13, 2023. Next meeting will take place at Cayuga Works Career Center on March 13th.

Michael Miller (CEDA) –

Metric Snapshot as of January 2023 :

- Existing businesses assisted:
- Entrepreneurs assisted: 28
- Business Assistance Location Breakdown:
 - Auburn - 18
 - Fair Haven - 4
 - Sennett - 2
 - Weedsport - 1
 - Brutus - 1
 - Sterling - 1
 - Ledyard - 1
 - Scipio - 1
 - Conquest - 2
 - Other - 1
- See supplemental documents for additional metrics and economic indicators
- Michael Miller and Maureen Riester met with large developer interested in IDA benefits in addition to new owner of Bombardier facility (Alstom) along with reps from City of Auburn. CEDA is evaluating potential tenants for city to compliment existing industry and opportunities for Cayuga County and broader region
- IDA’s are working through completing annual financial audits and state reporting by end of March
- CEDA is continuing feasibility analysis of and support for a business accelerator for Cayuga County. Recently met with Tech Garden Manager to learn of best practices. Support amongst key partners exists with focus on business case for vision and implementation; additional analysis being done for potential tenants and financial impacts
- CEDA continues to participate and partner with representatives from the county, city of Auburn, and private business owners on opportunities related to Micron.
 - Met with Sara Newton-Kiltz (VP of Workforce Strategy for Micron) as part of Workforce Development Committee; Presentation included important items related to
 - CEDA and partners have identified potential parcels for new IDA site acquisition and use for development
- New Marketing Manager has joined CEDA (Lauren LaGreca); strong background in marketing will boost visibility to community for connections, programs, and outreach
- CEDA’s Economic Luncheon is being held at the Spring Side Inn on March 30th; please check Ceda’s website for details

Doug Kierst (Soil & Water Conservation District) –

AGRICULTURAL TECHNICAL ASSISTANCE:

- Cayuga SWCD Staff continue to process Soil Group Worksheets for Agricultural Assessments, in preparation for the Town Assessors March 1, 2023 deadline. Agricultural properties in all the Towns, and even the City of Auburn, are required to have a current soil group worksheet to qualify for an agricultural exemption.

- 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 and the Climate Resilient Farming Grant Program. The grant programs are expected to announce that they are open to receive applications soon.
- Cayuga SWCD Staff have been working with landowners, as the crops were being harvested, to implement soil health improving and erosion prevention measures on farm fields. Since my last report, Cayuga SWCD Staff can report assisting with the implementation of an additional 2,779 acres of cover crops and 1,779 acres of reduced tillage management that have been applied on agricultural land in Cayuga County.
- 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 participate in meetings involving the review and development of the Draft 9E Plan for Skaneateles Lake.
- Cayuga SWCD Staff continue to assist with the review and updating of the model used in the 9E plan for Owasco Lake.
- **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 continue to evaluate culverts throughout portions of the Cayuga Lake and Little Sodus Bay Watersheds, utilizing the North Atlantic Aquatic Connectivity Collaborative (NAACC) protocol.
- Cayuga SWCD Staff continue to work on project planning and permitting for the Glen Haven Roadbank Stabilization project. The SWCD is working collaboratively with the County Highway Department with a goal to complete the necessary work in Spring 2023.
- Cayuga SWCD Staff is working with the Town of Montezuma to evaluate the feasibility for a new salt storage shed.
- **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. We have additional workshops scheduled for March 21st, April 18th and 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.

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

- o The South-Central New York Regional Agriculture Team are giving Cayuga County dairy farmers the opportunity to participate in the “Healthy Herds” applied research project. This project is benchmarking herd health practices and protocols across NYS.

4-H Youth Development

- o Agricultural Literacy Week is March 20th-24th, but CCE Cayuga staff and volunteers have already begun reading in classrooms. Every elementary school in the county will receive the book “Tomatoes for Neela”, written by Padma Lakshmi”. Along with the book, students will plant a tomato seed and have a plant to grow in the classroom or at home.

Nutrition

- o In 2022, participants in the Fruit and Vegetable Prescription Program reported the following outcomes. Sixty-eight percent (68%) of FVRx patients reported adding more fruits and 80% are adding more vegetables into their diet since attending the program. In addition, 75% have increased their physical activity. With food and nutrition-insecurity continuing as an issue in the community, 72% of patients reported improved access to healthier foods since attending the program.

Organizational Updates

- o Dan Welch has been appointed as the representative of the Director of Cornell Cooperative Extension as an advisory member to the NYS Soil and Water Conservation Committee.

Karen Kuhl (Tourism) – No updates

	Occ %		ADR		RevPAR	
	2023	2022	2023	2022	2023	2022
Current Month - January 2023 vs January 2022	37.2	37.2	120.75	103.89	44.96	38.69

Year to Date - January 2023 vs January 2022	37.2	37.2	120.75	103.89	44.96	38.69
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- Public Relations
 - Jessica Human – March – Harriet Tubman
 - Kate Brown -March – Meeting, Events & Brave Women interest
 - Nike - NOLA- March – Meeting, Events & Brave Women interest
 - Bridge Street – promoting Black History Tour
- Groups
 - Attending trade shows including ABA and Heartland.
- Collateral
 - Finalizing the design of a magazine style collateral to highlight the assets of Cayuga County.
 - In process of updating and redesign of the official Cayuga County travel guide. Expected to go to print Q1 2023.
 - In design phase of Sweet Treat Trail 2023 brochure
- Financial Related
 - **Matching Funds** - We received our 2023 Matching Funds.
 - **Occupancy Tax** - We haven't received Q1 matching funds, we're still awaiting contract from the county which needs to be signed and executed prior to receiving the funds.
- Website

We have contracted with MADDEN Media to design and maintain our new website There will be a transitional website with minimal content ready by March 31st.
- Lodging Feasibility

We received four replies to the lodging feasibility study. Two meetings will be set up with the Planning Committee Meeting to interview the applicants.
- Marketing Campaigns
 - **Brave Women FLX** – Continuing strong through March – Women's History Month. Remember to check out the [quiz](#).
 - **Hibernation** – It's best year yet with engagement from both lodging and retail partners.
 - **Sweet Treat Trail** – Preparations for the 2023 Sweet Treat Trail are underway. Dolores has been in contact with current and new partners participating on the trail. Brochures are currently in design.
- Cultural Tourism Earned and Paid Media efforts –
 - Harriet Tubman's Chosen Hometown – Continue work for the new campaign concept and messaging to promote beyond the Bicentennial.
 - Harriet Tubman Underground Railroad Byway – planning work continues with the Underground Railroad Consortium of NYS and NYS DOT to determine the route that will connect to various states. We're awaiting the announcement of the EDA Grants. ESD mentioned that awards would be announced by the end of the year.
 - Black History Month Tour – The tour was held Feb 18th and had 18 very engaged participants.

**Glossary: Occ = Occupancy Tax, ADR = Average Daily Rate, REVPAR = Revenue Per Available Room, CTR = Click Through Rate, FAM = Familiarization Tour

RESOLUTIONS:

EMPLOYMENT & TRAINING:

- 3-23-PL-1 Authorizing the Chair of the County Legislature and Cayuga County Employment and Training Department to enter into a lease agreement with Cayuga Community College. **Motion by Calarco, 2nd by Strong, all in favor.**
- 3-23-PL-2 Authorizing the Chair of the Legislature and Cayuga County Employment and Training Department to enter into a sub-lease agreement with New York State Education Department ACCES-VR. **Motion by Kerr, 2nd by Calarco, all in favor.**

Motion by Basile to adjourn at 7:23PM, 2nd by Kerr, all in favor.