



Community Participation Plan

Summit Reservoir Area Plan

Village of Philmont

November 2014



This report has been formatted for two-sided printing.

Community Participation Plan

Introduction

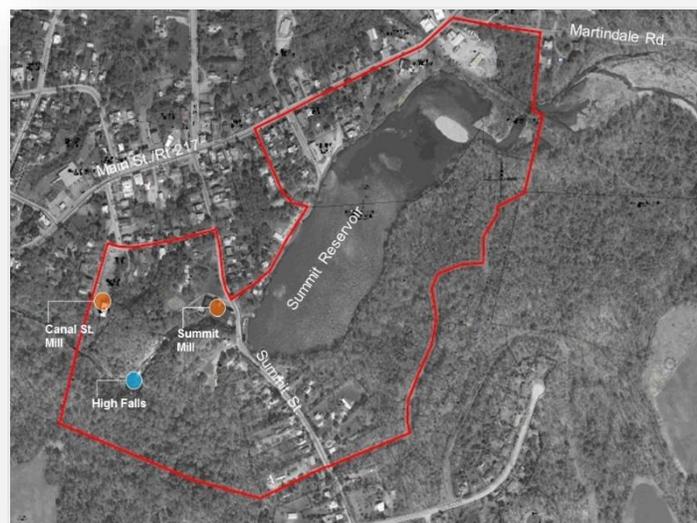
The Village of Philmont has been awarded a Brownfield Opportunity Areas Program grant from the New York State Department of State to prepare a Brownfield Opportunity Areas Step 2 Nomination Strategy for the Summit Reservoir Area. Development of this project can be tied back to the Comprehensive Plan, which recommends expanding and enhancing the Mill District with the use of state and federal funding resources. Further, the Village's 2003 Comprehensive Plan satisfied Brownfield Opportunity Areas Program requirements for a Step 1 Pre-Nomination study.

After submitting for and subsequently being awarded state funding, the Village of Philmont released a Request for Qualifications from parties interested in developing the Nomination Strategy. Several highly qualified firms submitted responses and in April 2013 the Summit Reservoir Area Revitalization Plan Executive Steering Committee selected four consultant teams to further develop their Request for Qualifications into a formal Request for Proposals, which outlined each team's approach and services in a more detailed format. After receiving these responses, three consultant teams were interviewed by the Executive Steering Committee. After considering project teams and presentations made, the team led by Elan Planning, Design and Landscape Architecture was selected.

Beginning in October 2014, the Village of Philmont will be engaging in the process of developing the Summit Reservoir Area Revitalization Plan. The primary community objectives to be achieved by this project include: creating a sustainable community in Philmont and the Summit Reservoir Area, to minimize immediate and long-term impacts on the environment. Because this project is a district wide revitalization strategy based on existing brownfield sites, the plan will be largely driven by the reuse potential of these strategic sites as catalysts for revitalization. A key component of this project is to engage the community to help create a community-based plan that builds both momentum and ownership among the residents, businesses and elected leaders of Philmont.

Study Area

For initial efforts, the Summit Reservoir Area has been determined as the area bounded approximately by Martindale Road to the east, the Columbia County Land Conservancy High Falls to the west, Main Street (Rt. 217) to the north (to Elm Street leading to Canal



Preliminary Study Area

Street), and the Summit Heights to the south. As the project evolves through the initial inventory phase, the boundary will be determined for the final Nomination document.

Project Objectives

The primary community revitalization objectives to be achieved by this project include, among other objectives:

1. Creating a sustainable community in Philmont and the Summit Reservoir Area to minimize immediate and long-term impacts on the environment. This community has the potential to harness micro-hydro to decrease the ecological footprint through sustainable energy sources.
2. Creating a community based informed revitalization blue print for the area to include a thorough and in-depth analysis of existing conditions in the area.
3. Producing an economic analysis that recognizes current trends in Philmont, such as, local farming, farm based education, alternative health care and practitioners, and the resurgence of fine craft based enterprises.
4. Produce a plan for the reuse potential for properties located in the area with an emphasis on the identification and reuse potential of strategic brownfield sites as catalysts for revitalization.

Plan Components

The Summit Reservoir Area Revitalization Plan includes a series of components that come together to establish a clear direction for actions and investments. The Plan includes a community assessment, which involves a review of socioeconomic conditions, land use and zoning, land ownership patterns, parks and recreation review, historic areas, transportation systems, infrastructure network, natural resources, and a building inventory within the study area. An economic and market trends analysis will help to define an appropriate redevelopment strategy for the Summit Reservoir Area Revitalization Strategy. Finally, the plan will include a series of actions, programs and policies that will move redevelopment investments forward in a coordinate, complementary manner.

Project Process

The New York State Department of State has a well-defined process and series of expectations that communities should follow when preparing projects under the New York State Brownfield Opportunity Areas program. Part of the process includes developing a Community Participation Plan that outlines how the community intends to engage the residents, business owners and stakeholders in the project. This process requires the project Executive Steering Committee to begin the process with a project scoping session/meeting, which includes discussion of the proposed public participation approach. The Executive Steering Committee then approves the public participation process and; upon verification, the Executive Steering Committee, in turn, transmits the public participation strategy to the New York State Department of State. The Department of State conducts a review of the public participation for approval.

Structure and Responsibilities

The following chart illustrates the organizational structure and roles for the Summit Reservoir Area Revitalization Plan.

A Summit Reservoir Area Revitalization Plan Executive Steering Committee serves as a partner with the Village in conducting outreach to inform the community on the Revitalization Plan and in devising project, program and policy recommendations.

Philmont Beautification, Inc., in partnership with the Summit Reservoir Area Revitalization Plan Executive Steering Committee, will lead a Project Management Team that incorporates input from Village department staff with the Elan Planning and Design Team with expertise in community planning, land use, brownfields redevelopment, urban design, parks and recreation, environmental and civil engineering, economic development, real estate development, and brownfield tax credits. The Summit Reservoir Area Revitalization Plan will only be successful if there is broad participation and ownership, from both municipal leadership and community residents and business owners, in developing the plan. Philmont Beautification, Inc. serves as the Project Manager over the project.

The Village Board and Mayor hold ultimate responsibility and authority to approve and direct implementation of the Summit Reservoir Area Revitalization Plan Advisory Plan.

Philmont Stakeholders and Citizens

Who: Anyone with an investment and interest in Philmont’s success

Role: Provide input and express preferences for developing the vision and recommendations.

Executive Steering Committee

Who: Strategic stakeholders appointed by the Mayor and the Village Board.

Role: Provide input and direction for plan development while confirming findings throughout the process. Will be fundamental in taking the plan to the residents and stakeholders to gain their perspectives. Approve documents for public consumption.

Consultant Team

Who: Elan Planning & Design Team.

Role: Prepare Community Assessment documents. Facilitate community participation. Prepare deliverable products consistent with Program requirements. Guide Executive Steering Committee.

Summit Reservoir Area Executive Steering Committee Members

The Village Board appointed an Executive Steering Committee from a variety of stakeholder perspectives to advise the Elan Team. The Executive Steering Committee will convene regularly throughout the entire process of plan development. Committee members will attend both the Vision Workshop and Public Workshop in order to help gather input from the larger audience and assist in interpreting information. The Executive Steering Committee is tasked with reviewing consultant documentation, and providing feedback, guidance, and recommendations based on community input. The Executive Steering Committee will also review the synthesis of community input and the proposed crafting of an appropriate vision, goals and recommendations. The Executive Steering Committee will work collaboratively with the Elan Team throughout the entire process of plan development and will ultimately recommend the plan to the Village Board and the New York State Department of State for acceptance and approval. The following members were appointed to the Summit Reservoir Area Revitalization Executive Steering Committee:

- Larry Ostrander, Village of Philmont, Co-Chair
- Barbara Sagal, Village of Philmont, Co-Chair
- Kathy Abeyatunge, PB Inc., Project Management Assistant
- Sally Baker, PB Inc., Project Management and Administrator
- Jean Giblette, High Falls Gardens
- Peter Paden, Columbia County Land Conservancy
- Thomas Paino, Resident
- Chris Reed, Resident
- Christine Vanderlan, Columbia County Land Conservancy

Participation Techniques

The Planning Team will conduct three community meetings (outlined below) covering planning elements consisting of visioning, land use, transportation, recreation, natural and cultural resources, and economic development. A visioning session will take place that elicits from community residents a vision for how the Summit Reservoir Area should function in the future. The Team will dedicate one full day (9:00 AM-5:00 PM) for a series of stakeholder meetings. These meetings will be organized by topic area and invitees will be developed with the Executive Steering Committee.

- *Stakeholder Meetings:* Working with the Project Executive Steering Committee, the Elan Team will identify key individuals in the community that have been or will likely be involved with the redevelopment of these brownfield sites and have familiarity with the Study Area. This may include public and private sector individuals such as private land owners, study area businesses, neighborhood groups, etc. One-on-one meetings will be held to understand issues/concerns/ideas for redevelopment.

The Elan Planning and Design Team will set aside 1 day for this purpose and either go to each stakeholder or set up at a central location where people can come to us at their convenience. This early input is intended to identify key issues, concerns and opportunities in the Study Area prior to completing all the inventory tasks and the Visioning Workshop. A preliminary list of stakeholders will be developed at the initial Project Scoping Meeting.

- *Visioning Workshop:* It is intended that this topic be discussed at the Project Scoping Meeting to determine the most appropriate time, location, format of the visioning session so that it builds on, but does not duplicate, the previously held public meetings.
- *Public Workshop:* The Vision Statement, inventory, market analysis and draft recommendations will be shared with the community at a public workshop. This workshop will be structured to provide a project update and involve residents and business/property owners within the project area. This workshop will elicit community response to draft recommendations being prepared for the study area. Advertising for the public workshop and securing appropriate meeting space will be a collaborative effort between the Village and the Project Team. The Elan Planning and Design Team will be responsible for facilitating the discussion and engaging the public at the workshop and will prepare poster size visuals of the study area, maps and associated pertinent data/material.
- *Website:* A web link has been created on the Philmont Beautification, Inc. website to post draft documents, video podcasts, fact sheets, and meeting notices. The Executive Steering Committee and the Elan Planning and Design Team will prepare materials for updates to the website on a regular basis throughout plan development and will provide postings of draft documents for public review as they become available.
- *Media/Press Releases:* Philmont Beautification, Inc. will contact local newspapers to advertise meetings and/or status of the plan to the community. Press releases will be prepared at strategic intervals for distribution and posting on the Philmont Beautification, Inc. website.
- *Project Updates to be Included in Quarterly Water Bills:* In an effort to keep residents informed about the project, a brief newsletter will be developed and mailed with quarterly water bills.

Recommended List of Stakeholders

Each person that lives, works or serves in the Village of Philmont has a stake in its success and plans for the future. To effectively manage a broad range of perspectives, it will be valuable to rely on existing networks and stakeholder groups. As part of the targeted public outreach efforts, the Executive Steering Committee will engage existing networks including community organizations, businesses, service providers and small groups to serve as a resource for input, information and recommendations. These groups will be tapped to provide feedback on how to improve the Summit Reservoir Area. They may also be asked to help distribute information to their constituency for feedback on work being developed by

the Elan Planning and Design Team. The following is a list of stakeholder groups was developed with the Executive Steering Committee at the Project Scoping Session:

- Rod & Gun Club
- Fire Companies
- Richardson Hall members
- Library
- Regional Planning Council
- Claverack ED Council
- Rotary Club (Jack Armstrong, President)
- Churches
- Taconic Hills District (Doug Proper)
- High School, Middle School
- Hathorn Valley School (on going land use analysis project)
- Nature Institute (maybe a dual meeting with the Rod & Gun Club)
- Rail Trail Advocates (Harlem Valley)
- Agriculture community
- Co Op (Sally will organize)
- Main Street Arts Institute (Free Columbia)
- Laura Summer **
- Suzanna White – Visioning Main Street**
- Lisa DeLeeuw, Executive Director, Harlem Valley Rail Trail

