

Creating Residential, Commercial and Municipal Upper Floors: A Guidebook for Regional Revitalization

Initial Project Scoping Meeting Summary – August 23, 2011 2:00pm Conference Call

Present

(by phone in Rochester)

Victoria Daly, Village of Palmyra

Tom Kicior, Genesee/Finger Lakes Regional Planning Council

Tania Werbizky, Preservation League of New York State

David Zorn, Genesee/Finger Lakes Regional Planning Council

(by phone in Albany)

John Wimbush, NYSDOS Division of Coastal Resources

Conference Call Summary

Prior to the call, David explained to project partners that the conference call is the *Initial Project Scoping Meeting* and will fulfill the requirements of *Task 2* of the project. The purpose of the meeting is to discuss the project scope, project requirements, roles and responsibilities of project partners, the selection process for procuring consultant services for the project, and other project components.

The conference call began with introductions.

Task 5: Draft Guidebook for Regional Revitalization

John asked for a summary of the Guidebook. The project partners discussed the following:

- Section 1 – Upper Floors Options – a description of the potential variety of uses for revitalization including residential, commercial and municipal uses and the issues related to each.
- Section 2 – Potential benefits of upper floor revitalization – a summary of benefits including the effect on the economy, reducing vacancies, historic preservation, walkability, etc.
- Section 3 – Waterfront Development – impacts upper floor redevelopment could have on waterfronts in terms of recreation, tourism, funding and the environment. Many villages with upper floor challenges in the region are waterfront communities.
- Section 4 – Integration into Strategic, Master, Comprehensive, Local Waterfront Revitalization, Smart Growth, and Eco-System Based Management Planning – this section would illustrate the importance of incorporating upper floor revitalization goals into local plans and planning processes. David asked for clarification on DOS's emphasis on Eco-System Based Management Planning. John stated that DOS still considers it important and that they would like to see some attention given to the non-human based issues such as the effect on the natural environment.
- Section 5 – Determining the needs of a community
- Section 6 – Local Laws – an investigation of the types of local laws that are affecting the issue of upper floor revitalization as well as their associated positive and negative impacts. An example might be zoning regulations such as those regarding minimum parking standards or mixed use zones. Other local laws will be discussed such as historic preservation ordinances.

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- Section 7 – Building Codes – this section of the guidebook will be intended to simplify building codes so that the average reader can understand them. This section will also discuss changes in the past few years to the code and their effect on upper floor rehab, as well as dispelling common myths that people have regarding development restrictions.
- Section 8 – Design Considerations – a description of the different types of revitalization in terms of design such as preservation, restoration, rehabilitation, and reconstruction.
- Section 9 – Funding Sources – an explanation of available grants for upper floors such as NY Main Street, Tax Credits, and other funding sources.

Task 4: Project Advisory Committee

John asked if the Project Advisory Committee members had been determined. David explained that we have a draft list based on the types of expertise and organizations we want present on the committee. Tom explained these people would represent organizations spanning the public private and non-profit sectors and could include state representatives, county government officials/employees, local government officials/employees, historic preservation experts, architects, building owners, planners, attorneys, builders, developers and funders.

G/FLRPC will submit this draft list when complete to DOS for review and approval. It is understood that this will be a comprehensive list of names and that everyone on the list will not serve on the final committee. The final list will be smaller based on people's availability and interest in serving in this role.

Tania asked if John would be serving on this committee. John stated that he would probably not be attending meetings, but that he could be on conference call for some meetings if need be and that he would like to be included in committee correspondence and receive emails/draft materials.

David stated that a public meeting intended to explain the project and get public input would be held once *Task 5 – Draft Guidebook for Regional Revitalization* is complete in order to incorporate any input or needed changes before *Task 7 - Final Guidebook for Regional Revitalization* is complete.

David discussed *Task 8 – Training of Municipalities in use of the Guidebook for Regional Revitalization*. It was indicated that there would be two training sessions. At least one, maybe both of the anticipated workshops will be integrated with the G/FLRPC Local Government Workshops. Everyone agreed that this would be a good strategy because it would be the right type of audience, and attendance would be high.

David alerted John that we had already discussed billing and that we were going to have uniform in-kind sheets for in-kind hours.

It is understood by all that the next step will be to submit meeting minutes and the draft Project Advisory Committee list to DOS for review.

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John gave his contact information and concluded by offering to answer any questions the project partners may have in the future.

Meeting concluded at approximately 3:00.

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