

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

**Summarized Work Plan**

**Task 1: Subcontract Preparation and Execution**

**Task 2: Initial Project Scoping Meeting**

Genesee/Finger Lakes Regional Planning Council (G/FLRPC), the Preservation League of New York (PLNYS), the Village of Palmyra and the NYS Department of State (DOS) shall hold an initial meeting to review the project scope, project requirements, roles and responsibilities of project partners, the number of public meetings and techniques for public involvement proposed for the project, and the composition of a project advisory committee.

**Task 3: Community Training**

G/FLRPC will participate in the required Community Training Program.

**Task 4: Project Advisory Committee**

G/FLRPC and PLNYS with the assistance of the Village of Palmyra shall establish a project advisory committee to oversee all aspects of the project in cooperation with municipal officials and project consultant(s), if applicable. The committee shall be representative of project stakeholders, including representatives of State and municipal agencies with jurisdiction over project activities or the project area, and non-governmental and community based organizations. A list of proposed members shall be approved by DOS prior to establishment of the committee.

**Task 5: Draft Guidebook for Regional Revitalization**

G/FLRPC and PLNYS, in close cooperation with the project advisory committee, shall produce a draft report in narrative form, using graphics (maps, tables/charts, site plans, elevation and perspective drawings, and renderings) as appropriate. The Draft Guidebook will be distributed to project partners, DOS and local municipal governments for review and comment.

**Task 6: Public Information Meeting**

Following completion of the Draft Guidebook, G/FLRPC shall conduct a public information meeting on the Draft Guidebook to identify any changes needed, and will provide a summary of the activities and findings to DOS.

**Task 7: Final Guidebook for Regional Revitalization**

G/FLRPC and PLNYS shall produce a final report in narrative form. Comments prepared by project partners and DOS on the draft report will be addressed and reflected in the final report.

**Task 8: Training of Municipalities in use of the Guidebook for Regional Revitalization**

G/FLRPC and PLNYS will conduct two workshops in the nine county region to introduce the Guidebook and to encourage the renovation and re-use of the upper floors in the region.