



JOHNSON CITY, NY SMART GROWTH COMPREHENSIVE PLAN



COMMUNITY PARTICIPATION PLAN

DRAFT 05.13.24



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Department of State

This document was prepared with funding provided by the New York State Department of State Environmental Protection Fund.



SECTION 1

OVERVIEW

»»» ABOUT THE PROJECT

Over the past decade, the Village of Johnson City has been very proactive in its revitalization efforts. Ongoing economic revitalization opportunities such as the Johnson City Brownfield Opportunity Area, which has produced the Greater Binghamton Fund, Endicott-Johnson Industrial Spine Revitalization Strategy, the Johnson City Rail Trail Feasibility Study, and the JC Historic Preservation Guidebook, along with the Downtown Revitalization Initiative, which is catalyzing investment in the Village’s downtown, make this a particularly exciting time for the Village.

To further capitalize on this momentum, the Village pursued and secured a Smart Growth Comprehensive Plan program grant from the NYS Department of State (DOS) to prepare a Smart Growth Comprehensive Plan. The Comprehensive Plan will evaluate current conditions, establish the objectives that the community wants to achieve, and will guide future sustainable growth within the municipality to preserve the community’s identity and protect natural and cultural resources.

Smart Growth is an approach to planning that serves to address the economy, equity, and environment equally. The New York Department of State describes Smart Growth as promoting planning principles that create livable, sustainable and equitable communities, including:

- Walkable, bikeable, transit-friendly streetscapes and transportation systems (also known as “Complete Streets”);
- Compact development in areas appropriate for higher densities, such as downtowns;
- Infill development in previously developed areas, particularly brownfields;
- Transit-Oriented Development;
- Downtown revitalization in municipal centers;
- Historic preservation and adaptive re-use;
- Environmental justice;
- A mix of housing options to accommodate all households, ages, backgrounds and incomes;
- Green Infrastructure/nature-based stormwater management;
- Public art;
- Storm resiliency;
- Safe, accessible and well-planned public spaces;
- Inclusive, community-based outreach and engagement in the planning process; and
- Green buildings, energy efficiency and renewable energy.

It is the Village’s intention, through this effort, to build a cohesive framework for guiding future decision-making, building off recent planning successes and continuing public dialogue to bring the community together around a common vision for the future of Johnson City.



COMMUNITY PARTICIPATION PLAN (CPP) OVERVIEW

Public engagement is an important component of the Village's comprehensive planning process to ensure it accurately reflects the values of the community today and its vision for tomorrow. The purpose of each public engagement element is to foster diverse, meaningful participation throughout the planning process as well as help increase awareness about the plan, gather local knowledge, better understand the community's needs, and build support for not only the content of the Comprehensive Plan, but also its implementation in the years to come.

The CPP provides a framework for coordination among agencies to foster diverse, meaningful public engagement and participation throughout the Village of Johnson City's Comprehensive planning process. **This document is not a checklist of required actions, rather it is a flexible framework that may be adapted to suit the project's needs as the planning process unfolds.**

The contents of this document are intended to:

- Identify overall messaging plan for the project and process;
- Establish protocols for coordination between the Village of Johnson City, NYS DOS, the Consultant Team, and the Comprehensive Planning Committee (CPC), as well as community partners;
- Identify key individuals, organizations and entities to be involved
- Provide an overview of planned public outreach efforts and events, including team roles, responsibilities, and expected outcomes; and
- Outline key methods and channels of communication.

MEETING PREPARATION & DOCUMENTATION

Colliers Engineering and Design (CED) and their subconsultants will assist the Village of Johnson City with meeting preparation and facilitation, including the development of meeting materials for distribution, including but not limited to draft agendas, sign-in sheets, boards, and other activities identified to fulfill the needs of the meeting.

CED will prepare an input summary following each meeting. The summary will document the presentation and discussion and will include any relevant photos and graphics used at the meeting.

All documentation will be sent to the Village of Johnson City and NYS DOS for review prior to its distribution to the CPC and public.

All public outreach and participation efforts will be publicized in the community through press releases, announcements, individual mailings, and any other appropriate means.



SECTION 2

PROJECT COMMITTEES

»»» PROJECT TEAM

The Project Team is an administrative body established to ensure adequate coordination between key Village, Department of State, and Consultant Team personnel. The Project Team will be responsible for overseeing project progress, providing feedback on preliminary materials and deliverables, and ensuring the proper execution of administrative project needs. Meetings of the Project Team will provide an opportunity to discuss the current status of the planning process, such as project deliverables, tasks, schedules, and issues or opportunities that may come up along the way.

Participation

These meetings will be attended by the primary contacts from the Village, Department of State, and Prime Consultant as listed in the table below. Subconsultants and other key community partners from various Village, state, or local departments and organizations may also be asked to participate depending on the topic of discussion. These meetings are not open to the public.

ORGANIZATION	CONTACT	CONTACT INFORMATION
Village of Johnson City	Stephanie Yezzi, Director of Planning & Allison Button, Community Development Coordinator	planningdirector@villageofjc.com cdevadmin@villageofjc.com
Department of State (DOS)	Allison Bodine	Allison.Bodine@dos.ny.gov
CED (Prime Consultant)	John Steinmetz & Nicholas Dickerson	john.steinmetz@collierseng.com nicholas.dickerson@collierseng.com
Prospect Hill (M/WBE)	Jenny Mogavero	jmogavero@prospecthill.co
Sustainable Planning Design (WBE)	Allison D. Harrington	ah@sustainableplanningdesign.com

Format & Schedule

The project team will meet on a bi-weekly or as needed basis via telephone or video conference.



COMPREHENSIVE PLANNING COMMITTEE (CPC)

CPC members will play a key role in all aspects of the planning process, including but not limited to guiding the public outreach process, reviewing and providing feedback on draft deliverables, providing key insights and direction during the development of the Plan, and participating in public engagement efforts. Members will also serve as spokespeople for the project throughout the planning process.

Participation

The CPC is comprised of community partners who can provide an array of perspectives and experiences and local knowledge to inform the Comprehensive Plan planning process, providing the Consultant Team with relevant information reflective of the community's current condition and needs. CPC members include: a member from the planning board, representatives from a large range of ethnic, social, and cultural backgrounds and a diverse range of community partners, such as residents, civic leaders, business owners, elected officials, environmental experts, and municipal board members. See the following page for the list of designated CPC members.

Meetings may be held in person or virtually, depending on member schedules and project needs.

Notification

CPC members will receive notification for all upcoming meetings from the Project Team, including a tentative agenda of topics to be covered and discussion points.

Format & Schedule

Up to six regular CPC Meetings will be held over the course of this planning process in addition to the one (1) CPC public hearing required by NYS Village Law §7-722. CPC Meetings will be held at key points in the planning process where Committee guidance and input is necessary. The specific date, time, and format for each meeting will be determined based on Committee member availability. In general, CPC meetings are anticipated to follow key project milestones as noted below.

- CPC Meeting #1 - Project Kick-Off
- CPC Meetings #2 & 3 - Draft Community Profile
- CPC Meeting #4 - Draft Vision & Goal Framework
- CPC Meetings #5 & 6 - Draft Community Development Strategy
- CPC Public Hearing - Draft Plan Resolution of Recommendation to Village Board

The anticipated timing of these meetings is further outlined in Section 6 (Project Schedule).



Comprehensive Planning Committee Members

NAME	TITLE	ORGANIZATION
Marcia Ward	Vice Chair	Village Planning Board
Leonard Sas	Vice Chair	Village Zoning Board of Appeals
Stephanie Yezzi	Director of Planning	Village of Johnson City
Martin Meaney	Mayor	Village of Johnson City
Joshua Holland	Director of Public Services	Village of Johnson City
Janet Ottman	Historian	Village of Johnson City
Tina Dolan	Director of Public Policy & Program Development	United Health Services
Mary Beth Curtin	Director, Special Research Projects	Binghamton University
David Whalen	265 Main Street	Building Owner
Rob Jacyna	n/a	Village Resident
Randy Shear	Code Enforcement Officer	Village of Johnson City
Richard (Rocky) Martinez	Board Member	Johnson City School District
	Executive Secretary/Director	Johnson City Rotary
Allison Button	Community Development Administrator	Village of Johnson City



SECTION 3

COMMUNITY ENGAGEMENT

COMMUNITY PARTNER INTERVIEWS

Community partners are individuals and small groups with a specific interest in or ability to serve the project and act as a partner in implementation of the Comprehensive Plan. Communication and collaboration with community partners will help identify needs and opportunities, expand awareness of the project, and ensure key objectives are implementable while achieving plan goals.

These interviews will allow for the project team to delve further into key topic areas, such as energy, housing, community resources, or economic development and reach target demographics. This may include vulnerable and historically underrepresented populations, including but not limited to racial and ethnic minorities, low-income residents, immigrants, refugees, seniors, and local youth.

Participation

Community partner Interviews are by invitation only. CED will conduct up to six community partner interviews over the course of the project. Village Staff and CPC members may host additional meetings as desired. A list of community partners engaged throughout this process may be provided by the Village upon request.

Notification

Community partners will receive an invitation from the Village of Johnson City or CED.

Format

The format of community partner outreach will vary based on the size and preference of the group. In some cases it may make sense to engage multiple stakeholder groups at one time depending on topic area and interest. Meetings may be held in person, via telephone, or video conference and may include, but are not limited to, the following formats: One-on-One Interviews, and Small Group or Focus Group Meetings.

Schedule

Initial community partner conversations will occur at the start of the planning process to gather information related to existing issues, opportunities, and challenges facing the Village today. Additional interviews may be held later in the process for feedback as the plan is developed.

ADDITIONAL PUBLIC OUTREACH

Additional public outreach efforts are intended to reach populations frequently underrepresented, such as minorities, immigrants, refugees, populations with limited English proficiency, disabled persons, seniors, veterans, and low-income residents. The CPC will identify persons or organizations that may interact with underrepresented communities, including the school district, religious organizations, and community service organizations. Potential leads will be identified with the CPC. Public outreach efforts can be tailored to ensure efforts reach all populations, and to ensure everyone has the opportunity to participate in all stages of the planning process.



Public Meeting Locations

All public meetings and events will be located at venues with ADA accessibility that are accessible by multiple modes of transportation, including public transit. Meeting materials will be posted on the project webpage following all events so they are available for public review.

Public Meeting Times

A mix of times may be utilized, including evenings, to accommodate a variety of residents' schedules.

Internet Accessibility

Copies of all meeting materials, surveys, advertisements, draft documents, and other relevant project deliverables will be made available at Village Hall for residents and community partners with limited access to reliable broadband services.



SECTION 4

PUBLIC EVENTS

The following public events are designed to facilitate the largest level of engagement throughout the process, allowing for a direct dialogue between the public, project team, and CPC. The approach and topic for each event will be tailored to the project needs at that time. Together each of these events will help to achieve the following:

- Inform the community about the project and the planning process;
- Educate the community about comprehensive planning, land use planning, and smart growth principles;
- Build consensus and understanding with respect to Johnson City's future vision and goals;
- Ensure the community has a voice in the Village's future growth; and
- Gather feedback on the draft comprehensive plan.

»»» PUBLIC PRESENTATIONS & WORKSHOPS

Purpose

Public presentations & workshops are intended to:

- Inform attendees about the findings at various stages of the planning process;
- Present a clear assessment of how smart growth policies are integrated in the Village's planning efforts, governmental decisions, and ongoing initiatives;
- Solicit public input on existing resources, community character, and future growth; and,
- Identify smart growth solutions to current issues and future development.

Participation

All events are open to the public. Residents and community partners will be strongly encouraged to attend and participate in these events. The consultant team will be the lead coordinator and facilitator of events; however, it is anticipated that project team and CPC members will also attend and participate.

Notification

Public workshops will be widely advertised using a variety of communication methods to maximize participation. Public workshops will be advertised at least two weeks in advance of the meeting date.

Format & Schedule

A series of public presentations and public workshops will be held during the Comprehensive Plan planning process. Each workshop will incorporate innovative approaches and non-traditional meeting formats to foster a collaborative, enjoyable, and engaging environment. This may include, but is not limited to, interactive boards or stations, brainstorming activities, and breakout groups. The anticipated focus and format of each workshop is provided below.



- **Public Presentation #1 | Community Kick-Off | May 28, 2024**
This presentation will take place at the start of the process. The Village’s Director of Planner will introduce the project to the public before a regularly-scheduled meeting of the Planning Board at Village Hall. The presentation will include an introduction of the project, summary of information gathered to date, next steps, and will provide the Board and the public information on how they can get involved during the process, specifically announcing the launch of the community survey.
- **Public Workshop #1 | Data & Visioning | SUMMER 2024**
This workshop will be held in person following the release of the public survey. The agenda will include an introduction of the project, summary of information gathered to date, and review the findings of the community survey to begin the visioning process. The webinar will be recorded and can be posted to the Village’s webpage for future reference.
- **Public Workshop #2 | Open House & CPC Public Hearing | WINTER 2024**
The public open house is an informal opportunity to present the Draft Plan to the public and solicit feedback. Typically an open house is set up with activity stations for each plan topic area. This event will be paired with the CPC’s public hearing, which is required by NYS Law.
- **Public Presentation #2 | Village Board Public Hearing | EARLY 2025**
At this point in the process the Village Board will hold a public hearing. CED will prepare the meeting materials and facilitate the public hearing. Upon adoption by resolution, CED will provide the Village with all final documents and supporting materials in digital format.

COMMUNITY SURVEY

Purpose

A community survey will help to solicit input outside of a traditional meeting setting, allowing people to participate as it fits their schedule rather than a one-time event. It is also a great tool to get feedback on key topic areas in addition to community preferences and priorities relating to future investment in Johnson City. As the Town of Union is also undertaking its Comprehensive Planning process at this time, both communities recognize the importance of gathering feedback from those who may live within the Town and work in the Village, or vice versa for example, while also not discouraging participation on either side through “survey fatigue.” The consultant team will collaborate with the Town’s consultants to develop a joint survey, with input from the project team and CPC, and will also be responsible for compiling and analyzing the results. It is intended that the survey will be hosted on a shared platform, but will be developed so that questions can be asked that could apply to both Village and Town, but also branch out to questions that apply specifically to the Village or Town. The results will then be separated and analyzed by each consultant team.

Format

The survey will be available electronically from a link on the Village’s website or in hard copy form at Village Hall and other key locations throughout the Village.

Notification & Schedule

The survey will be launched at the first public workshop and then shared widely throughout the community using various print and digital advertising materials. It is anticipated that the survey will remain open for at least three weeks.



SECTION 5

COMMUNICATION METHODS

»» MUNICIPAL WEBSITE

The consultant team will provide digital copies of materials to the Village that can be posted to the municipal website for the Comprehensive Plan effort.

»» COMMUNITY CONTACT LIST

Village staff, in conjunction with the consultant team and Committee members, will prepare, update, and maintain a community contact list that includes the names, addresses, telephone numbers, and/or email addresses of individuals and organizations that are interested in becoming involved with the Comprehensive Plan. The list will be used on a regular basis by the project team to notify community members of upcoming input opportunities, meeting dates, and project updates.



SECTION 6

PROJECT SCHEDULE

The anticipated timeline for this project is approximately 14 months. The graphic below shows the general timing and schedule for key project milestones, meetings, and outreach efforts. This schedule may be modified over the course of the project, as needed and directed by the Village or CPC, to ensure all project needs and issues are met. The specific dates and times for meetings, deliverables, and outreach efforts will be determined by the project team and CPC as the project progresses.

