

# Village of Williamsville Local Waterfront Revitalization Program Waterfront Advisory Committee Meeting Summary

**Date of Meeting:** April 04, 2019  
**Meeting Time:** 6:00 PM  
**Meeting Location:** Williamsville Village Hall

**Attendees:**

<input checked="" type="checkbox"/>	Dan Delano	<input type="checkbox"/>	Wes Stone
<input checked="" type="checkbox"/>	Maggie Winship	<input type="checkbox"/>	Sheryl Davies
<input checked="" type="checkbox"/>	Ben Vilonen	<input type="checkbox"/>	Judy Kindron
<input checked="" type="checkbox"/>	Peter Warn	<input checked="" type="checkbox"/>	Matt Etu
<input checked="" type="checkbox"/>	Keaton DePriest	<input checked="" type="checkbox"/>	Bob Krieder
<input checked="" type="checkbox"/>	Deborah Rogers	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	Jane Vohwinkel	<input checked="" type="checkbox"/>	Wendy Salvati, WWS Planning
<input checked="" type="checkbox"/>	Marisa Riggi	<input checked="" type="checkbox"/>	Joel Bernosky, Buffalo Niagara Waterkeeper
<input type="checkbox"/>	Noel Bartlo	<input checked="" type="checkbox"/>	Emma Phillips, C&S

Welcome, Introductions and Role of the Waterfront Advisory Committee

A kickoff meeting of the Waterfront Advisory Committee (WAC) for the Village of Williamsville Local Waterfront Revitalization Program (LWRP) was held on April 4, 2019. The meeting commenced with a introductions of committee members who were present and their affiliation with the Village; attendees were provided copies of the meeting agenda and other materials for discussion. Wendy Salvati reviewed the role and responsibilities the committee members, who are expected to actively participate in the project, attend committee meetings, review and provide comments on draft report materials, assist with public outreach events and be ambassadors for the project throughout the community.

Wendy stated that all time spent by WAC members working on this project must be recorded so that the Village can keep a record of their in-kind service expenditures. This is important because it is part of the administration requirements for the grant and the State will need this information. So, meeting attendance (including public meetings), time spent on reviewing draft materials or attendance at the WRA site tours or other similar efforts must be kept track of by each member and provided to July Kindron or Maggie.

Wendy introduced Emma Phillips from C&S and Joel Bernosky from the Buffalo Niagara Waterkeeper, who are subconsultants for this project. Emma will be responsible for project mapping and the public

infrastructure components of the inventory. Joel will work on the natural resource elements, including water quality, habitats, wetland and flooding and erosion.

#### Review of Scope of Work/Project Schedule

Wendy Salvati explained that the LWRP is essentially a comprehensive plan for the waterfront (in this case Ellicott Creek), with focus specifically on the waterfront. She explained that an LWRP is a localized version of the NYS Coastal Management Program and, therefore, the Village must follow the New York State Department of State (DOS) format and meet certain requirements. An LWRP allows the Village to localize LWRP policies, devise local project recommendations, etc. to make sure the program serves the needs of the Village.

Wendy reviewed the scope of services, describing the individual tasks and planning process throughout the project. As report sections are completed, they will be provided to the committee for review and comments. She explained that the preliminary draft LWRP must undergo internal review by the DOS, which can take several months. There is also a required 60-day review period after the draft has been accepted by the State and Village, which will take another 2-3 months. Thus, the project could take up to two years to complete. Possible ways to expedite the process were discussed; if the State is taking a long time with their internal review, the Village Board will need to exert some pressure on them to try and get things moving forward.

Wendy also reviewed the project schedule and a summary of project work tasks, indicating that the first six months or so will involve delineation of the waterfront revitalization area (WRA) boundary, the completion of an inventory and analysis of existing resources and conditions in the WRA and public input. Thereafter, the 44 LWRP policies will be revised and project recommendations developed, including possible zoning or other regulatory changes. It was noted that some State policies will be revised, but there are others (such as air quality policies) that will not. This information will be vetted with the public through additional public outreach, as noted on the schedule. Wendy explained that it is important for the committee and project team to identify viable, realistic projects that can be undertaken by the Village to implement the LWRP. Unfortunately, the project budget does not allow for the development of concept plans or budget estimates for proposed projects.

#### Public Outreach Process and Plan

Wendy reviewed the draft Community Outreach Plan that was included in the agenda packet. She explained that this plan is required by DOS. After changes are made to the plan based on committee input, Wendy will submit it to the State to satisfy that contract requirement.

Wendy received input on what additional municipal officials, state and federal agencies, local agencies and committees, local business/property owners and others should be involved in the LWRP process. She also discussed the public meetings and other outreach efforts that will be undertaken for the LWRP.

The Public Information meeting will take place in June. This meeting will be commenced with a brief presentation and then attendees will be divided into groups for table discussions, using maps. Each table will have a moderator to ask questions and record comments. A summary of this meeting will be provided to the committee. The purpose of this meeting is to identify issues and opportunities in the WRA and a vision for the waterfront. Wendy said that a second public meeting will be conducted in toward the end of

the year to vet project recommendations and make sure we are on the right track with the report. A public hearing will be required prior to adoption of the LWRP by the Village Board.

Wendy discussed a site tour of the waterfront to conduct field reconnaissance and discuss issues and opportunities. She said that the committee should participate in this outing, which was scheduled for May 8<sup>th</sup> (May 9<sup>th</sup> rain date) at 10:00 am. The tour will commence at Village Hall. We will walk as much of the area as possible. Ben Vilonen and Pete Warn will get permission for the group to access certain private lands. Photographs will be taken, and other information recorded to assist with the inventory and analysis.

Wendy said that a stakeholders' meeting will likely be scheduled with local businesses and property owners with lands along the Ellicott Creek shoreline. The list of local businesses and others was further developed with the committee's input.

Representatives from the WAC and consultant team will also identify community events that would provide opportunities for gathering public input from other segments of the Village population. Maggie Winship suggested starting with the "Homecoming on Main" event on June 1<sup>st</sup>. Wendy said they could set up a table with project maps for the public to view and a survey questionnaire to help gather comments. The Art Festival in Glen Park in July is another opportunity to do the same thing.

In terms of communicating project activities and progress, Keaton DePriest will set up a webpage for the LWRP on the Village's website. WAC meeting summaries and publicity for public meetings and other events can be posted on this site. A comment form could also be posted to offer another means for gather input. Meetings will also be publicized through press releases to local papers and on the Village's Facebook page. Dan Delano mentioned using the "Next Door" feature on Facebook. Maggie said that the Village budgeted to do a mass mailing for the public information meeting to help increase attendance.

Wendy will utilize the comments gathered from the committee to finalize the outreach plan. She told the committee members to let her know if they thought of anything else that should be included in the plan.

#### LWRP Boundary

Wendy stated that because inland waterways were not included as a part of the State's original coastal management boundary, the Village needs to delineate the boundary for the WRA. She explained that areas that have a relationship with the waterfront or are affected by the waterfront should be included in the boundary. Because Ellicott Creek passes in and out of the southern portion of the Village, the boundary will be broken into two sub-areas. The boundary also includes two Village parks – Glen Park and Island Park, as well as a small portion of Amherst State Park. Using parcel maps of the Village, the committee helped the project team determine an appropriate boundary that includes important waterfront parcels and features in the vicinity of Ellicott Creek. An effort was made to have the boundary follow local streets or other recognizable features so that the narrative explanation does not have to include parcel descriptions (tax parcel section/block/lot data). Emma Phillips will use the mark ups to prepare a GIS maps of the WRA boundary.

#### Next Steps/Action Items

- Prepare and distribute the WAC committee meeting summary.
- Finalize the Community Outreach Plan and Process and submit to the committee and DOS.
- Prepare for the site tour that is scheduled for May 8<sup>th</sup>.

- Prepare draft WRA boundary map and the Section 1 boundary narrative and provide to committee.
- Prepare a draft table of contents and provide to committee.
- Commence preparation of the Section 2 - inventory and analysis
- Prepare for attendance at the Homecoming on Main Street event on June 1<sup>st</sup>.

The next WAC meeting will be tentatively scheduled for the last week of May. At that meeting the committee will discuss the findings of the site tour and comments on the boundary narrative (Section 1) and map, prepare for the public information meeting to be held in mid to late June and discuss preparations for attendance at the June 1<sup>st</sup> event.

Meeting adjourned at 7:45 pm.

Respectfully Submitted,

*Wendy Weber Salvati*