Implementation

This comprehensive plan update for the Town of Evans and Village of Angola, serves as the policy and guidance document for growth and investment in the community over the next 10-12 years, including local decision-making, zoning, budgeting, grants, and coordination with other entities. Making the vision for the community a reality will take time, but it cannot be done without a plan for how to implement it. This section outlines various strategies, tools, and implementation actions that need to be considered moving forward for not only local government and elected officials, but also other boards, groups, organizations, and the community-at-large.

Strategies...

- **Daily use** - The plan should be used on a regular basis by the Town/Village government as well as local boards (Planning, Zoning Board), committees, and other municipal departments to evaluate plans, prioritize initiatives and projects, encourage investment, seek grants, and other related actions. Continued use and dialogue helps to ensure that service and delivery of actions are in line with the goals of the plan.





- **Alignment** - This plan will not be the only one that guides the community on land use, community policies, investments, projects, and other initiatives/efforts. As a result, there will likely be some overlapping elements or additional details that build on other plans. The Town/Village should continue to reference and coordinate long-term efforts and actions with current or new planning documents to ensure consistency between planning them, working towards realizing the community vision and identify the most appropriate actions to achieve goals.
- **Community Engagement** - All local government boards and committees act as "cheerleaders" for the plan, emphasizing its importance, building capacity and community support, and, more importantly, keeping the community engaged in the process. Although residents and other stakeholders were involved in the update of the plan, involvement should not stop there. Maintaining an open dialogue and interacting with the community is key for successful implementation.



- **Plan review/evaluation** - Annual reviews of the plan should be undertaken with respect to progress, completion of actions, current conditions, and setting priorities for the coming year. This review can be done by a number of entities, including the Planning Board, Town/Village Board, a joint board, or a special implementation committee (see ***Tools…*** section), but should prepare a progress report to the community that includes at a minimum:

  ⇒ *A list of implemented projects/programs/ initiatives that have been completed during the year;*

  ⇒ *The status of any actions that are currently underway and not yet completed and an evaluation as to whether the action is working or not;*

  ⇒ *An evaluation of change potential changes that need to be made to any actions that are not working and identify ways to make it better;*

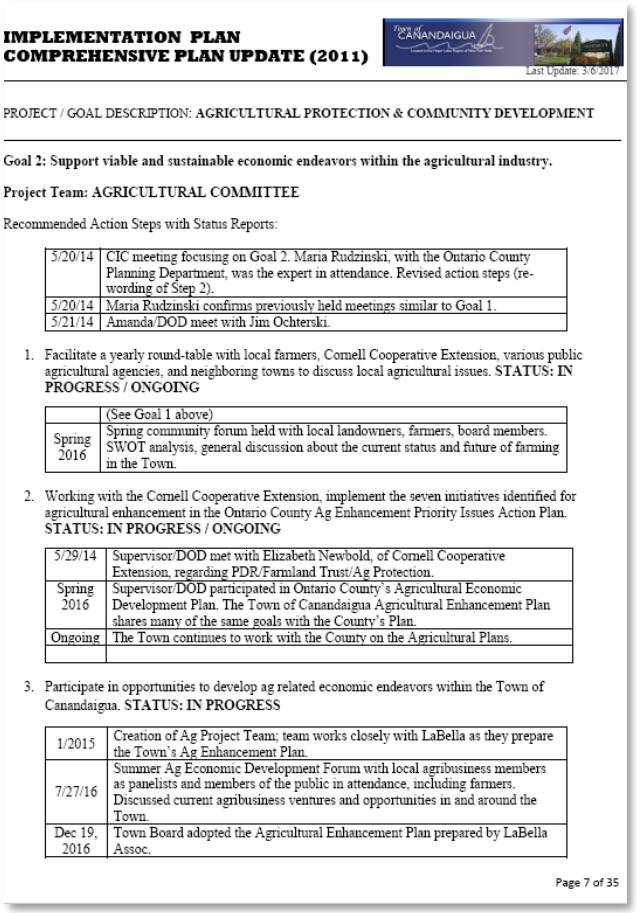
  ⇒ *Recommendations for priority action items to be considered for implementation for the next year.*

- **Amendments** - A comprehensive plan is a "living document;" it is intended to guide the community, but also respond to changing needs and conditions over time. As changes occur and new issues arise, the plan should be reviewed and revised as necessary, taking into account a thorough analysis of immediate needs and long-term effects of any revisions. In some cases, a slight modification to an action item could be all that is required while the overall goal still applies.

Tools...

- **Plan Adoption** - One of the first actions that the Town & Village must undertake is the official adoption of the Comprehensive Plan. This will ensure that both communities fully support the goals, objectives, and actions contained within it and can begin to implement it using a variety of approaches as outlined on these pages.

As an example, the Town of Canandaigua (Ontario County, NY), utilizes a variety of implementation committees with formal progress reports provided to the Town Board.



IMPLEMENTATION PLAN
COMPREHENSIVE PLAN UPDATE (2011)

Last Update: 3/6/2017

PROJECT / GOAL DESCRIPTION: **AGRICULTURAL PROTECTION & COMMUNITY DEVELOPMENT**

Goal 2: Support viable and sustainable economic endeavors within the agricultural industry.

Project Team: AGRICULTURAL COMMITTEE

Recommended Action Steps with Status Reports:

5/20/14	CIC meeting focusing on Goal 2. Maria Rudzinski, with the Ontario County Planning Department, was the expert in attendance. Revised action steps (re-wording of Step 2).
5/20/14	Maria Rudzinski confirms previously held meetings similar to Goal 1.
5/21/14	Amanda/DOD meet with Jim Ochterski.

1. Facilitate a yearly round-table with local farmers, Cornell Cooperative Extension, various public agricultural agencies, and neighboring towns to discuss local agricultural issues. **STATUS: IN PROGRESS / ONGOING**

	(See Goal 1 above)
Spring 2016	Spring community forum held with local landowners, farmers, board members. SWOT analysis, general discussion about the current status and future of farming in the Town.

2. Working with the Cornell Cooperative Extension, implement the seven initiatives identified for agricultural enhancement in the Ontario County Ag Enhancement Priority Issues Action Plan. **STATUS: IN PROGRESS / ONGOING**

5/29/14	Supervisor/DOD met with Elizabeth Newbold, of Cornell Cooperative Extension, regarding PDR/Farmland Trust/Ag Protection.
Spring 2016	Supervisor/DOD participated in Ontario County's Agricultural Economic Development Plan. The Town of Canandaigua Agricultural Enhancement Plan shares many of the same goals with the County's Plan.
Ongoing	The Town continues to work with the County on the Agricultural Plans.

3. Participate in opportunities to develop ag related economic endeavors within the Town of Canandaigua. **STATUS: IN PROGRESS**

1/2015	Creation of Ag Project Team; team works closely with LaBella as they prepare the Town's Ag Enhancement Plan.
7/27/16	Summer Ag Economic Development Forum with local agribusiness members as panelists and members of the public in attendance, including farmers. Discussed current agribusiness ventures and opportunities in and around the Town.
Dec 19, 2016	Town Board adopted the Agricultural Enhancement Plan prepared by LaBella Assoc.

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- **Implementation Committee(s)** - As outlined under ***Strategies… Annual review/ evaluation***, various entities can be responsible for "leading the charge" on plan implementation, review, and evaluation. One such method is through the use of an implementation committee, which can be made up of past/present board members, residents, stakeholders, and/or other community volunteers who can assist in the process.

  In addition to an annual review of the overall status of the plan, smaller, individual committees could be formed to tackle certain topics, providing a more fine-tuned approach and spreading responsibility out to the broader community. Ultimately, the Town Board/Village Trustees will be responsible for determining the best course of action for implementation; this is just one example among many.

- **Local Regulations** - One of the most effective means of implementing the objectives of any plan is through zoning and other local regulations. Following adoption of the plan, it is recommended that the Town perform a thorough review of the existing zoning code, subdivision regulations, site plan, and other development standards and consider amendments as appropriate to carry out the goals of the plan. Amendments may include changes to review processes, permitted uses, district boundaries, lot sizes, etc. with any regulatory changes subject to public review and comment. As a guidance document, the Plan provides general direction for land use policies; it is not a directive for *carte blanche* rezoning.

- **Town/Village Budget** - From the perspective of the Town Board, reference to the plan when developing the budget and capital expenditures is one of the more critical connections to carrying out the goals and strategies. Communities have a variety of sources of revenue for community improvement projects, primarily from local property taxes, but also tax funds, grants, receipts, fines, and other fees. When developing the budget, the Town budget should coordinate its efforts with the Comprehensive Plan as it provides a framework for decision-making and identifies specific actions that could be incorporated into the budget each year.

- **Capital Program** - As with many efforts, the Plan identifies a number of projects/ actions that relate to public improvements that can only be carried out by the Town. Financial resources will always be limited and public dollars must be spent wisely; therefore, the use of a capital improvement program allows the Town to prioritize their long-term spending for public improvements, typically over a 3-5 year timeframe, for the most desirable or effective projects/actions that while remaining within budget constraints. The objectives and action items should be referenced when developing the capital improvement program to ensure higher priority projects are incorporated where appropriate.

Funding Opportunities

In addition to local funding, various other sources exist for the Town and Village to carry out the projects, programs, and other actions contained within the plan. The current nature of grant funding in New York State, administered through the Consolidated Funding Application (CFA) changes yearly, though the grants listed below are generally available each cycle, beginning in late spring. As these funding sources become available, Evans and Angola should review the list of action items and identify the potential grants that could utilized.



Consolidated Funding Application (CFA)

- Empire State Development – Strategic Planning and Feasibility Studies, Grant Funds,
- Community Development Block Grant (CDBG) Program
- New York Main Street Program
- Parks, Recreation & Historic Preservation – Environmental Protection Funds, Recreational Trails Program
- Department of State – Local Waterfront Revitalization Program, Local Government Efficiency
- Department of Environmental Conservation/Environmental Facilities Corp. – Wastewater Infrastructure Engineering/Planning Grant
- Environmental Facilities Corp. – Green Innovation Grant Program
- Climate Smart Communities Program
- State Council of the Arts – Arts and Culture Initiatives
- Department of Agriculture and Markets - Farm to School, Waste Storage and Transfer System Program, Amendments to Local Laws

NYS Department of Transportation

- Consolidated Local Street & Highway Improvement Program (CHIPS)
- Statewide Transportation Improvement Program (STIP)
- Transportation Enhancement Program (TEP)

- Pedestrian Safety Action Plan (PSAP)
- BRIDGE NY

Greater Buffalo Niagara Regional Transportation Council (GBNRTC)

- Transportation Alternatives Program (TAP)
- Congestion Mitigation and Air Quality Improvement Program (CMAQ)
- Unified Planning Work Program (UPWP)

Submitting grant applications requires significant effort from the Town/Village and any consultants utilized in preparation and delivery. The plan update provides the important first step in laying out the goals, objectives, and desired actions that can easily be used to support any application. In fact, many applications provide additional scoring points to those communities that have updated plans as they clearly show direction for actions. In addition, highlighting partnerships for each action identifies potential joint efforts and application, which can also increase scoring for grants.

Prior to any grant application, the Town and/or Village should:

- Discuss joint opportunities with other communities and/or organizations
- Ensure adequate funding can be dedicated to the project - some grants require the Town to front the entire project cost and then submit the final project to be reimbursed a percentage. Local matches range from none to 75%, with a 50/50 match most common, and a certain amount in the form of cash.
- Discuss and involve any stakeholders on the project, especially if it involves non-Town owned lands. Formal letters or memorandums of understanding should be prepared.
- Reach out to local representatives, community organizations, regional groups, and other influential entities for letters of support for the project.
- Solicit a grant writing consultant if applicable (service fee may apply).
- Assemble background information including finances and government organizational structure.
- Prepare a resolution of support noting dedication of local funds.
- Begin outreach of the project to REDC and other influential organizations to increase visibility.

While this information is not required for all grants, understanding the level of effort and documentation puts Evans and Angola on solid footing and better prepared to write a successful grant.