

# VILLAGE OF ALEXANDRIA BAY

## LOCAL PLANNING COMMITTEE MEETING #4 SUMMARY

<b>Purpose:</b>	Local Planning Committee (LPC) Meeting #4
<b>Date and Time:</b>	September 16, 2024, 12:30 – 2:30 pm
<b>Location:</b>	Community Meeting Room, 110 Walton St., Alexandria Bay, NY 13607
<b>Agenda:</b>	<ol style="list-style-type: none"><li>1. Welcome &amp; Code of Conduct Reminder</li><li>2. Project Schedule Update</li><li>3. Refined Projects List Discussion</li><li>4. Next Steps</li><li>5. Public Comment</li></ol>

### Welcome & Code of Conduct Reminder

#### Discussion

Jaclyn Hakes (MJ) welcomed and thanked those in attendance at Local Planning Committee Meeting #4.

Judy Fulmer then read the NY Forward meeting Preamble aloud:

*Each Local Planning Committee Member is reminded of their obligation to disclose potential conflicts of interest with respect to projects that may be discussed at today's meeting. If you have a potential conflict of interest regarding a project you believe will be discussed during the meeting, please disclose it now and recuse yourself from any discussion or vote on that project. For example, you may state that you, or a family member, have a financial interest in the project, or you are on the board of the organization proposing the project. At this time, are there any recusals that need to be noted? Please inform the LPC co-chairs during the meeting if the need to disclose a conflict arises unexpectedly, and then recuse yourself from discussion or voting on the project. As we continue through the planning process, recusal forms will be required from anyone with an identified potential conflict to be kept on file with the Department of State.*

Jaclyn Hakes (MJ) then continued with a brief overview of the meeting agenda:

- Welcome & Code of Conduct Reminder
- Project Schedule Update
- Refined Projects Lists Discussion
  - Projects Ready to Advance
  - Projects Needing More Information
  - Projects Not for NY Forward
- Next Steps
  - Public Engagement
  - LPC Meeting #5



## Welcome & Code of Conduct Reminder

### Discussion

- Public Comment

### Key Decisions & Outcomes

N/A

## Project Schedule Update

### Discussion

Jaclyn Hakes (MJ) highlighted the expected timeline for the remaining key milestones of the NY Forward process, between September - November.

#### May:

- LPC Kick-off
- Vision, Goals, & Strategies
- 1<sup>st</sup> Public Engagement

#### June:

- Downtown Profile (Draft)
- Vision, Goals, & Strategies
- Open Call for Projects

#### July:

- Open Call for Projects
- Downtown Profile (Final)

#### August:

- Preliminary Project List
- Project Coordination
- Project Development
- Draft Profiles

#### September

- 2<sup>nd</sup> Public Engagement
- Strategic Investment Plan (Draft)
- Final Project Profiles

#### October/November

- LPC to vote on final slate of projects
- NY Forward Strategic Investment Plan (Final)

### Key Decisions & Outcomes

N/A



## Refined Projects List Discussion (slides 7-17)

### Discussion

Jaclyn Hakes (MJ) provided an overview of the NY Forward program goals, eligible/ineligible project types and activities, project match, and decarbonization.

Jaclyn Hakes (MJ) also reminded the Committee of the downtown Alexandria Bay vision, goals, and strategies to help aid in project evaluation.

#### NY Forward Program Goals

- Create an active downtown with a mix of uses
- Provide diverse employment opportunities for a variety of skill sets and salary levels
- Enhance downtown living and quality of life
- Create diverse housing options for all income levels
- Grow the local property tax base
- Provide enhanced public space that serve those of all ages and abilities
- Encourage the reduction of greenhouse gas emissions

#### What are the eligible project types?

- Public Improvements Projects
- New Development and/or Rehabilitation of Existing Downtown Buildings
- Branding and Marketing
- Small Project Grant Fund

#### Ineligible Project Types/Activities

- Planning Activities
- Operations and Maintenance
- Pre-award Costs
- Property Acquisition
- Training and Other Program Expenses
- Expenses related to Existing Programs
- Stand-alone Parking Projects

#### Project Match & Decarbonization

- 40% minimum match for private projects preferred locally (25% minimum required for NY Forward)
- No match requirement for public or non-profit projects
- Total project cost must be a minimum of \$75,000 (except small projects fund)
- New construction, building additions over 5,000 square feet (SF) and some substantial renovations over 5,000 SF will be required to meet decarbonization standards

Ms. Hakes continued with a brief explanation of the Downtown Alexandria Bay Vision and Local Goals and Strategies.

Jaclyn Hakes (MJ) described what makes an idea into a viable project:

- Eligible project activities.
- A project sponsor that has the legal authority and capacity to implement the project.
- Clear project scope and plans and a detailed budget.
- Sufficient financing.



## Refined Projects List Discussion (slides 7-17)

### Discussion

- Site control or demonstrated ability to acquire the property or receive permission to implement a project.
- Readiness and capacity to implement the project within two years of NYF funding.

Ms. Hakes then displayed examples for Completed/Awarded Projects from previous Downtown Revitalization Initiatives.

### Key Decisions & Outcomes

N/A

## LPC Evaluation (slides 18-52)

### Discussion

Jaclyn Hakes (MJ) provided an overview of the Preliminary Project List from LPC meeting #3:

- 12 Projects Ready to Advance
- 10 Projects Need More Information
- 8 Projects Not for NY Forward
- \$9.5 Million in Requested Funds
- \$10.1 Million in Total Project Costs
- LPC to develop a slate of recommended projects for inclusion in the Strategic Investment Plan
- The slate of projects should represent a NYF request of between **\$6-\$8 million**

Alan Taylor presented the recommendations from LPC Work Session on August 27th:

- **12** Projects Ready to Advance/Needs More Information
- **18** Projects Not for NY Forward
- **\$8.0** Million in Requested Funds
- **\$9.2** Million in Total Project Costs

Projects Ready to Advance / Needs More Information

- A01 James Street Improvements and Upper James Pedestrian Plaza
- A02 Riverwalk and Old Chamber Building Improvements
- A05 Improvements to the Chamber of Commerce Building
- B04 Renovate 27 James Street into Mixed Use Property
- B06 Beautify and Secure Hutchinson's Boat Works
- B09 Renovations of 20 Walton Street
- B12 Renovate 23 James Street for Additional Apartments
- B15 Renovate Old Homestead for 2nd Floor Apartment
- B18 Renovating 34 James Street with New Housing
- B23 Repair Historical Society Museum Headquarters
- C01 Create a Small Project Fund for Downtown Alexandria Bay
- D01 Create a Downtown Branding and Wayfinding Strategy

Total NYF Request of \$8,005,726

Projects not for NY Forward



## LPC Evaluation (slides 18-52)

### Discussion

- B01 – Dark Island Spirits Enclosed Space Development
- B02 – 51 Church Extension, Renovation, and Interior
- B03 – Renovate 2 Fuller Street to add Residential Space
- B05 – Renovate 19 Church Street with Exterior Focus
- B07 – Renovate 23 Church Street
- B08 – Revitalize the Local Bakery & Diner for Year-round Operations
- B10 – Conversion of 11-13 James Street
- B11 – Renovate 76 Church Street to Preserve Rental Housing
- B13 – Develop Garden Apartment Family Housing
- B14 – 20 James Street Remodel for Mixed Use
- B16 – Renovate 12 James Street
- B17 – Renovation of 18-20 Sisson Street Properties
- B19 – Restoring the Beautiful River Living Furniture and Giftware
- B21 – Redevelop 2 Housing Units at 94 Walton Street
- B22 – Moving Visitors Around the Bay (Kiosks)

Jaclyn Hakes (MJ) then displayed a map that MJ prepared following the LPC Work Session - with proposed projects marked and identified.

Ms. Hakes reminded the LPC of Key Considerations for discussion:

- Does the project align with the local goals and vision?
- Is the project transformative to the downtown?
- Is the project ready to proceed?

Jennifer Ceponis (MJ) then began providing project overviews for LPC evaluation.

#### **A01 James Street Improvements and Upper James Pedestrian Plaza** Municipal Project

- Total Cost: \$3,484,356
- NYF Request: \$3,484,356
- Sponsor Match: Not required for public projects
- Recusals: None

LPC Discussion:

- Project would be functionally impactful
- Pedestrian safety improvements
- Public gathering and information space
- Beautification of James Street
- Partnerships will strengthen project

Project Updates:

- Updated budget, new funding request is \$3,002,891
- Budget and scope to be refined
- Reviewing road needs
- Plaza revisions underway



# LPC Evaluation (slides 18-52)

## Discussion

### LPC Comments

- One member suggested that the project can advance with continued review for potential budget adjustments.
- The LPC stated that the project is set to advance

### **A02 Riverwalk & Old Chamber Building Municipal Project (Village)**

- Total Cost: \$1,767,606
- NYF Request: \$1,767,606
- Sponsor Match: Not required for public projects
- Recusals: None

### LPC Discussion:

- Public gathering and information space
- Wayfinding enhancements
- Beautification of park
- Downtown respite
- Partnerships will strengthen project

### Project Updates:

- Budget and scope refined, new funding request is \$1,344,023
- Interior building assessment is needed

### LPC Comments

- Yes, to advance

### **A05 Improvements to the Chamber of Commerce Building Municipal Project (Town)**

- Total Cost: \$534,000
- NYF Request: \$534,000
- Sponsor Match: Not required for public projects
- Recusals: Alan Taylor

### LPC Discussion:

- Preservation of historic building
- Accessibility improvements
- Ask sponsor if they can provide match
- Sponsor has capacity to implement project

### Project Updates:

- Any match contribution would need Town Board approval
- Town continues to maintain building
- Either short-term borrow or finance with existing funds
- Provided budget breakdown from Town Engineer with 20% contingency
- Flexible with project start date
- Can provide rendering

# LPC Evaluation (slides 18-52)

## Discussion

### LPC Comments

- Members questioned the timing of the sponsor approving a match due to the process of Town Board
- The LPC stated that were comfortable with advancing the project with a 0% match.

### **B04 Renovate 27 James (Bay House Artisans) into Mixed Use Property** Private Project

- Total Cost: \$850,000
- NYF Request: \$510,000
- Sponsor Match: 40%
- Recusals: None

### LPC Discussion:

- Project has transformative potential
- Adds year-round retail and studio space
- Adds residential opportunities
- Provides exterior spaces and connections
- Sponsor has capacity to implement project

### Project Updates:

- Provided ownership documentation
- Apartments to be for seasonal workforce
- Off-street parking for tenants and employees
- Provided pro-forma income statement
- Estimate was created by sponsor's development corporation
- No renderings available

### LPC Comments

- It was clarified that the rental units would be workforce housing
- Yes, to advance

### **B06 Beautify & Secure Hutchinson's Boat Works, 26 Bethune St. & 25-26 Crossman St** Private Project

- Total Cost: \$99,800
- NYF Request: \$59,880
- Sponsor Match: 40%
- Recusals: Mike Putnam

### LPC Discussion:

- Creates a safe and attractive connection from village dock to downtown
- Beautification of properties
- Incorporates historic signage and murals
- Sponsor has capacity to implement project

### Project Updates:

- Provided revised budget, renderings, and bank commitment letter



## LPC Evaluation (slides 18-52)

### Discussion

- Scope refinement included change from 3 to 2 murals included in the funding request (no cost change).
- Estimated project costs are conservative and include a 10-15% buffer
- Sign installation costs may be reduced

#### LPC Comments

- MJ explained that the sponsor shifted budget line items to align with eligible NYF activities, although, NYF request remains the same
- MJ will remove the disposal of boats within the project description
- Yes, to advance

#### **B09 Renovations of 20 Walton St. | Private Project**

- Total Cost: \$150,000
- NYF Request: \$90,000
- Sponsor Match: 40%
- Recusals: None

#### LPC Discussion:

- Renovation of historic building
- Activation of vacant storefronts
- Supports housing need in village

#### Project Updates:

- Needs additional time for estimates
- Provided funding letter from bank
- Will supply a simple floor plan but does not plan on providing renderings
- Decarbonization is not required if all work is limited to the first floor

#### LPC Comments

- One member voiced their concern of there being no green space available to tenants if first floor housing were constructed. There would be no room for objects like trashcans, bikes, etc.
- Members had questions about the intended use of the first floor – will it be used for housing or renovated for commercial use
- The LPC requested more information be provided by the sponsors, specifically the details of the first-floor improvements, and gave the sponsors until Sept. 20 at 5:00 pm to submit additional information.
- Additional information needed for future LPC evaluation.

Melia Hema (MJ) presented overviews on the remaining advancing projects.

#### **B12 Renovate 23 James St into Additional Apartments** Private Project

*\*Project Withdrawn by Sponsor*

- Total Cost: \$800,000
- NYF Request: \$480,000
- Sponsor Match: 40%
- Recusals: Judy Fulmer





## LPC Evaluation (slides 18-52)

### Discussion

#### LPC Discussion:

- Importance of façade improvements
- Additional housing opportunities
- Additional retail space
- Needs detailed scope/project description

#### Project Updates:

- Sponsor withdrew application for funding

#### **B15 Renovate Old Homestead for 2<sup>nd</sup> Floor Apartment, 30 James St.** Private Project

- Total Cost: \$280,000
- NYF Request: \$168,000
- Sponsor Match: 40%
- Recusals: Alan Taylor

#### LPC Discussion:

- Additional housing opportunity
- The preservation of the signage on the building is critical to the character and history of the village

#### Project Updates

- Additional information is needed before the sponsor can make a decision about combining the building and signage projects
- Additional financial information provided

#### LPC Comments:

- Yes, to advance

#### **B18 Renovating 34 James St. with New Housing | Private Project**

- Total Cost: \$450,000
- NYF Request: \$270,000
- Sponsor Match: 40%
- Recusals: Alan Taylor

#### LPC Discussion:

- Additional housing opportunities
- Addition of downtown restaurant
- Façade improvements are needed

#### Project Updates:

- Two long-term rentals
- Estimates \$200/SF for the complete renovation
- Sponsor will cover additional expenses
- No renderings or layout available

# LPC Evaluation (slides 18-52)

## Discussion

### LPC Comments:

- Need a clearer project description, specifically the first-floor plans and a detailed budget indicating which expenses are expected to be reimbursed and which will be covered by other financing obtained by the sponsor.
- LPC requested additional information from sponsor and set a deadline of Sept. 20 at 5:00 pm
- Additional information needed for further LPC evaluation

### **B23 Repair Historical Society Museum Headquarters, 36 Market St. | Non-Profit Project**

- Total Cost: \$153,140
- NYF Request: \$153,140
- Sponsor Match: Not Required
- Recusal: Cindy Nelson

### LPC Discussion:

- Building and museum are tourist destinations and activity generators
- Preservation of a significant historic building
- Potential pipeline project candidate

### Project Updates:

- Applied for the EPF Parks, Preservation, and Heritage Grant through the CFA
- Project sponsor provided details on exterior improvements needed

### LPC Comments:

- Yes, to advance

### **C01 Create a Small Project Fund for Downtown Alexandria Bay | Municipal Project**

- Total Cost: \$408,000
- NYF Request: \$300,000
- Sponsor Match: 36%
- Recusals: Alan Taylor

### LPC Discussion:

- Improves the appearance and consistency of the downtown
- Demonstrated support is needed

### Project Updates:

- 3 letters of interest were submitted
- Sidewalk connections leading up to a property/stairs are eligible
- Projects not advancing might have components eligible for the small projects fund (i.e. façade improvements, signage, permanent equipment, public art, etc.)
- Funding request is flexible, up to \$300,000

### LPC Comments:

- DOS clarified that if this project is selected then another application process for the fund would occur. The Village would then work with the office of Homes and Community Renewal to manage the fund.

# LPC Evaluation (slides 18-52)

## Discussion

- Yes, to advance

### **D01 Branding and Wayfinding | Municipal Project**

- Total Cost: \$250,000
- NYF Request: \$250,000
- Sponsor Match: Not required for public projects
- Recusals: None

#### LPC Discussion:

- Contributes to aesthetic improvements of downtown
- Would provide consistency in signage
- Would improve vehicular and pedestrian wayfinding

#### Project Updates:

- Print materials will be removed from the project budget and scope
- Coordination with partners needed to realize this project
- Merge project B22 (kiosks)

#### LPC Comments:

- Yes, to advance

Jen Ceponis (MJ) then continued with presenting the Potential Pipeline Projects

- A03 – Core Streetscape Extension
- A04 – Scenic View Park & Casino Island Improvements
- B20 – The Inn at Bonnie Castle Renovation

DOS explained that the pipeline projects give credence to future grant applications.

### **A03 Core Streetscape Extension** Municipal Project

- Total Cost: \$ 2,790,562
- NYF Request: \$ 2,790,562
- Sponsor Match: Not required for public projects
- Recusals: None

### **A04 Scenic View Park & Casino Island Improvements** Municipal Project

- Total Cost: \$ 1,575,871
- NYF Request: \$ 1,575,871
- Sponsor Match: Not required for public projects
- Recusals: None

### **B20 The Inn at Bonnie Castle Renovation** Private Project

- Total Cost: \$ 1,600,000
- NYF Request: \$ 1,600,000
- Sponsor Match: 40%
- Recusals: None

## LPC Evaluation (slides 18-52)

### Discussion

LPC Comments:

- Members mentioned that the scope and costs don't align but expressed the importance of maintaining resorts in the area.

### Key Decisions & Outcomes

- MJ will continue to review the design elements for Project A01
- MJ will contact sponsors from both B09 and B18 and inform them that they have until Friday, Sept. 20 at 5:00 p.m. to submit required project details.
  - MJ will email the LPC members with any updates pertaining to those projects

## Next Steps

### Discussion

Jaclyn Hakes (MJ) then discussed the next steps for the LPC.

#### LPC Vote on Slate of Projects:

Voting Process to take place at LPC #5

- Completed ballots will be signed and submitted to MJ Team
- LPC members will be required to mark a box to recuse themselves from voting on individual project(s) if applicable
- Complete Recusal Form if needed

Jaclyn Hakes (MJ) provided an updated NYF funding request for the projects identified as advancing is \$6.6 million after project discussions took place.

#### Next Steps

- Outreach to project sponsors for additional information and materials for project profiles (MJ)
- Consultant review of projects/project sponsor coordination – **September**
- Public Engagement #2 – **September 24th 5:30 –7:30 pm**
- LPC #5 – **October 7th 12:30 – 2:30 pm**
  - Potential vote on slate of projects to recommend for NY Forward funding consideration.
- Draft Strategic Investment Plan – **Sept. – Oct.**

### Key Decisions & Outcomes

Jaclyn Hakes (MJ) explained that the project budgets will be rounded to the nearest thousand and that MJ will summarize the Open House results.



<b>Public Comment</b>	
<b>Discussion</b>	
<p>Jaclyn Hakes (MJ) opened the meeting for public comment.            A member of the public commented:            They stated that the process was clear and supporting materials and meetings provided clear guidance to sponsors. Certain timelines in the application could be difficult but feasible.</p>	
<b>Key Decisions &amp; Outcomes</b>	
N/A	

This meeting summary conveys our understanding of the items discussed and agreements reached at this meeting. Please forward any additions, corrections, and/or questions to my attention.

Submitted by:  
 Melia Hema, MJ Engineering and Land Surveying, P.C.

cc: Consultant Team, State Team, Local Planning Committee

**Local Planning Committee (LPC)**

Name	Present
Judy Fulmer	<input checked="" type="checkbox"/>
Damon Draught	<input checked="" type="checkbox"/>
Cindy Nelson	<input checked="" type="checkbox"/>
Diane Recupero	<input checked="" type="checkbox"/>
Mark Reynolds	<input checked="" type="checkbox"/>
Alan Taylor	<input checked="" type="checkbox"/>

**State Partners**

Name	Present
Kylie Peck	<input checked="" type="checkbox"/>
Stephen Hunt	<input type="checkbox"/>



Jennifer Voss	<input checked="" type="checkbox"/>
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## Planning Support

Name	Present
Michael Putnam	<input checked="" type="checkbox"/>
Molly Briere	<input type="checkbox"/>

## Consultant Team

Name	Affiliation	Present
Jaclyn Hakes, Project Manager	M.J. Engineering	<input checked="" type="checkbox"/>
Jennifer Ceponis	M.J. Engineering	<input checked="" type="checkbox"/>
Melia Hema	M.J. Engineering	<input checked="" type="checkbox"/>