

VILLAGE OF ALEXANDRIA BAY

LOCAL PLANNING COMMITTEE MEETING #1 SUMMARY

Purpose:	Local Planning Committee (LPC) Meeting #1
Date and Time:	May 10, 2024, 1:00 – 3:00 PM
Location:	Community Meeting Room, 110 Walton St, Alexandria Bay, NY 13607

Welcome + Introductions

Discussion

Kylie Peck (DOS) welcomed and thanked those in attendance at Local Planning Committee Meeting #1. Kylie Peck (DOS) gave a brief presentation at the beginning of the workshop to provide an overview of the NY Forward process.

Members of the LPC, State Team, and consultant team then introduced themselves in turn:

- Kylie Peck, NYS Department of State
- Stephen Hunt, Empire State Development
- Judy Fulmer, LPC Co-Chair
- Damon Draught, LPC Co-Chair
- Cindy Nelson, LPC Member
- Mark Reynolds, LPC Member
- Alan Taylor, LPC Member
- Jaclyn Hakes, MJ Engineering, Consultant Team
- Kevin Schwenzfeier, MJ Engineering, Consultant Team
- Melia Hema, MJ Engineering, Consultant Team

Kylie Peck then continued with a brief overview of the meeting agenda:

- Welcome & Introductions
- NY Forward Program Overview
 - Code of Conduct
 - Goals & Planning Process
 - Project Requirements & Selection Process
- Public Engagement
- Alexandria Bay NY Forward Application
 - NY Forward Boundary
 - Vision and Goals
 - Downtown Opportunities & Challenges
- Visioning Session
- Next Steps
- Public Comment



Welcome + Introductions

Discussion

Kylie Peck noted that the roles of the LPC would be to:

- Guide development of the Strategic Investment Plan
- Support and learn from public engagement activities
- Attend monthly LPC meetings; may form work groups and/or convene working sessions
- Review and advise on NYF planning products and activities
- Review, provide input and evaluate potential NYF projects and recommend a selection for NYF Funding

The roles and responsibilities of the State:

- Provide guidance and expertise throughout planning process
- Manage and assist the consultants and community
- Ensure documents meet state and local goals and requirements
- Facilitate assistance from other State agencies
- Support contracting of projects awarded

The roles and responsibilities of the Consultants:

- Work with LPC and state to research, prepare and submit final NYF documents
- Facilitate public engagement with guidance from LPC
- Assist in identification, development and assessment of potential projects
- Manage meetings and event logistics and presentations

Key Decisions & Outcomes

N/A

NY Forward Program Overview

Discussion

Kylie Peck (DOS) 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.

Kylie Peck instructed members to use the Code of Conduct to guide service & actions while on the LPC.

- Guidelines, standards and procedures for Local Planning Committee (LPC) members to follow throughout the planning process



NY Forward Program Overview

Discussion

- All LPC members are required to serve and act in the public interest.
- LPC members will receive and must sign the Code of Conduct for Members of New York State Downtown Revitalization Initiative and NY Forward Local Planning Committees (Code of Conduct).

Remember **DAD**:

- **D**isclose conflicts of interest
- **A**ct in the public interest
- **D**isqualify if necessary

What does “acting in the public interest” mean?

- All LPC members will vote on a slate of projects to be recommended to the state for NYF funding.
- Voting will take place via an official LPC ballot to be submitted to the State.
- LPC members must recuse themselves from voting on individual projects where a conflict of interest exists.
- LPC members must follow the determinations made by the Ethics Officer in accordance with the Code of Conduct and other applicable laws.

Key Decisions & Outcomes

N/A

Program Goals and Planning

Discussion

Kylie Peck (DOS) continued by listing the NY State NY Forward Goals:

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

Kylie Peck stated that Local Goals will be defined at LPC Meeting #2.

NY Forward from Start to Finish

Apply:

- Communities prepared and submitted applications to REDCs
- REDCs nominated communities
- State announced winners

Plan:

April – December 2024



Program Goals and Planning

Discussion

- Local Planning Committees are established
- Community vision and goals are refined
- Projects are identified and refined
- LPC recommends projects to State

This step is the focus of the LPC

Implement:

- Final plans are submitted to the State
- Projects are selected and awarded

Planning Process

8-9 Month Timeframe (April – December 2024)

Visioning

- Refine the community's future vision, establish priorities and gather input.

Opportunities + Challenges

- Understand the community's unique characteristics and key opportunities.

Project Development + Education

- Identify, develop, and evaluate potential projects.

Project Recommendations

- Recommend projects that align with the community's goals.

Each community is led by a consultant team to guide the planning process, develop projects to recommend to the State, and document in a Strategic Investment Plan. This process helps ensure all voices are heard and projects are carefully considered.

Project Schedule & Scope

May

- LPC Kick-off
- Vision, Goals, & Strategies
- 1st Public Engagement

June

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

July

- Preliminary Project List
- Downtown Profile (Final)
- Project Development

August

- Project Sponsor Coordination
- Project Development
- Draft Project Profiles

September

- 2nd Public Engagement
- Strategic Investment Plan (Draft)
- Final Project Profiles

Program Goals and Planning

Discussion

October/November

- NY Forward Strategic Investment Plan (Final)

What are the eligible project types?

Kylie Peck continued by describing the different project types:

Public Improvement Projects:

- Streetscape and transportation improvements, recreational trails, new and upgraded parks, plazas, public art, green infrastructure, and other public realm projects.

Small Project Grant Fund

- A locally managed matching small project fund for small downtown projects, such as façade improvements, building renovations, business assistance, or public art.

New Development and/or Rehabilitation of Existing Downtown Buildings

- Development and redevelopment of real property for mixed-use, commercial, residential, not for profit, or public uses. Development / redevelopment should result in employment opportunities, housing choices or other community services.

Branding and Marketing

- Downtown branding and marketing projects that target residents, tourists, investors, developers and visitors.

Ineligible Project Types/Activities

- *Planning Activities.* All NYF funds must be used to implement projects.
- *Operations and Maintenance.* Funds cannot be used for on-going or routine expenses, such as staff salaries and wages, rent, utilities, and property up-keep.
- *Pre-award Costs.* Reimbursement for costs incurred before the completion of the Strategic Investment Plan and the announcement of funding awards is not permitted.
- *Property Acquisition.* NYF funds cannot be used for property acquisition.
- *Training and Other Program Expenses.* NYF funds cannot be used to cover continuous costs, such as training costs and expenses related to existing programs.
- *Expenses related to Existing Programs.* NYF funds cannot supplement existing programs or replace existing resources.
- *Standalone parking projects.*

Project Match Requirements & Decarbonization

- New construction, building additions over 5,000 SF and some substantial renovation over 5,000 SF will be required to meet decarbonization standards
- 40% minimum match for private projects preferred locally (25% minimum required for NYF)
- No match requirement for public or non-profit projects
- Total project cost must be a minimum of \$75,000 (except small project fund)
- LPC can set higher match requirements at their own discretion

Stephen Hunt (ESD) emphasized that the LPC should clarify that the committee itself is looking for a 40% minimum match. The larger the match offered by the project sponsor, the more competitive the project.

Program Goals and Planning

Discussion

How are projects identified?

Projects included in the community NY Forward application or projects are solicited through the Open Call for Projects.

- All potential projects must complete a NYF project submission through the Open Call, even if submitted in the NYF application
- The LPC will evaluate all projects based on the NYF Program criteria and community goals
- Not all solicited projects will be selected

Open Call for Projects

- Open Call for Projects provides an opportunity for community members, property owners, and business owners to submit projects for consideration
- Submission period will be open to the public for at least 4 weeks
- Applicants must complete a submission form with required information (available online or in hard copy at accessible locations)
- Simpler, parallel process for Small Project Fund

We are looking for projects that are ready to be implemented in the near term, are transformational, and are feasible!

Open Call for Projects begins after LPC 2 in June and is expected to close the end of July

How are projects evaluated?

The LPC will evaluate all projects based on the NYS NYF Program criteria and goals and local Alexandria Bay goals:

- *Eligible Project.* Projects must be one of the eligible project types.
- *Alignment with Local and State Goals.* Projects must advance the goals established by the LPC and the State for the NYF community.
- *Catalytic Effect.* Projects must have a significant positive impact on downtown revitalization
- *Project Readiness.* Projects should be well-developed and ready to proceed as soon as possible upon the award of funding.
- *Cost Effectiveness.* Projects must represent an effective and efficient use of public resources.
- *Co-Benefits.* Projects must result in benefits to the community, beyond just the project developer, such as: additional economic activity and improved quality of life.
- *Community Criteria.* The LPC may set additional criteria for their review (LPC #2 discussion)

What is the end goal of the planning process?

- Consensus on a recommended list of projects for funding consideration
- Submission of a Strategic Investment Plan to the State containing recommended list of projects
- Momentum and direction for downtown revitalization

Final Slate of Recommended Projects

- Final slate of projects takes into consideration feedback from the public and is finalized by the LPC
- The total amount of requested NYF funds will have a higher dollar amount than what will be awarded (\$6 - \$8 million)

Program Goals and Planning

Discussion

What happens after the planning process ends?

- State Agencies Evaluate Recommended Projects
- Funding Announcements are made by NYS
- Contracts are executed between State Agencies and Project Sponsors
- Project Implementation and Reporting

Announcements are typically made in the months following submission of Strategic Investment Plan Projects begin implementation once a contract is in place with NYS.

Project Implementation

- All awards are provided as a **reimbursement grant** – project sponsors must complete work before monies are provided
- Project sponsors will likely need to secure bridge financing to cover costs while project is being completed
- All awards are subject to **State requirements**, including MWBE goals, competitive procurement, etc.

Key Decisions & Outcomes

N/A

Public Engagement

Discussion

Jaclyn Hakes (MJ) presented the Public Engagement section and explained the following:

- Critical component of the NYF planning process!
- Lead by the consultant team
- Occurs throughout the process and is tailored specifically to each community's needs
- Activities should encourage participation from a broad and diverse population

Jacklyn Hakes (MJ) also explained the methods of public engagement.

Methods:

- Immersive Engagement
- Public Workshops (x2)
- Local outreach / Pop-ups / discussion groups
- LPC Meetings
- Open Call for Projects
- Online Engagement
- Business Survey
- Community Survey

How does Public Engagement Help This Process?

- Helps to craft / refine the downtown's vision, goals, and strategies
- Input on project types and community needs
- Feedback on proposed projects and transformative potential in downtown



Public Engagement

Discussion

General Timeline:

Visioning & Project Ideas:

- May – Engagement Session #1
- May/June – Stakeholder/ Community Outreach

Review Potential Projects:

- July/August – Community Outreach
- August/September – Engagement Session #2
- LPC #4 – Begin Project Evaluation

Public Comments/Input

- Ongoing: LPC Meetings
- Online Comment Form (website)
- www.AlexBayNYForward.com

Public Engagement – LPC feedback

- Are there important community groups or stakeholders we should reach out to?
- Community events / locations for outreach activities?
- Effective channels for notifications?
- Hard to reach groups we should engage?
- Engaging visitors?

LPC members suggested the following:

- Alexandria Bay Chamber of Commerce
- Village Website and Facebook
- The Rotary Club
- Constant Contacts
- Local Restaurants to share the information.
- The Fire Department Booth
- The Museum
- The Village Dock

Key Decisions & Outcomes

MJ will contact the recommended Village groups to assist in publicizing the public engagement.

Alexandria Bay NY Forward Application

Discussion

Kevin Schwenzfeier (MJ) then displayed and explained that the proposed NY Forward Boundary included areas not related to downtown Alexandria Bay. LPC members agreed the boundary could be made smaller and fit along with tax parcels. Consensus on an updated boundary was met.

Kevin Schwenzfeier (MJ) then continued by summarizing the projects proposed in the Village NY Forward Application.

Alexandria Bay NY Forward Application

Discussion

Overview of Proposed Projects

The following projects were included in the original Alexandria Bay NYF application as potential projects. They must submit a project form through the Open Call for Projects to be considered for funding.

- *Wayfinding & Tourist Attractions*
- *31 Holland: Bonnie Castle Resort & Marina*
- *43 Church: River Living Furniture & Giftware*
- *11-13 James: Multiple Commercial Units*
- *7 Market: Town of Alexandria*
- *9 Rock: American Legion Post 904*
- *23 James: A Bay International*
- *19 Church: Josie's Pizza @ The Bay*
- *54 Church: Reformed Church of 1,000 Isles*
- *30 James: Old Homestead*
- *20 Church, 24 Church, 9 Bolton, 39 Church, 13 Market, and 28 James: DBT Holdings*
- *Downtown: Historical Mural Committee*
- *23 Church: Navs Popcorn 1000 Islands*
- *Downtown Revitalization & Community Hub*
- *James Street Amenity Upgrades*

Key Decisions & Outcomes

The LPC discussed revising the NY Forward Boundary to include Casino Island and remove the entire northeast section that is disconnected from the rest of the area (starting at Starring Ave) and utilize the center of the marina watercourse as the boundary. The other changes include removing the parcels with only small portions within the boundary along the eastern boundary. This creates a clearer and more compact and walkable boundary. MJ will edit the NY Forward Boundary.

Visioning

Discussion

Kevin Schwenzfeier (MJ) displayed and read aloud the Vision from the NY Forward Application for the Village:

"Nestled along the stunning banks of the St. Lawrence River, the Village of Alexandria Bay envisions itself as a vibrant, year-round destination that celebrates its unique role as the heart of the Thousand Islands. Balancing economic vitality with environmental stewardship, the Village aims to revitalize its downtown as an inclusive hub of local culture, history, and natural beauty.

By fostering local business innovation, expanding housing options, enhancing public waterfront spaces, and prioritizing eco-friendly practices, Alexandria Bay is committed to enriching the quality of life for residents and offering an unforgettable experience for visitors.

Through collaborative efforts and sustainable planning, Alexandria Bay is a harmonious blend of natural wonder, community spirit, and economic opportunity."

Alex Bay Vision Pillars

1. *Economic Vitality*



Visioning

Discussion

By fostering a supportive environment for local businesses and entrepreneurs, Alexandria Bay will become a year-round destination that generates sustainable economic growth. We aspire to diversify our retail offerings, invest in local artisans, and attract innovative, eco-friendly enterprises.

2. *Social Inclusion*

Alexandria Bay aims to be a community where residents of all ages and visitors of all interests find something to connect with. Affordable housing, accessible public spaces, and programs that enrich the lives of our youth and elderly will be cornerstones of our revitalization efforts.

3. *Environmental Stewardship*

In everything we do, we will respect our privileged position as caretakers of the Thousand Islands and the St. Lawrence River. From implementing green infrastructure to developing eco-tourism, our endeavors will aim to protect and enhance our natural environment for future generations.

4. *Cultural & Historic Resonance*

Preserving and celebrating Alexandria Bay's unique history and culture will be at the forefront of our vision. The arts, historic landmarks, and local traditions will be integrated into the fabric of our revitalized downtown.

5. *Wellness & Recreation*

Building upon the St. Lawrence River's recreational opportunities, we aim to make Alexandria Bay a haven for wellness and outdoor activities, attracting residents and visitors to various experiences—from kayaking and fishing to yoga by the river.

Kevin Schwenzfeier (MJ) then explained what details need to be included within a vision.

Community Vision for Downtown

A Vision:

- Unifies a community's focus
- Provides guidance & direction for downtown revitalization
- Provides metric for evaluating projects

Visioning Exercise

LPC Members offering the following input on what the downtown will look like in 5-7 years:

- Continue eclectic look?
- Or have standard look and feel of Downtown?
- Embrace Eclectic reputation?
- Public space uniformity
- Historically made by individuals – not chains
- Downtown used to be year-round and vibrant
- Became seasonal
- Need more year-round businesses
- Define material that can be used for buildings (Building Design Standards)
- Housing (middle-income)
- Workforce to support businesses year-round.

Visioning
Discussion
LPC Members said that when they go downtown, they wish there was: <ul style="list-style-type: none"> • History walk • Bringing history into our future • An app that features a Village map and history
Key Decisions & Outcomes
MJ will revise the vision and translate the pillars into goals and strategies for NY Forward.

What's Next
Discussion
<p>Jaclyn Hakes (MJ) then discussed the next steps for the LPC.</p> <p>Next Steps:</p> <ul style="list-style-type: none"> • Establish regular LPC Meeting dates • Review, sign and return the Code of Conduct • Immersive Public Engagement #1 <ul style="list-style-type: none"> ○ May 28-29 • Downtown Profile <ul style="list-style-type: none"> ○ Research, mapping, data collection • Open Call for Projects • LPC Meeting #2 <ul style="list-style-type: none"> ○ Scheduled for Monday, June 24, 1-3 pm <p>Program resources can be found at: NY Forward https://www.ny.gov/programs/ny-forward</p>
Key Decisions & Outcomes
MJ will update the project website detailing the Public Engagement #1 and distribute publicity materials to the LPC.

Public Comment
Discussion
Kylie Peck (DOS) opened the meeting for public comment. No members of the public commented.
Following the public comment period, Kylie Peck thanked all those in attendance.
Key Decisions & Outcomes
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	✓
Damon Draught	✓
Cindy Nelson	✓
Diane Recuperero	✗
Mark Reynolds	✓
Alan Taylor	✓

State Partners

Name	Present
Kylie Peck	✓
Stephen Hunt	✓

Planning Support

Name	Present
Michael Putnam	✗
Molly Briere	✗

Consultant Team

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

DRAFT