

# VILLAGE OF ALEXANDRIA BAY

## LOCAL PLANNING COMMITTEE MEETING #3 SUMMARY

<b>Purpose:</b>	Local Planning Committee (LPC) Meeting #3
<b>Date and Time:</b>	August 12, 2024, 12:30 – 3:00 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. Community Engagement Update</li><li>4. Preliminary Projects List Discussion</li><li>5. Next Steps</li><li>6. Public Comment</li></ol>

### Welcome & Code of Conduct Reminder

#### Discussion

Jaclyn Hakes (MJ) welcomed and thanked those in attendance at Local Planning Committee Meeting #3. Ms. Hakes stated that the goal of today's meeting is to introduce each of the projects to the LPC.

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
- Community Engagement Update
- Preliminary Projects List Discussion
  - LPC Project Recusals
- Next Steps
- Public Comment



## Welcome & Code of Conduct Reminder

### Discussion

#### Key Decisions & Outcomes

- MJ will provide all received application materials to the LPC at midday on Tuesday, August 13th.
- The MJ Team will be responsible for reviewing all project costs.
- Each LPC Member will conduct an independent review of each project using the evaluation forms provided.
- A work session will be held in August for discussion of projects.
- Any decisions on projects will be conducted at LPC Meeting #4 in September.

## Project Schedule Update

### Discussion

Jaclyn Hakes (MJ) presented the expected timeline for key milestones of the NY Forward process, spanning the months of June to October/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

- NY Forward Strategic Investment Plan (Final)

#### Key Decisions & Outcomes

N/A



## Community Engagement Update

### Discussion

Kevin Schwenzfeier (MJ) provided a brief overview of the previous public engagement:

#### Alex Bay NY Forward Community Survey

- Alexandria Bay NY Forward Community Survey
  - Opened May 28<sup>th</sup> at Public Open House #1
  - Closed June 30<sup>th</sup>
- Online version was available at: [www.AlexBayNYForward.com](http://www.AlexBayNYForward.com)
- Paper copies were made available at Village Hall and Library.
- 74 Total Responses Received

#### Community Survey Highlights

- Demographic and Background Information
  - 81% of respondents are full-time residents.
  - Over 75% consider the Village's waterfront to be a huge attraction for visitors and residents.
  - Nearly 80% of respondents own property in Alex Bay.
  - 39% of respondents are age 40-64.
- Opportunities and Business
  - Majority of respondents would like to see improvements made to the waterfront and for the Village to provide resources/amenities for visitors.
  - Majority of respondents would like to see restaurants/cafés and retail/shopping downtown.
- When you think about what Alexandria Bay might be like in 15 years, what three words would you like to be able to use to describe the community to your friends/children/grandchildren?
  - The top responses were clean, quaint, family-friendly, vibrant, fun, beautiful, and friendly.

### Key Decisions & Outcomes

N/A

## Program Requirements Overview (slides 13-19)

### 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



## Program Requirements Overview (slides 13-19)

### Discussion

- 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

Reviewed Downtown Alexandria Bay Vision and Local Goals and Strategies.

### Key Decisions & Outcomes

N/A

## Preliminary Projects List Discussion (slides 20-57)

### Discussion

Jaclyn Hakes (MJ)

- Calls for projects launched June 26 and Due July 31<sup>st</sup>
- Office hours with consultant Team – Virtual
  - July 10, 2024, 12:00 PM – 1:00 PM
  - July 11, 2024, 3:00 PM – 4:00 PM
  - July 17, 2024, 1:00 PM – 2:00 PM
  - July 22, 2024, 9:00 AM – 10:00 AM
- All projects must have been submitted by the Call for Projects deadline in order to be considered for NY Forward



## Preliminary Projects List Discussion (slides 20-57)

### Discussion

- Project submittal was made available on Alexandria Bay NY Forward website: [www.AlexBayNYForward.com](http://www.AlexBayNYForward.com)
- All submitted proposals are included on initial projects list
- All proposals will be reviewed by the LPC & consultant team

Jaclyn Hakes (MJ) provided an overview of the preliminary project list:

- Highlights of Project Submissions
  - 30 Proposed Projects Received
  - \$19.5 Million in NY Forward Requested
  - \$22.5 Million in Total Project Cost
- Initial Consultant Screening of Projects
  - Reviewed NY Forward Eligibility, Decarbonization, and Project Sponsor Match
- Preliminary Projects List includes:
  - Project ID
  - Sponsor Name
  - Project Name
  - Location
  - Description
  - Total Project Cost
  - NY Forward Request
  - Sponsor Match Percentage

Projects are split into 4 different categories; numerical value DOES NOT signify priority:

- A – Public Improvement Projects
- B – New Development and/or Rehabilitation of Existing Downtown Buildings
- C – Small Project Grant Fund
- D – Branding and Marketing

Jaclyn Hakes (MJ) noted that the public improvement projects have been developed through coordination with the Village, should these projects be recommended by the LPC and funded by the State, full design and engineering of the projects will be required including public engagement. Recusals for public projects are not needed currently.

#### **A01 James Street Improvement and Upper James Pedestrian Plaza | Municipal Project (Village)**

- Total Cost: \$3,484,356
- NYF Request: \$3,484,356
- Sponsor Match: Not required for public projects
- Decarbonization: Not Applicable

As a municipal project, no recusals are necessary. It was noted that this project is the highest priority for the Village.



## Preliminary Projects List Discussion (slides 20-57)

### Discussion

#### **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
- Decarbonization: Not Applicable

As a municipal project, no recusals are necessary. It was noted that this project is the second highest priority for the Village.

#### **A03 Core Streetscape Extension | Municipal Project (Village)**

- Total Cost: \$2,790,562
- NYF Request: \$2,790,562
- Sponsor Match: Not required for public projects
- Decarbonization: Not Applicable

As a municipal project, no recusals are necessary. The Village decided to move this project to the **Not Advancing for NYF List** and include it as a pipeline project.

It was asked whether partial projects could be funded and answered that a phased approach to projects is possible depending on the project.

#### **A04 Scenic View Park | Municipal Project (Village)**

- Total Cost: \$1,575,870
- NYF Request: \$1,575,870
- Sponsor Match: Not required for public projects
- Decarbonization: Not Applicable

As a municipal project, no recusals are necessary. The Village decided to move this project to the **Not Advancing for NYF List** and include it as a pipeline project.

There was a question on whether Cindy Nelson, as a hospital employee, would have to recuse from discussion and answered that as no improvements were being made to the proposed shared parking area, likely not, but will work through legal department, if necessary.

#### **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
- Decarbonization: Not Applicable

Alan Taylor recused himself as a Chamber Board Member. It was noted that this project should be coordinated with the Village's efforts where any overlap exists.

#### **B01 Dark Islands Enclose Space, 42 Church St. | Private Project**

- Total Cost: \$180,000
- NYF Request: \$108,000

## Preliminary Projects List Discussion (slides 20-57)

### Discussion

- Sponsor Match: 40%
- Decarbonization: Not Applicable

There were no recusals for this project.

#### **B02 51 Church St. Extension Renovation and Interior for more Rental Options with the Village | Private Project**

- Total Cost: \$256,000
- NYF Request: \$256,000
- Sponsor Match: 0%
- Decarbonization: Not Applicable

There were no recusals for this project. This project was placed on the **Not Advancing for NYF List** due to the project match being under 40%. MJ sent an email to the project sponsor prior to the LPC meeting asking for clarification on their match amount. A response was not received by the given deadline.

#### **B03 Renovate 2 Fuller St (former bank) to Add Residential Space, Improve Public-Facing Qualities and Reduce Carbon Footprint | Private Project**

- Total Cost: \$400,000
- NYF Request: \$240,000
- Sponsor Match: 40%
- Decarbonization: Not Applicable

There were no recusals for this project.

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

- Total Cost: \$850,000
- NYF Request: \$510,000
- Sponsor Match: 40%
- Decarbonization: Applicable

There were no recusals for this project.

#### **B05 Renovate 19 Church St. (Josie's) Exterior Focus | Private Project**

- Total Cost: \$100,000
- NYF Request: \$60,000
- Sponsor Match: 40%
- Decarbonization: Not Applicable

There were no recusals for this project. It was noted that there are elements of this project and others that could be applied for as part of the proposed Small Project Fund.

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

- Total Cost: \$99,800



## Preliminary Projects List Discussion (slides 20-57)

### Discussion

- NYF Request: \$59,880
- Sponsor Match: 40%
- Decarbonization: Not Applicable

Mayor Michael Putnam recused himself for this project because he prepared the estimate for the work.

#### **B07 Renovate 23 Church St | Private Project**

- Total Cost: \$125,000
- NYF Request: \$100,000
- Sponsor Match: 20%
- Decarbonization: Not Applicable

There were no recusals for this project. The project sponsor responded through email on 8/10 that they would like to increase their match to 40%.

#### **B08 Revitalize The Local Bakery & Diner, 24 Church St. | Private Project**

- Total Cost: \$900,000
- NYF Request: \$900,000
- Sponsor Match: 0%
- Decarbonization: Not Applicable

There were no recusals for this project. This project was placed on the **Not Advancing for NYF List** due to the project match being under 40%. MJ sent an email to the project sponsor prior to the LPC meeting asking for clarification on their match amount. A response was not received by the given deadline.

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

- Total Cost: \$150,000
- NYF Request: \$90,000
- Sponsor Match: 40%
- Decarbonization: Applicable

There were no recusals for this project.

#### **B10 Conversion of 11-13 James St. | Private Project**

- Total Cost: \$2,700,000
- NYF Request: \$2,700,000
- Sponsor Match: 0%
- Decarbonization: Applicable

There were no recusals for this project. This project was placed on the **Not Advancing for NYF List** due to the project match being under 40%. MJ sent an email to the project sponsor prior to the LPC meeting asking for clarification on their match amount. A response was not received by the given deadline.



## Preliminary Projects List Discussion (slides 20-57)

### Discussion

#### **B11 Renovate 76 Church St. to Preserve Residential Rental Housing | Private Project**

- **Project is Outside NYF Boundary**
- Total Cost: \$149,274
- NYF Request: \$111,956
- Sponsor Match: 25%
- Decarbonization: Not Applicable

There were no recusals for this project. This project was placed on the **Not Advancing for NYF List** since it is outside the NYF Boundary. It was noted that it would not be equitable to move forward with projects outside the boundary since others outside did not have an opportunity to apply.

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

- Total Cost: \$800,000
- NYF Request: \$480,000
- Sponsor Match: 40%
- Decarbonization: Applicable

Judy Fulmer recused herself since she assisted the sponsor with filling out the application. DOS will follow up with legal department to confirm this is necessary.

#### **B13 Garden Apartment Family Housing, Greenhouse Road | Private Project**

- **Project is Outside NYF Boundary**
- Total Cost: \$1,500,000
- NYF Request: \$1,050,000
- Sponsor Match: 30%
- Decarbonization: Not Applicable

Judy Fulmer and Mayor Michael Putnam recused themselves for this project as the sponsor is a Village Trustee. This project was placed on the **Not Advancing for NYF List** since it is outside the NYF Boundary.

#### **B14 20 James St (1864) Remodel | Private Project**

- Total Cost: \$400,000
- NYF Request: \$240,000
- Sponsor Match: 40%
- Decarbonization: Not Applicable

There were no recusals for this project. It was noted that confirmation of ownership is needed for this project.

#### **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%
- Decarbonization: Not Applicable

## Preliminary Projects List Discussion (slides 20-57)

### Discussion

Alan Taylor recused himself as the project sponsor.

#### **B16 Renovate 12 James St. (Skiff's) | Private Project**

- Total Cost: \$100,000
- NYF Request: \$60,000
- Sponsor Match: 40%
- Decarbonization: Not Applicable

There were no recusals for this project.

#### **B17 Renovation of both 18-20 Sisson St. Properties | Private Project**

- Total Cost: \$448,000
- NYF Request: \$220,000
- Sponsor Match: 51%
- Decarbonization: Unsure, 2 separate buildings

There were no recusals for this project. It was noted that this project needs verification of costs since application states 80% complete and no budget was provided.

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

- Total Cost: \$450,000
- NYF Request: \$270,000
- Sponsor Match: 40%
- Decarbonization: Not Applicable

Alan Taylor recused himself for this project as the current tenant.

#### **B19 Restoring the Beautiful River Living Furniture & Giftware, 43 Church St. | Private Project**

- Total Cost: \$140,000
- NYF Request: \$84,000
- Sponsor Match: 40%
- Decarbonization: Not Applicable

There were no recusals for this project.

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

- Total Cost: \$1,600,000
- NYF Request: \$960,000
- Sponsor Match: 40%
- Decarbonization: Applicable

There were no recusals for this project.

#### **B21 Restore 94 Walton St. | Private Project**

- Total Cost: \$259,000
- NYF Request: \$155,400

## Preliminary Projects List Discussion (slides 20-57)

### Discussion

- Sponsor Match: 40%
- Decarbonization: Not Applicable

There were no recusals for this project.

#### **B22 Moving Visitors Around the Bay | Non-Profit Project**

- Total Cost: \$80,000
- NYF Request: \$80,000
- Sponsor Match: Not Required
- Decarbonization: Not Applicable

Alan Taylor recused himself for this project as a Chamber Board Member. It was noted to coordinate with the Chamber on how this project can be worked in with the Village's wayfinding project.

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

- Total Cost: \$153,140
- NYF Request: \$153,140
- Sponsor Match: Not Required
- Decarbonization: Not Applicable

Cindy Nelson recused herself since the hospital wrote a letter of support for this project.

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

- Total Cost: \$408,000
- NYF Request: \$300,000
- Sponsor Match: 36%
- Decarbonization: Not Applicable

Alan Taylor recused himself for this project since he submitted a small project interest form. It was noted that the Village would establish and administer the fund and that an outside consultant can be utilized for administration with 10% of the NYF request. There were three letters of interest submitted for the Small Project Fund to demonstrate need within the community.

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

- Total Cost: \$250,000
- NYF Request: \$250,000
- Sponsor Match: Not required for public projects
- Decarbonization: Not Applicable

As a municipal project, no recusals are necessary.

### Key Decisions & Outcomes

- MJ to provide SharePoint with project materials to LPC.
- MJ to reach out to project sponsors with additional questions on rental housing.
- LPC to review project applications and share evaluation worksheets with MJ Team by 8/26.
- MJ to verify project budgets with sponsors who submitted Project Applications.



## Refining the Preliminary Projects List (slides 58-62)

### Discussion

Following the overview of the preliminary project list, Jaclyn Hakes (MJ) discussed refining the preliminary project list. The LPC is to develop a slate of recommended projects for inclusion in the Strategic Investment Plan. This slate of projects should represent a NYF request of between \$6-\$8 million.

#### Project Evaluation Criteria Examples

- Alignment with NY Forward Vision and Goals
- Transformative Potential
- Sponsor Capacity
- Project Readiness
- Community Benefits
- Site Control

#### Project Profile Components

- Title, Sponsor, Location
- Funding request, project cost
- Project description
- Capacity to implement
- Project partners
- Alignment with local and regional strategies
- Anticipated benefits
- Budget and funding sources
- Feasibility/cost justification
- Regulatory requirements
- Photos
- Proposed design, renderings, plans
- Implementation timeframe

#### LPC Evaluation Guidance

- Proposed project materials will be shared through a OneDrive link
- Complete a **Project Evaluation Worksheet** for each proposed project
- Identify one of the following options for each project:
  1. Project is Ready to Advance
  2. Project Needs More Information
  3. Project Not for NY Forward
- Share Evaluation Worksheets with MJ Team by noon on **August 26<sup>th</sup>**
- LPC Work Session
  - Purpose: to discuss proposed projects and gather any LPC questions or requests for clarification. No decisions made.
- LPC Meeting #4
  - Identify Projects to advance or that need more information.
  - Discuss refined list of projects.

## Refining the Preliminary Projects List (slides 58-62)

### Discussion

#### Key Decisions & Outcomes

- It was asked how the LPC should evaluate projects if they already know the capabilities of the sponsors and answered that the LPC evaluations should be as objective as possible.
- It was asked if the LPC should factor in whether sponsors who can fund on their own or if they need assistance and answered that is part of the capacity evaluation that needs to be conducted. We can ask if those who are able to self-fund would be willing to provide a higher match in order to spread the money further.
- It was asked whether roof replacement is eligible and answered that a roof alone is not eligible, but if part of a larger, transformational project it is allowed. Roof replacement fits best as part of the match.
- It was asked whether work that is bondable should factor into the evaluation and answered that bondable portions of projects vs. non-bondable is not a factor taken into consideration. Capital expenses count, but soft costs do not for private projects.

## Next Steps

### Discussion

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

#### Next Steps:

- Consultant review of projects/project sponsor coordination – **August – September**
- LPC Project Review **August – September**
  - Project Evaluation Worksheet to MJ **by noon on August 26<sup>th</sup>**
- LPC Work Session (in person)
  - **Tuesday, August 27<sup>th</sup> 11:30 am – 2:30 pm**
- LPC #4 – **September 16<sup>th</sup> 12:30 – 2:30 pm**
  - Refined Projects List
  - Determine Open House #2 Date
- LPC #5 – **October 7<sup>th</sup> 12:30 – 2:30 pm**
  - Potential vote on slate of projects to recommend for NY Forward

#### Key Decisions & Outcomes

N/A

## Public Comment

### Discussion

Jaclyn Hakes (MJ) opened the meeting for public comment. No members of the public commented. Following the public comment period, Jaclyn Hakes 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:  
Kevin Schwenzfeier, 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 Recuperero	<input checked="" type="checkbox"/>
Mark Reynolds	<input type="checkbox"/>
Alan Taylor	<input checked="" type="checkbox"/>

## State Partners

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

## 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"/>
Kevin Schwenzfeier	M.J. Engineering	<input checked="" type="checkbox"/>
Melia Hema	M.J. Engineering	<input type="checkbox"/>

DRAFT