

# VILLAGE OF ALEXANDRIA BAY

## LOCAL PLANNING COMMITTEE MEETING #5 SUMMARY

<b>Purpose:</b>	Local Planning Committee (LPC) Meeting #5
<b>Date and Time:</b>	October 7, 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. Public Comment</li> <li>3. Project Schedule Update</li> <li>4. Community Engagement Update</li> <li>5. Refined Projects List Discussion</li> <li>6. Vote on Slate of Projects</li> <li>7. Pipeline Project Discussion</li> <li>8. Next Steps</li> </ol>

### Welcome & Code of Conduct Reminder

#### Discussion

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

Damon Draught 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
- Public Comment
- Project Schedule Update
- Community Engagement Update
- Refined Projects List Discussion
- Vote on Slate of Projects



## Welcome & Code of Conduct Reminder

### Discussion

- Pipeline Project Discussion
- Next Steps

### Key Decisions & Outcomes

N/A

## Public Comment

### Discussion

Jaclyn Hakes (MJ) opened the meeting for public comment.

A member of the public commented:

They stated that they were representing a project sponsor and that they had made it clear they were willing to provide a match of any amount for any NY Forward request.

Jaclyn Hakes (MJ) thanked them for the comment and continued to the next section of the meeting.

### Key Decisions & Outcomes

N/A

## 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



Project Schedule Update	
Discussion	
<p><u>September</u></p> <ul style="list-style-type: none"> <li>• 2<sup>nd</sup> Public Engagement</li> <li>• Strategic Investment Plan (Draft)</li> <li>• Final Project Profiles</li> </ul> <p><u>October/November</u></p> <ul style="list-style-type: none"> <li>• NY Forward Strategic Investment Plan (Final)</li> </ul>	
Key Decisions & Outcomes	
N/A	

Community Engagement Update	
Discussion	
<p>Melia Hema (MJ) provided a brief overview of the recent public engagement:</p> <p><b>Public Open House #2</b></p> <ul style="list-style-type: none"> <li>• Tuesday, September 24, Community Meeting Room, 110 Walton Street, 5:30 – 7:30 PM</li> <li>• Approximately 21 attendees</li> <li>• Interactive stations for the public to learn about proposed projects being evaluated by the LPC and to share their thoughts on transformational impact.</li> </ul> <p>Melia Hema (MJ) explained that the open house was publicized via a flyer, a social media graphic that was sent to the public library, the local school district and the Alexandria Bay Chamber of Commerce. The open house was also mentioned on the local news.</p> <p>A table of the advancing projects and their public input was then displayed. Majority of the projects were being perceived as having “High” level of transformative potential during the open house.</p>	
Key Decisions & Outcomes	
N/A	

Project Evaluation Criteria	
Discussion	
<p>Jaclyn Hakes (MJ) provided an overview of the NY Forward program project evaluation criteria:</p> <ul style="list-style-type: none"> <li>• State and local goals</li> <li>• Project readiness</li> <li>• Catalytic effect</li> <li>• Cost effectiveness</li> <li>• Co-benefits</li> <li>• Public support</li> <li>• Other</li> </ul>	



## Project Evaluation Criteria

### Discussion

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

### Key Decisions & Outcomes

N/A

## Refined Projects List Discussion

### Discussion

Jenifer Ceponis (MJ) provided an overview of the recent project updates; all updates were emailed to the LPC on September 20<sup>th</sup>.

#### **B09 Renovation of 20 Walton Street**

- Submitted finalized cost estimates
- Clarified intended use of 1<sup>st</sup> floor – will rent as a commercial space
- No floor plans or architectural drawings available at this time

#### **B18 Renovating 34 James Street**

- Submitted a detailed budget showing which items are requesting reimbursement and other funding sources available for the project
- Clarified intended use of 1<sup>st</sup> floor is to fit the space up for a future grab and go style restaurant
- Sponsor provided project renderings

Jaclyn Hakes (MJ) then shared the refined preliminary projects list results from LPC #4

#### **Preliminary Projects List**

- **11** Projects Ready to Advance
- **16** Projects Not for NY Forward
- **3** Pipeline Projects
- **\$6.6** Million in Requested Funds
- **\$7.5** Million in Total Project Costs
- LPC 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**

Jaclyn Hakes (MJ) presented the list of projects identified by the LPC as Ready to Advance

- 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



## Refined Projects List Discussion

### Discussion

- C01 Create a Small Project Fund for Downtown Alexandria Bay
- D01 Create a Downtown Branding and Wayfinding Strategy

Total NYF Request of \$6,621,000

Jaclyn Hakes (MJ) then read off the list of projects identified by the LPC as Not for NY Forward:

- 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)

Jennifer Ceponis (MJ) listed the potential pipeline projects identified by the LPC at the last meeting:

- A03 Core Streetscape Extension
- A04 Scenic View Park & Casino Island
- B20 Bonnie Castle Resort & Marina

An LPC member asked a question about how projects go forward. The Department of State (DOS) team explained that the refined list of projects is examined, along with any material supplied by the sponsor. The projects are scored according to criteria outlined by the NY Forward program, using State and Local goals, and are evaluated based on their impact to the downtown.

### Key Decisions & Outcomes

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# Vote on Slate of Projects

## Discussion

Jaclyn Hakes (MJ) then discussed the process of voting on the slate of projects:

- LPC votes on final slate of projects to be recommended for inclusion in the Strategic Investment Plan
- This slate of projects should represent a NYF request of between \$6-8 million.

### **The Final Slate of Projects identified by the LPC:**

- 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
- 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

### **Final Slate Total:**

- Total Project Cost: \$7,522,000
- Total NYF Request: \$6,621,000
- Slate between \$6-8M

### **Ballot Instructions**

- Place a check mark in the box that represents your vote
- Place a check mark in the box next to the projects you have recused yourself from if applicable
- Sign ballot
- Submit

## Key Decisions & Outcomes

All six (6) LPC members reviewed, signed, and submitted the ballots.

# Pipeline Project Discussion

## Discussion

Jennifer Ceponis (MJ) went into detail about the pipeline projects and projects previously identified as such:

- Pipeline/supporting are projects proposed in the NYF process that are great ideas but are not ready to receive NYF funding for a variety of reasons. For these projects, the LPC may elect to include these projects in the SIP as supporting or pipeline projects. While not recommended for NYF funding, these projects are consistent with the goals of NYF and the community's vision and the LPC would like to include them as potential areas for revitalization within the downtown.

### Projects previously identified by the LPC as potential Pipeline Projects:

- A03 Core Streetscape Extension
- A04 Scenic View Park & Casino Island
- B20 Bonnie Castle Resort & Marina

The LPC reviewed the non-advancing projects to determine if they should be in the Pipeline Projects list, listed as support for small projects fund, or both. Projects outside the NY Forward boundary, rented properties, and those withdrawn by sponsors were dismissed.

The results are as follows:

- A03 Core Streetscape Extension – *Pipeline Project & Small Projects Fund*
- A04 Scenic View Park & Casino Island – *Pipeline Project*
- B01 – Dark Island Spirits Enclosed Space Development – *Pipeline Project*
- B02 – 51 Church Extension, Renovation, and Interior – *Pipeline Project*
- B03 – Renovate 2 Fuller Street to add Residential Space – *Pipeline Project*
- B05 – Renovate 19 Church Street with Exterior Focus – *Pipeline Project & Small Projects Fund*
- B07 – Renovate 23 Church Street – *Pipeline Project & Small Projects Fund*
- B08 – Revitalize The Local Bakery & Diner for Year-round Operations – *Pipeline Project*
- B10 – Conversion of 11-13 James Street – *Pipeline Project*
- B11 – Renovate 76 Church Street to Preserve Rental Housing
- B12 - Renovate 23 James Street for Additional Apartments
- 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 – *Pipeline Project & Small Projects Fund*
- B21 – Redevelop 2 Housing Units at 94 Walton Street
- B22 – Moving Visitors Around the Bay (Kiosks)
- B20 - Bonnie Castle Resort & Marina – *Pipeline Project*

## Key Decisions & Outcomes

A total of eight (8) proposed projects were added to the Pipeline Projects ballot in addition to the three (3) added at the previous meeting.

All six (6) LPC members reviewed, signed, and submitted the pipeline project ballots.



Pipeline Project Discussion	
Discussion	
N/A	

Next Steps	
Discussion	
<p>Jaclyn Hakes (MJ) concluded the meeting by thanking the LPC members for all of their hard work and discussed the next steps:</p> <ul style="list-style-type: none"> <li>• Project titles and descriptions will be updated by MJ Engineering to align with NYS guidance</li> <li>• Draft Strategic Investment Plan completed by MJ <ul style="list-style-type: none"> <li>○ <b>October / November</b></li> </ul> </li> <li>• Final Strategic Investment Plan due to NYS <ul style="list-style-type: none"> <li>○ <b>December</b></li> </ul> </li> <li>• Project Award Announcements <ul style="list-style-type: none"> <li>○ <b>anticipated Spring 2025</b></li> </ul> </li> </ul>	
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	<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 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"/>
Jennifer Ceponis	M.J. Engineering	<input checked="" type="checkbox"/>
Melia Hema	M.J. Engineering	<input checked="" type="checkbox"/> #