



CAPE VINCENT

LOCAL PLANNING COMMITTEE MEETING #3 SUMMARY

Purpose: Local Planning Committee (LPC) Meeting #3
 Date and Time: August 10, 2023, 9:00 a.m.
 Location: Cape Vincent Village Office, 127 E. Joseph Street
 Attendees: See Below

Agenda Item	Discussion	Key Decisions & Outcomes
<p>Welcome & Introductions</p>	<p>Village of Cape Vincent Mayor Jerry Golden welcomed Local Planning Committee members, and attendees to the meeting, then read the NY Forward meeting Preamble aloud, as follows:</p> <p><u>PREAMBLE</u></p> <p><i>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?</i></p> <p><i>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.</i></p> <p><i>As we continue through the planning process, recusal forms will be required from anyone with an identified,</i></p>	<p>N/A</p>

<p>Welcome & Introductions (Cont'd)</p>	<p><i>actual or perceived, conflict to be kept on file with the Department of State.</i></p> <p>Jaclyn Hakes (MJ Engineering), who provided a brief overview of the meeting agenda:</p> <ul style="list-style-type: none"> • Project Schedule & Scope • Community Engagement Update • Discussion of Goals & Strategies • Initial Projects List Discussion • Next Steps • Public Comment 	<p>N/A</p>
<p>Project Schedule</p>	<p>Jaclyn Hakes (MJ) presented the expected timeline for key milestones of the NY Forward process, spanning the months of June to December:</p> <p><i>September</i></p> <ul style="list-style-type: none"> • Project Profiles • Strategies (Final) <p><i>October</i></p> <ul style="list-style-type: none"> • Document Edits • NY Forward Strategic Investment Plan (Draft) <p><i>November/December</i></p> <ul style="list-style-type: none"> • NY Forward Strategic Investment Plan (Final) 	<p>Consultant team is working on Downtown Profile Draft.</p>
<p>Community Engagement</p>	<p>Jaclyn Hakes (MJ) provided an overview of the ongoing Community Engagement components.</p> <p>The Public Engagement Plan draft is under development and will be made available in the coming weeks.</p> <p>The NY Forward website www.CapeVincent-NYForward.com is consistently updated with the latest information available and is a good resource to point folks towards that have questions. To date there have been 550+ unique visitors to the site.</p> <p>The Public Open House was held on July 24th from 6-8pm at Rec Park. The project team and Department of State was onsite for any questions. Approximately 12 community members attended.</p> <p>The community survey launched on July 24th and closes on August 11th. 190 total responses were</p>	<p>LPC Members will use business/organizational networks to publicize NY Forward outreach efforts.</p>

	<p>received, including hard copies which were submitted to the Village Office.</p>	
<p>Discussion of Goals and Strategies</p>	<p>The Consultant team shared the updated goals (from previous LPC meeting) with the Committee; these were shared at the Open House last month and the public had an opportunity to provide input on them.</p> <p>All-Season Destination: Build on Cape Vincent’s reputation as a walkable first-class destination for recreation, cultural events and the arts.</p> <p>Welcoming Gateways: Bolster a strong sense of place in Cape Vincent by enhancing land and water entry points to the community.</p> <p>Quality of Life: Encourage future business growth to expand the range of services, amenities, and employment opportunities available to current and prospective community members, while maintaining the atmosphere and charm that make Cape Vincent a great place to live.</p> <p>Natural Environment: Celebrate Cape Vincent’s unique location on the St. Lawrence River and Lake Ontario, ensuring the sustainability of those and other important environmental resources that provide the foundation for local life and the economy.</p> <p>Jaclyn Hakes (MJ) shared the characteristics of effective strategies, based on information from the guidance document :</p> <ul style="list-style-type: none"> • Actionable statements that are specific with local context; • Derived from opportunities and challenges; • Relate to the proposed DRI/NYF projects; • Clearly and concisely direct a type of action to help meet a specific goal; and • Guide the community on how to continue revitalization beyond DRI/NYF projects. <p>At the next LPC meeting the committee will have a chance to review the strategies prepared.</p>	<p>Consultant team will continue to refine goals and develop strategies based on conversations at this LPC meeting and community engagement sessions.</p>
<p>Discussion of Goals and Strategies (Cont’d)</p>		

<p>Initial Project List Discussion</p>	<p><i>Of note: The agenda order has been switched to review project evaluation criteria before reviewing initial projects list.</i></p> <p>Jaclyn Hakes (MJ) shared these reminders:</p> <ul style="list-style-type: none"> • Call for project launched June 19th / Due July 31st • Office hours with consultant Team – virtual/in-person • All projects must submit to be considered for NY Forward <ul style="list-style-type: none"> ○ Available on Cape Vincent NY Forward website ○ Paper copies at Village Office • All submitted proposals included on initial projects list • All proposals will be reviewed by the LPC and consultant team <p>Jaclyn Hakes (MJ) shared that there were a total of 25 projects received, that totaled \$7.1 in NY Forward Request, and \$8.5 in total project costs.</p> <p>The project team shared that it will be up to the LPC to develop a refined list of proposed projects, then a final slate of projects recommended for inclusion in the Strategic Investment Plan. This slate of projects should represent a NYF request of between \$6 - \$8 million. There are a number of steps included in refining the initial project list:</p> <ul style="list-style-type: none"> • Project Evaluation Criteria • Project Evaluation Worksheet • Consultant Team Review • LPC Meeting Discussion <p>The consultant team shared the following project evaluation criteria examples for the LPC to consider:</p> <ul style="list-style-type: none"> • Alignment with NYF Vision • Transformative Potential • Sponsor Capacity • Project Readiness • Community Benefits • Site Control <p>The consultant team is tasked with creating project profiles for the submitted projects prior to including them in the Strategic Investment Plan (SIP). This includes:</p> <ul style="list-style-type: none"> • Title, Sponsor, Location 	
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<p>Initial Project List Discussion cont.</p>	<ul style="list-style-type: none"> • 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 <p>The project team then discussed the LPC evaluation guidance overview; proposed project materials will be shared through a OneDrive link.</p> <p>The LPC is asked to complete a Project Evaluation Worksheet for each proposed project, and identify one of the following options for each project:</p> <ul style="list-style-type: none"> • Project is Ready to Advance • Project Needs More Information • Project Not for NYF <p>The LPC will share Evaluation Worksheets with MJ Team by September 7th, then at the September LPC Meeting there will be a discussion of Projects to Advance /Need More Information and ultimately a refinement of projects list.</p> <p>The consultant team offered to schedule a work session for committee members who would like assistance and support when completing their evaluation – the committee expressed interest in this.</p> <p>Consultant team will handle all communication with project sponsors, and will reach out with an organized list of questions as they arise.</p> <p>The consultant team prepared an initial projects list, this list included Project ID (no ranking or prioritization), Sponsor, Location, Description, Cost, NYF Request. There were 23 projects in the first sections, and as a first cut, the consultant team and the State team identified 2 projects as potentially “Not for NYF”. These projects could be eligible for future grant/small projects fund or other funding</p>	<p>LPC to complete evaluation worksheets and provide to MJ by September 7th.</p> <p>Consultant team to organize work session for LPC members in the coming weeks.</p>
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<p>Initial Projects list discussion Cont.</p>	<p>sources. At this time the project team has identified all projects as needing more information.</p> <p>An initial projects map was shared with the committee to illustrate the locations visually.</p> <p>Consultant team then walked committee through each project included in the initial projects list (recusals noted in parenthesis). Every proposed project submitted by July 31st is included in the initial projects list.</p> <p><u>New Development and Rehabilitation of Existing Downtown Buildings:</u></p> <ul style="list-style-type: none"> • Upgrade American Legion Memorial (Recusal: Michael Chavoustie) • Improvements to American Legion Post (Recusal: Michael Chavoustie) • Structural Improvements – Cup of Joy (Recusal: Michael Chavoustie) • Upgrade Entryways – Cup of Joy (Recusal: Michael Chavoustie) • Façade, Terrace & Signage – Cup of Joy (Recusal: Michael Chavoustie) • Develop Exercise Center on Broadway • Expand and Renovate Cape Vincent Brewing Building (Recusal: Michael Chavoustie) • Install EV Charging Station at French Towne Market (Recusal: Michael Chavoustie) • Façade Improvement - French Towne Market (Recusal: Michael Chavoustie) • Rooftop Solar - French Towne Market (Recusal: Michael Chavoustie) • Modernize Cape Dairy Laundromat • Rehabilitate Twist of Cape Building • Expand Chateau Building (Recusal: Susan Castle) • Expand Senior Housing in Cape Vincent • New Mixed Use Building on Broadway • Park Improvements to Village (Recusal: Michael Chavoustie) • Rehabilitate Fire Department Building (Recusal: Marty Mason) • Add Commercial & Lodging to Broadway at Fig and Fox • Improve Access to Village Post Office 	<p>N/A</p>
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<p>Initial Projects List Discussion Cont.</p>	<p><u>Public Improvement Projects:</u></p> <ul style="list-style-type: none"> • Enhance Downtown Streetscape • Extend Cape Vincent’s Welcome • Revitalize Club Street <p><u>Small Project Fund:</u></p> <ul style="list-style-type: none"> • Village of Cape Vincent Small Projects Fund <p><u>Not for NY Forward:</u></p> <ul style="list-style-type: none"> • Restaurant Improvements to PW’s Firehouse Diner • Improve accessibility and visual appeal of Ann’s Fisherman’s Fare 	
<p>Next Steps</p>	<p>Jaclyn Hakes (MJ) provided an overview of the next steps in the NY Forward Program process:</p> <p>Future LPC Meetings (monthly)</p> <ul style="list-style-type: none"> • September 14th – 9:00 AM <ul style="list-style-type: none"> ○ Project Evaluation Discussion • October 19th – 9:00 AM <p>Consultant Team</p> <ul style="list-style-type: none"> • Downtown Profile (Draft) Preparation • Virtual Work Group • Stakeholder Meetings • Project Evaluation 	<p>Consultant team will continue to update the project website regularly.</p> <p>Consultant team will send out regular reminders of upcoming events/activities.</p>
<p>Public Comment</p>	<p>A member of the public present asked about the timing, application process and eligible geographic area/location for the potential small projects fund.</p> <p>A potential project sponsor indicated they had updated information they would provide to the consultant.</p>	<p>N/A</p>

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:
Jaclyn Hakes, MJ Engineering and Land Surveying, P.C.
cc: Village of Cape Vincent, State Partners, File

Local Planning Committee (LPC)

Name	Present
Mayor Jerry Golden	<input checked="" type="checkbox"/>
Erika Flint	<input checked="" type="checkbox"/>
Michael Bashaw	<input checked="" type="checkbox"/>
Liz Brennan	<input checked="" type="checkbox"/>
Susan Castle	<input checked="" type="checkbox"/>
Michael Chavoustie	<input checked="" type="checkbox"/>
Marty Mason	<input checked="" type="checkbox"/>
Christine Stark	<input checked="" type="checkbox"/>

State Partners

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

Consultant Team

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