



VILLAGE OF CAPE VINCENT

LOCAL PLANNING COMMITTEE MEETING #1 SUMMARY

Purpose: Local Planning Committee (LPC) Meeting #1
 Date and Time: June 15, 2023, 12:00 p.m.
 Location: Village Office – 127 E. Joseph St., Cape Vincent
 Attendees: See Below

| Agenda Item | Discussion | Key Decisions & Outcomes |
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| <p>Welcome & Introductions</p> | <p>Village of Cape Vincent Mayor Jerry Golden welcomed Local Planning Committee members, State Partners, the consultant team, and members of the public.</p> <p>Mayor Golden 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>None.</p> |

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| <p>Welcome & Introductions (Cont'd)</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, actual or perceived, conflict to be kept on file with the Department of State.</i></p> <p>LPC Members who own downtown businesses and who are affiliated with the Cape Vincent Arts Council indicated that they would recuse themselves, as required, from future discussions. The Department of State representative clarified that LPC Members are not prevented from providing factual background information, but that LPC Members may not attempt to advocate for a project in which they have a real or perceived conflict of interest.</p> <p>Members of the LPC, State Team, and consultant team then introduced themselves in turn:</p> <ul style="list-style-type: none"> • Mayor Jerry Golden, LPC Co-Chair • Erika Flint, LPC Co-Chair • Kylie Peck, NYS Department of State • Stephen Hunt, Empire State Development • Christine Stark, LPC Member • Pamela Youngs, Local Planning Support • Mary Rupp, Village Clerk/Treasurer • Michael Chavoustie, LPC Member • Susan Castle, LPC Member • Marty Mason, LPC Member • Liz Brennan, LPC Member • Jaclyn Hakes, Consultant Team • Jesse McCaughey, Consultant Team <p>Mayor Golden then introduced Jaclyn Hakes (MJ Engineering), who provided a brief overview of the meeting agenda:</p> <ul style="list-style-type: none"> • Code of Conduct • Roles & Responsibilities • Project Schedule & Scope • Community Engagement • Visioning Discussion • Next Steps • Public Comment | <p>Michael Bashaw was unable to attend this meeting but remains an LPC Member.</p> <p>Kristie Stumpf Rork withdrew from participation as an LPC Member and submitted written confirmation of her resignation from the LPC to the Department of State.</p> |
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| <p>Code of Conduct Reminder</p> | <p>Jaclyn Hakes (MJ) noted that the role of a the LPC would be to:</p> <ul style="list-style-type: none"> • Always serve act in the public interest • The Code of Conduct addresses potential conflicts of interest between LPC members and their interests that do not serve the public. • All Members must read & sign the Code of Conduct <p>MJ instructed members to use the Code of Conduct to guide service & actions while on the LPC.</p> <p>Remember DAD:</p> <ul style="list-style-type: none"> • Disclose conflicts of interest • Act in the public interest • Disqualify if necessary | <p>Signed Code of Conduct forms were collected by the Department of State representative.</p> |
| <p>Roles & Responsibilities</p> | <p>Jaclyn Hakes (MJ) explained the Roles and Responsibilities of the State Partners, Consultant Team, and the LPC.</p> <p>State Partners:</p> <ul style="list-style-type: none"> • Assist LPC / Consultant Team • Manage Consultant Team / LPC Process • Review Documents • Liaison State Agencies • Ensure NYF Program Compliance • Maintain Schedule <p>State Partners include representatives from the Department of State, Empire State Development, and Homes and Community Renewal</p> <p>Consultant Team:</p> <ul style="list-style-type: none"> • Lead Community Engagement • Prepare Documents & Information • Facilitated Consensus-Building with LPC • Prepare Downtown Profile • Project Development & Analysis • Prepare NYF Strategic Investment Plan <p>Local Planning Committee:</p> <ul style="list-style-type: none"> • Confirm NYF Vision • Brainstorm Ideas / Provide Feedback | <p>None.</p> |

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| <p>Roles & Responsibilities (Cont'd)</p> | <ul style="list-style-type: none"> • Review Documents / Info • Guide Community Engagement • Identify / Prioritize Projects • Recommend projects for inclusion in the SIP. <p>Ms. Hakes asked if there were any questions from the LPC members. No questions were received.</p> | |
| <p>Project Schedule Scope</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>June</i></p> <ul style="list-style-type: none"> • LPC Kick-off • Vision • Engagement Plan • Call for Projects <p><i>July</i></p> <ul style="list-style-type: none"> • Downtown Profile (Draft) • Goals <p><i>August</i></p> <ul style="list-style-type: none"> • Preliminary Projects List • Downtown Profile (Final) • Strategies <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>Key NY Forward Program components include:</p> <ul style="list-style-type: none"> • NYF Boundary • Downtown Profile & Assessment • Vision, Goals & Strategies • Projects • Implementation Plan • Community Engagement | <p>None.</p> |

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| | <ul style="list-style-type: none"> • NYF SIP <p>The four NYF Program project types are:</p> <ul style="list-style-type: none"> • Public Improvement Projects • New Construction & Rehabilitation • Small Project Fund • Branding & Marketing <p>Jaclyn Hakes (MJ) then presented the General Guidelines for project evaluation within the NYF program:</p> <ul style="list-style-type: none"> • Aligned with State and local goals • Project readiness • Transformative, catalytic • Co-benefits • Cost effectiveness/Leveraging additional investment | |
| <p>Community Engagement</p> | <p>Jesse McCaughey (MJ) provided an overview of the anticipated Community Engagement components, noting that public engagement is integrated throughout the duration of the NY Forward process.</p> <p>Various formats & opportunities of Community Engagement were highlighted:</p> <ul style="list-style-type: none"> • Interactive workshops • Pop-up tables • Survey • Stakeholder meetings • NY Forward website www.CapeVincent-NYForward.com • Community Engagement Plan | <p>LPC Members noted that hard copies of promotional flyers and surveys will be important to engage the local community.</p> <p>LPC Members will use business/organizational networks to publicize NY Forward outreach efforts.</p> |
| <p>Cape Vincent NY Forward Application</p> | <p>Jaclyn Hakes (MJ) displayed a draft map of the Cape Vincent NY Forward boundary for review and confirmation by the members of the LPC.</p> <p>The boundary of Village of Cape Vincent NY Forward was displayed to the LPC.</p> <p>LPC Members offered the following input:</p> <ul style="list-style-type: none"> • For consistency, the street spelling should be “Esselstyne Street” • The western edge of the boundary should be Market Street, extending all the way north to the St. Lawrence River | <p>The consultant team noted the LPC’s input and indicated that the boundary map would be updated to incorporate this feedback.</p> |

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| | <p>Ms. Hakes (MJ) displayed and read aloud the Vision from the NY Forward Application for the Village: <i>Cape Vincent is a small-town, rural community with unique, scenic, historical, and natural resources. We are committed to preserving these essential qualities that make it a desirable place to live while seeking to improve the local economy by promoting compatible residential and small business growth.</i></p> <p><i>The community’s vision has been renewed with a sharper focus on future growth that is sustainable and consistent with Cape Vincent’s character. The community’s preferences essentially remain the same: to protect its rural character, to respect and sustain the St. Lawrence River and Lake Ontario for both pleasure and commerce, to embrace our agrarian culture, to promote our historical connections, and to achieve compatible economic and commercial growth.</i></p> <p>LPC Members offered the following input on the Vision:</p> <ul style="list-style-type: none"> • “Arts” should be mentioned • Cape Vincent hosts international piano performances | |
| <p>Challenges and Opportunities</p> | <p>Jesse McCaughey (MJ) invited LPC Members to share input on key challenges and opportunities in the Cape Vincent community. Input received from LPC Members included:</p> <p><i>Challenges</i></p> <ul style="list-style-type: none"> • Overburdened volunteers • Access to Cape Vincent is mostly limited to SR-12E • Aging water/sewer infrastructure • Seasonal economy • Housing supply <p><i>Opportunities</i></p> <ul style="list-style-type: none"> • Collective effort of community members • Ferry service to Canada • Placemaking • Capable of getting things done • Opportunity to extend seasonal economy | <p>Public input on challenges and opportunities will be solicited via Community Engagement efforts including Public Workshop #1 and a survey.</p> |

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| <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 2nd Thursday)</p> <ul style="list-style-type: none"> • LPC #2 – July 13th, 9:00 – 11:00 a.m. • LPC #3 – August 10th, 9:00 – 11:00 a.m. • LPC #4 – September 14th, 9:00 – 11:00 a.m. <p>Call for Projects Solicitation</p> <ul style="list-style-type: none"> • Opens June 19th – closes July 31st <p>Consultant Team</p> <ul style="list-style-type: none"> • Downtown Profile (Draft) Preparation • Community Engagement Plan <p>Public Workshop #1</p> <ul style="list-style-type: none"> • Scheduled for Monday, July 24th from 6:00 – 8:00 p.m. | <p>None.</p> |
| <p>Public Comment</p> | <ul style="list-style-type: none"> • LPC Co-Chair Jerry Golden opened the meeting for public comment. • The following comments were provided by members of the public present: • An owner of a business located within the NY Forward boundary indicated excitement about the NY Forward effort as well as a willingness to volunteer to support the effort. • The Cape Vincent LDC indicated that they have a list of potential small project fund applicants from prior outreach. • The Cape Vincent LDC indicated that the Jefferson County IDA may be a supplementary source of funding for prospective project sponsors. <p>Following the public comment period, LPC Co-Chair Jerry Golden thanked all those in attendance.</p> | <p>None.</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:
Jesse McCaughey, MJ Engineering and Land Surveying, P.C.
cc: Village of Cape Vincent, State Partners, File

Local Planning Committee (LPC)

| Name | Present |
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| Jerry Golden | <input checked="" type="checkbox"/> |
| Erika Flint | <input checked="" type="checkbox"/> |
| Michael Bashaw | <input type="checkbox"/> |
| Elizabeth 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 | Present |
|--------------|-------------------------------------|
| Kylie Peck | <input checked="" type="checkbox"/> |
| Stephen Hunt | <input checked="" type="checkbox"/> |

Planning Support

| Name | Present |
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| Mary Rupp | <input checked="" type="checkbox"/> |
| Pamela Youngs | <input checked="" type="checkbox"/> |

Consultant Team

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