



CAPE VINCENT

LOCAL PLANNING COMMITTEE MEETING #2 SUMMARY

Purpose: Local Planning Committee (LPC) Meeting #2
 Date and Time: July 13, 2023, 9:00 a.m.
 Location: Village Office, 127 E. Joseph Street, Cape Vincent
 Attendees: See Below

Agenda Item	Discussion	Key Decisions & Outcomes
<p>Welcome & Introductions</p>	<p>Cape Vincent NY Forward Co-Chair Erika Flint welcomed attendees to the meeting and read the 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>N/A</p>

<p>Welcome & Introductions (Cont'd)</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>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 • Michael Bashaw, LPC Member • Liz Brennan, LPC Member • Susan Castle, LPC Member • Michael Chavoustie, LPC Member • Marty Mason, LPC Member • Christine Stark, LPC Member • Jaclyn Hakes, Consultant Team • Jesse McCaughey, Consultant Team • Kylie Peck, NYSDOS • Stephen Hunt, Empire State Development <p>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 • Call for Projects • Community Engagement Update • Downtown Profile Overview • Vision and Goals Discussion • Next Steps • Public Comment 	<p>N/A</p>
<p>Code of Conduct Reminder</p>	<p>Jaclyn Hakes (MJ) reminded 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 will continue to be collected by the Department of State representative.</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>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>Consultant team is working on Downtown Profile Draft and will develop the preliminary projects list for the next LPC meeting.</p>
<p>Call for Projects</p>	<p>Consultant team reviewed that the Call for Projects launched June 19th and all completed forms must be submitted by 5 p.m. on July 31st.</p> <p>All projects (regardless of size) must submit to be considered for NY Forward.</p> <p>Call for Project forms are available on Cape Vincent NY Forward website, and paper copies are available at the Village Office.</p> <p>All submitted proposals will be reviewed by the LPC and discussed during future LPC meetings to refine list to final slate of projects to be presented to the state.</p> <p>Office hours were available for project sponsors to discuss project-specific details with members of the consultant team:</p> <ul style="list-style-type: none"> • July 5th - 4:00 - 5:00 PM (virtual via Zoom) <ul style="list-style-type: none"> ○ 1 attendee • July 6th - 1:30 - 2:30 PM (virtual via Zoom) <ul style="list-style-type: none"> ○ No attendees 	<p>LPC members received Call for Projects publicity materials and will continue to promote.</p>

	<ul style="list-style-type: none"> July 24th - 2:30 - 3:30 PM (In Person: Village Office) 	
Community Engagement	<p>Jesse McCaughey (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.</p> <p>The Public Open House will be held on July 24^h from 6:00 – 8:00 p.m. at Rec Park. It is meant to be a true open house, where attendees can stay for as little or as long as they like to learn about NY Forward and provide feedback and opinions. The project team and Department of State will be onsite for any questions.</p> <p>The community survey will launch on July 24th and will be another opportunity for members of the community to share thoughts and ideas. Hard copies will be available at the Village Office – the online version will be available on the project website (preferred submission method).</p>	LPC Members will use business/organizational networks to publicize NY Forward outreach efforts.
Downtown Profile	<p>Jesse McCaughey (MJ) reviewed what the Downtown Profile is and its purpose: according to DOS guidance, “The downtown profile and assessment tells a clear and concise story of the NY Forward community — where it is today, how it got there, and where it is going — and provides the logical basis for project recommendations.” It is an important component of the Strategic Investment Plan (SIP) that will be submitted to the state.</p> <p><u>Required Components</u></p> <ul style="list-style-type: none"> Study Area/Boundary Description Demographic Overview Regional and Historic Context Recent Plans and Investment Alignment with Regional Economic Development Council (REDC) strategies 	N/A

	<ul style="list-style-type: none"> • Physical setting • Economic Trends and Opportunities • Synthesis of Trends, Challenges, and Opportunities <p>The consultant team then shared preliminary demographics with the LPC members. Population, median age, education, income, employment, and housing were covered.</p>	<p>Consultant team will identify vacation rental activity and seasonal residency patterns in housing data for Community Profile.</p>
<p>Vison and Goals Discussion</p>	<p>Jesse McCaughey (MJ) then displayed and read aloud the updated Vision for the Village:</p> <p><i>Cape Vincent's scenic, historical, and natural character will form the foundation for sustainable economic growth that preserves and highlights the village's small-town charm and its agrarian roots while sustaining the St. Lawrence River and Lake Ontario for both pleasure and commerce. Through compatible economic and residential growth, Cape Vincent will be a community that welcomes artisans and musicians, provides a high quality of life for residents, and serves as a unique destination for visitors.</i></p> <p>LPC members requested language shifting in this version of the vision.</p> <p>Consultant team then introduced the Goals discussion. DOS guidance requires Goals to be realistic, clear and well-defined, and aligned with and supportive of the community's vision.</p> <p><u>GOALS:</u></p> <ul style="list-style-type: none"> ▪ All-Season Destination: <i>Build on Cape Vincent's reputation as a first-class destination for recreation, cultural events, and the arts.</i> ▪ Welcoming Gateways: <i>Bolster a sense of place in Cape Vincent by enhancing entry points to the community.</i> ▪ Quality of Life: <i>Expand the range of services and amenities available to current and prospective Cape Vincent community members.</i> 	<p>Consultant team will rework the language on vision and goals based on LPC feedback.</p>

<p>Vison and Goals Discussion cont.</p>	<ul style="list-style-type: none"> ▪ Natural Environment: <i>Celebrate Cape Vincent’s unique location on the St. Lawrence River and Lake Ontario, ensuring the sustainability of those and other important environmental resources.</i> <p>LPC members discussed these goals and offered suggestions on language updates to better reflect the Village’s future direction.</p> <p>The consultant team then introduced strategies; DOS guidance states that strategies must be actionable statements that are specific with local context, derived from opportunities and challenges, relate to the proposed 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 NYF projects. Strategies will be discussed further at the next LPC meeting in August.</p>	
<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"> • August 10th – 9:00 AM • September 14th – 9:00 AM <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 • Prepare Preliminary Projects List • Refine Goals/Strategies • Project Evaluation Criteria for LPC <p>Public Open House #1</p> <ul style="list-style-type: none"> • Scheduled for Monday, July 24th from 6:00 – 8:00 p.m. at Rec Park 	<p>Consultant team will continue to update the project website regularly.</p>

Public Comment	<p>LPC Co-Chair Erika Flint opened the meeting for public comment.</p> <p>The President of the Cape Vincent Village Green community group introduced himself and noted his group's connection to planned improvements within the NYF Study Area.</p> <p>Following the public comment period, LPC Co-Chair Erika Flint thanked all those in attendance.</p>	N/A
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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
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"/>
Jesse McCaughey	M.J. Engineering	<input checked="" type="checkbox"/>

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