



# LYONS FALLS

## LOCAL PLANNING COMMITTEE MEETING #1 SUMMARY

Purpose: Local Planning Committee (LPC) Meeting #1  
 Date and Time: June 16, 2023, 9:00 a.m.  
 Location: Lyons Falls Free Library, 3918 High Street  
 Attendees: See Below

Agenda Item	Discussion	Key Decisions & Outcomes
<p><b>Welcome &amp; Introductions</b></p>	<p>Village of Lyons Falls Mayor Donna Dolhof welcomed Local Planning Committee members, State Partners, the consultant team, and members of the public.</p> <p>Mayor Dolhof 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</i></p>	<p>N/A</p>

<p><b>Welcome &amp; Introductions (Cont'd)</b></p>	<p><i>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, actual or perceived, conflict to be kept on file with the Department of State.</i></p> <p>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"> <li>• Mayor Donna Dolhof, LPC Co-Chair</li> <li>• Michele Ledoux, LPC Co-Chair</li> <li>• Brittany Davis, LPC Member</li> <li>• Jonathan Miller, LPC Member</li> <li>• Mike Hurilla, LPC Member</li> <li>• Megan Krokowski, LPC Member</li> <li>• Michael Bradish, LPC Member</li> <li>• Jaclyn Hakes, Consultant Team</li> <li>• Nora Culhane Friedel, Consultant Team</li> <li>• Kylie Peck, NYSDOS</li> <li>• Amanda Bearcroft, NYSDOS</li> <li>• Stephen Hunt, Empire State Development</li> </ul> <p>Jaclyn Hakes (MJ Engineering), who provided a brief overview of the meeting agenda:</p> <ul style="list-style-type: none"> <li>• Code of Conduct</li> <li>• Roles &amp; Responsibilities</li> <li>• Project Schedule &amp; Scope</li> <li>• Community Engagement</li> <li>• Visioning Discussion</li> <li>• Next Steps</li> <li>• Public Comment</li> </ul>	<p>N/A</p>
<p><b>Code of Conduct Reminder</b></p>	<p>Jaclyn Hakes (MJ) noted that the role of a the LPC would be to:</p> <ul style="list-style-type: none"> <li>• Always serve act in the public interest</li> <li>• The Code of Conduct addresses potential conflicts of interest between LPC members and their interests that do not serve the public.</li> <li>• All Members must read &amp; sign the Code of Conduct</li> </ul>	<p>Signed Code of Conduct forms will continue to be collected by the Department of State representative.</p>

	<p>MJ instructed members to use the Code of Conduct to guide service &amp; actions while on the LPC.</p> <p>Remember <b>DAD</b>:</p> <ul style="list-style-type: none"> <li>• <b>D</b>isclose conflicts of interest</li> <li>• <b>A</b>ct in the public interest</li> <li>• <b>D</b>isqualify if necessary</li> </ul>	
<p><b>Roles &amp; Responsibilities</b></p>	<p>Jaclyn Hakes (MJ) explained the Roles and Responsibilities of the State Partners, Consultant Team, and the LPC.</p> <p><b>State Partners:</b></p> <ul style="list-style-type: none"> <li>• Assist LPC / Consultant Team</li> <li>• Manage Consultant Team / LPC Process</li> <li>• Review Documents</li> <li>• Liaison State Agencies</li> <li>• Ensure NYF Program Compliance</li> <li>• Maintain Schedule</li> </ul> <p>State Partners include representatives from the Department of State, Empire State Development, and Homes and Community Renewal</p> <p><b>Consultant Team:</b></p> <ul style="list-style-type: none"> <li>• Lead Community Engagement</li> <li>• Prepare Documents &amp; Information</li> <li>• Facilitated Consensus-Building with LPC</li> <li>• Prepare Downtown Profile</li> <li>• Project Development &amp; Analysis</li> <li>• Prepare NYF Strategic Investment Plan</li> </ul> <p><b>Local Planning Committee:</b></p> <ul style="list-style-type: none"> <li>• Confirm NYF Vision</li> <li>• Brainstorm Ideas / Provide Feedback</li> <li>• Review Documents / Info</li> <li>• Guide Community Engagement</li> <li>• Identify / Prioritize Projects</li> <li>• Recommend projects for inclusion in the SIP.</li> </ul>	<p>N/A</p>
<p><b>Roles &amp; Responsibilities (Cont'd)</b></p>	<p>Jaclyn Hakes (MJ) asked if there were any questions from the LPC members. No questions were received.</p>	

<p style="text-align: center;"><b>Project Schedule Scope</b></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"> <li>• LPC Kick-off</li> <li>• Vision</li> <li>• Engagement Plan</li> <li>• Call for Projects</li> </ul> <p><i>July</i></p> <ul style="list-style-type: none"> <li>• Downtown Profile (Draft)</li> <li>• Goals</li> </ul> <p><i>August</i></p> <ul style="list-style-type: none"> <li>• Preliminary Projects List</li> <li>• Downtown Profile (Final)</li> <li>• Strategies</li> </ul> <p><i>September</i></p> <ul style="list-style-type: none"> <li>• Project Profiles</li> <li>• Strategies (Final)</li> </ul> <p><i>October</i></p> <ul style="list-style-type: none"> <li>• Document Edits</li> <li>• NY Forward Strategic Investment Plan (Draft)</li> </ul> <p><i>November/December</i></p> <ul style="list-style-type: none"> <li>• NY Forward Strategic Investment Plan (Final)</li> </ul> <p>Key NY Forward Program components include:</p> <ul style="list-style-type: none"> <li>• NYF Boundary</li> <li>• Downtown Profile &amp; Assessment</li> <li>• Vision, Goals &amp; Strategies</li> <li>• Projects</li> <li>• Implementation Plan</li> <li>• Community Engagement</li> <li>• NYF SIP</li> </ul> <p>The four NYF Program project types are:</p> <ul style="list-style-type: none"> <li>• Public Improvement Projects</li> <li>• New Construction &amp; Rehabilitation</li> <li>• Small Project Fund</li> <li>• Branding &amp; Marketing</li> </ul>	<p style="text-align: center;">N/A</p>
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	<p>Jaclyn Hakes (MJ) then presented the General Guidelines for project evaluation within the NYF program:</p> <ul style="list-style-type: none"> <li>• Aligned with State and local goals</li> <li>• Project readiness</li> <li>• Transformative, catalytic</li> <li>• Co-benefits</li> <li>• Cost effectiveness/Leveraging additional investment</li> </ul>	
<p><b>Community Engagement</b></p>	<p>Nora Culhane Friedel (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 &amp; opportunities of Community Engagement were highlighted:</p> <ul style="list-style-type: none"> <li>• Interactive workshops</li> <li>• Pop-up tables</li> <li>• Survey</li> <li>• Stakeholder meetings</li> <li>• NY Forward website <a href="http://www.lyonsfalls-NYForward.com">www.lyonsfalls-NYForward.com</a></li> <li>• Public Engagement Plan</li> </ul> <p>LPC committee members suggested that the Library and the Village Office be supplied with hard copies of the survey when it is released.</p> <p>LPC committee members offered a number of outlet suggestions for engagement:</p> <ul style="list-style-type: none"> <li>• Lewis County Fair <ul style="list-style-type: none"> <li>○ Consultant team will provide materials to distribute</li> </ul> </li> <li>• River Fest</li> <li>• Falls Festival</li> <li>• Food Truck Friday</li> </ul>	<p>LPC Members will use business/organizational networks to publicize NY Forward outreach efforts.</p> <p>Department of State can provide a list of business support services for project sponsors that might be interested and have need.</p>

<p><b>Lyons Falls NY Forward Application</b></p>	<p>Jaclyn Hakes (MJ) displayed a draft map of the Lyons Falls NY Forward boundary for review and confirmation by the members of the LPC. The LPC members also had hard copies of the map at their seats to view.</p> <p><i>“The Village of Lyons Falls is located at the confluence of the Moose and Black Rivers. The center of the village is at the junction of Route 12 and Route 12D. Most of the commercial development is limited to McAlpine Street and Center Street (which turns into Franklin Street).”</i></p> <p>LPC members discussed the NY Forward Boundary, and inquired if the boundary could be modified throughout this process based on call for project forms received. LPC members identified that the map they were viewing had been edited since the submission of the NY Forward application. The consultant team explained that the Co-chairs and the consultant team along with DOS refined the boundary to include a more focused downtown area. LPC members ask that if a project comes forward that is outside the boundary, then should it be considered? DOS and the consultant team shared that the boundary can be modified but the ultimate goal of the program is to be focused on a downtown area and keep the resources from this funding source concentrated.</p> <p>Jaclyn Hakes (MJ) asked if at this point the LPC members could affirm that this would be the boundary going forward. The LPC members present agreed on the boundary.</p> <p>Jaclyn Hakes (MJ) then displayed and read aloud the Vision from the NY Forward Application for the Village:</p> <p><i>“We envision Lyons Falls to be active with tourists visiting our rebuilt Black River Canal and revitalized mill site; our downtown village buildings will be inviting and historically preserved; and the population in our area will be increasing along with our employment. Lyons Falls will be transformed into a multi-faceted recreational destination focused on the Moose and Black Rivers, parks, trails, and natural features. Enhanced connections to employment centers and environmental resources will focus on celebrating the rich history</i></p>	<p>Consultant team will use the boundary map that has been approved in the Call for Projects form.</p> <p>Consultant team will work on updating the vision statement for the LPC members based on feedback, and LPC members are welcome to share any other thoughts or ideas via email in the coming weeks.</p>
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	<p><i>and beauty of the area to spur economic development.”</i></p> <p>LPC Members offered the following input on the Vision:</p> <ul style="list-style-type: none"> <li>• “rebuilt” black river canal does not fit any longer</li> <li>• Focus on the Falls and the Water</li> <li>• The mill town experience is gone but would like to see it brought back</li> <li>• Quality of life</li> <li>• Continue to support this four season community</li> <li>• Mention residents</li> <li>• The mill site should be development as a destination</li> </ul>	
<p><b>Challenges and Opportunities</b></p>	<p>The consultant team then invited LPC Members to share input on key challenges and opportunities in the Lyons Falls community. Input received from LPC Members included:</p> <p><i>Challenges</i></p> <ul style="list-style-type: none"> <li>• “main” street area is not as vibrant as it could be</li> <li>• Visibility of the downtown and village in general</li> <li>• Roadways cut through and bypass village</li> </ul> <p><i>Opportunities</i></p> <ul style="list-style-type: none"> <li>• Redeveloping historic mill site</li> <li>• Feature the Falls and waterfront</li> <li>• Already a four season community</li> <li>• ATV highway (outside of scope)</li> <li>• Current trails to be connected to village – a note about access</li> <li>• Creating “the draw” entrepreneurship/jobs</li> <li>• Connect the community to water power</li> <li>• Interpretive signage re: history</li> </ul>	<p>Public input on challenges and opportunities will be solicited via Community Engagement efforts including Public Workshop #1 and a survey.</p>
<p><b>Next Steps</b></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"> <li>• July 12th – 12:00 PM</li> <li>• August 9th – 12:00 PM</li> <li>• September 13th – 12:00 PM</li> </ul> <p>Call for Projects Solicitation</p> <ul style="list-style-type: none"> <li>• Opens June 19<sup>th</sup> – closes July 31st</li> </ul>	

	<p>Consultant Team</p> <ul style="list-style-type: none"> <li>• Downtown Profile (Draft) Preparation</li> <li>• Community Engagement Plan</li> </ul> <p>Public Workshop #1</p> <ul style="list-style-type: none"> <li>• Scheduled for Monday, July 17<sup>th</sup> from 5:00 – 7:00 p.m.</li> </ul> <p>LPC Members asked for publicity materials to better spread the news with the public and Lyons Falls residents.</p>	<p>Consultant team will share publicity materials for public meeting and call for projects form with LPC.</p>
<p><b>Public Comment</b></p>	<p>LPC Co-Chair Donna Dolhof opened the meeting for public comment.</p> <p>Following the public comment period, LPC Co-Chair Donna Dolhof thanked all those in attendance.</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:

Nora Culhane Friedel, MJ Engineering and Land Surveying, P.C.

cc: Village of Lyons Falls, State Partners, File

## Local Planning Committee (LPC)

Name	Present
Donna Dolhof	<input checked="" type="checkbox"/>
Michele Ledoux	<input checked="" type="checkbox"/>
Anne Huntress	
Brittany Davis	<input checked="" type="checkbox"/>
Jonathan Miller	<input checked="" type="checkbox"/>
Roger Williams	
Mike Hurilla	<input checked="" type="checkbox"/>
Megan Krokowski	<input checked="" type="checkbox"/>
Michael Bradish	<input checked="" type="checkbox"/>



## State Partners

Name	Affiliation	Present
Kylie Peck	NYSDOS	<input checked="" type="checkbox"/>
Amanda Bearcroft	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"/>
Nora Culhane Friedel	M.J. Engineering	<input checked="" type="checkbox"/>



NY Forward



Lyons Falls Local Planning Committee (LPC) Meeting #1

June 16, 2023, 9:00 AM

Lyons Falls Library, 3918 High Street

Please Sign In

Name	Affiliation	Email
Donna Dolhof	Mayor - co-chair	donna.dolhof@lyonsfallsconnects.com
Michele Ledoux	Co Chair REDC COE Lewis	mel14@cornell.edu
Brittany Davis	Natwally Lewis	brittany@natwallylewis.com
Jonathan Millo	Lewis Co Historical Society	jonathan.w.millo@google.com
Mike Huebner	Edge Hotel	mike@theedgehotel.com
Megan Krokowski	LEPD	megankrokowski@lewiscounty.com
Mike Bradish	trustee	mbradish4@gmail.com
Barb Denslow	Village Clerk	clerk@lyonsfallsconnects.com
Linda Higby	resident	lrhigby@yahoo.com
Cathy Kraeger	property owner	ckraeger@frontiernet.net



NY Forward



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June 16, 2023, 9:00 AM

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Please Sign In

Name	Affiliation	Email
Susan Hammecker	Business owner	s.hammecker@gmail.com
Hattie Lendecker	L.F. ALIVE	clendecker@gmail.com
Paul "	"	
Esther Kilbourn	Black River Valley Natural	
Erica O'Brien	Black River Valley Natural	erica@blackrivervalleynatural.com
Tina Stampad		thromtana@yahoo.com
Peg Ausplizer		pegandterry@gmail.com
Chris Harrold	Business owner	qivrup@gmail.com



NY Forward



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Please Sign In

Name	Affiliation	Email
Stuart deCoy	Flouissance the mansion	info@flouissance-themansion.com