



## LYONS FALLS

### LOCAL PLANNING COMMITTEE MEETING #3 SUMMARY

Purpose: Local Planning Committee (LPC) Meeting #3  
 Date and Time: August 9, 2023, 12:00 p.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, 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><b>Welcome &amp; Introductions (Cont'd)</b></p>	<p><i>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"> <li>• Mayor Donna Dolhof, LPC Co-Chair</li> <li>• Michele Ledoux, LPC Co-Chair</li> <li>• Jonathan Miller, LPC Member</li> <li>• Mike Hurilla, LPC Member</li> <li>• Roger Williams, LPC Member</li> <li>• Anne Huntress, LPC Member</li> <li>• Jaclyn Hakes, Consultant Team</li> <li>• Nora Culhane Friedel, Consultant Team</li> <li>• Kylie Peck, 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>• Project Schedule &amp; Scope</li> <li>• Community Engagement Update</li> <li>• Discussion of Goals &amp; Strategies</li> <li>• Initial Projects List Discussion</li> <li>• Next Steps</li> <li>• Public Comment</li> </ul>	<p>N/A</p>
<p><b>Project Schedule</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>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>Consultant team is working on Downtown Profile Draft.</p>
<p><b>Community Engagement</b></p>	<p>Nora Culhane Friedel (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>Various pop-up tables are taking place in the next week:</p> <ul style="list-style-type: none"> <li>• Lewis County Fair <ul style="list-style-type: none"> <li>○ Michele Ledoux, table</li> </ul> </li> <li>• Farmers Market <ul style="list-style-type: none"> <li>○ Mayor Donna Dolhof, table</li> </ul> </li> </ul> <p>The NY Forward website <a href="http://www.lyonsfalls-nyforward.com">www.lyonsfalls-nyforward.com</a> 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 250+ unique visitors to the site.</p> <p>The Public Open House was held on July 17<sup>th</sup> from 5-7pm at the Lyons Falls Library. The project team and department of state was onsite for any questions. Approximately 12 community members attended.</p> <p>LPC member asked for consultant perspective on attendance number – low vs high? Consultant team and State team shared that it varies by community and is largely based on the size of the community.</p> <p>The community survey launched on July 17<sup>th</sup> and closed on August 4<sup>th</sup>. 58 total responses were received (20 hard copies, 38 online). Committee agreed that the community looks for hard copies of materials, consultant team will continue to keep that in mind when preparing community engagement opportunities.</p>	<p>LPC Members will use business/organizational networks to publicize NY Forward outreach efforts.</p>
<p><b>Discussion of Goals and Strategies</b></p>	<p>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 react to them.</p> <p><b>Celebrate History and the Environment:</b> Share and promote Lyons Falls' historical connections through focused rehabilitation and preservation of existing resources.</p> <p><b>Expand Connectivity and Access Opportunities:</b> Activate the downtown with distinctive wayfinding, placemaking, and infrastructure.</p> <p><b>“Always a Destination”:</b> Provide a range of offerings that highlight the natural and unique assets of the Village throughout the calendar year.</p>	

<p><b>Discussion of Goals and Strategies cont.</b></p>	<p><b>Advance an Economic Renaissance:</b> Support existing industry and small businesses while committing to attractive, transformative investment.</p> <p>Jaclyn Hakes (MJ) shared about what the NY Forward program requires as far as strategies to accompany the above goals – directly from guidance document:</p> <ul style="list-style-type: none"> <li>• Actionable statements that are specific with local context;</li> <li>• Derived from opportunities and challenges;</li> <li>• Relate to the proposed DRI/NYF projects;</li> <li>• Clearly and concisely direct a type of action to help meet a specific goal; and</li> <li>• Guide the community on how to continue revitalization beyond DRI/NYF projects.</li> </ul> <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><b>Initial Project List Discussion</b></p>	<p><i>Of note: Committee members suggested after beginning discussion that the order be switched from reviewing the projects first to instead reviewing the project evaluation criteria and list refinement procedure first.</i></p> <p>Nora Culhane Friedel (MJ) shared these reminders:</p> <ul style="list-style-type: none"> <li>• Call for project launched June 19th / Due July 31<sup>st</sup></li> <li>• Office hours with consultant Team – virtual/in-person</li> <li>• All projects must submit to be considered for NY Forward <ul style="list-style-type: none"> <li>○ Available on Lyons Falls NY Forward website</li> <li>○ Paper copies at Village Hall and Library</li> </ul> </li> <li>• All submitted proposals included on initial projects list</li> <li>• All proposals will be reviewed by the LPC and consultant team</li> </ul> <p>The consultant team shared a big thank you to the Village (Mayor and Clerk) for scanning the hard copies of the call for projects forms submitted, the consultant team was able to integrate the hard copies into the rest of the submissions.</p> <p>Jaclyn Hakes (MJ) shared that there were a total of 24 projects received, that totaled \$12.6 in NY Forward Request, and \$15.1 in total project costs.</p>	<p>N/A</p>

<p><b>Initial Project List Discussion cont.</b></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 17 projects in the first sections, and as a first cut, the consultant team and the State team identified 7 projects as potentially “Not for NYF”. These projects could be eligible for future grant/small projects fund or other funding 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>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 \$4 - \$5 million. There are a number of steps included in refining the initial project list:</p> <ul style="list-style-type: none"> <li>• Project Evaluation Criteria</li> <li>• Project Evaluation Worksheet</li> <li>• Consultant Team Review</li> <li>• LPC Meeting Discussion</li> </ul> <p>The consultant team shared the following project evaluation criteria examples for the LPC to consider:</p> <ul style="list-style-type: none"> <li>• Alignment with NYF Vision</li> <li>• Transformative Potential</li> <li>• Sponsor Capacity</li> <li>• Project Readiness</li> <li>• Community Benefits</li> <li>• Site Control</li> </ul> <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"> <li>• Title, Sponsor, Location</li> <li>• Funding request, project cost</li> <li>• Project description</li> <li>• Capacity to implement</li> <li>• Project partners</li> <li>• Alignment with local and regional strategies</li> <li>• Anticipated benefits</li> <li>• Budget and funding sources</li> <li>• Feasibility/cost justification</li> </ul>	<p>N/A</p>
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<p><b>Initial Projects list discussion Cont.</b></p>	<ul style="list-style-type: none"> <li>• Regulatory requirements</li> <li>• Photos</li> <li>• Proposed design, renderings, plans</li> <li>• Implementation timeframe</li> </ul> <p>The project team then discussed the LPC evaluation guidance overview; proposed project materials will be shared through a OneDrive link.</p> <p>Committee member asked if the consultant team can let them know when new items are added to the OneDrive.</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"> <li>• Project is Ready to Advance</li> <li>• Project Needs More Information</li> <li>• Project Not for NYF</li> </ul> <p>The LPC will share Evaluation Worksheets with MJ Team by September 6<sup>th</sup>, 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 great interest in this.</p> <p>Committee member asked when project sponsors that are missing items in their submission will be contacted to request more information. Consultant team will handle all communication with project sponsors, and will reach out with an organized list of questions as they arise.</p> <p>Consultant team then walked committee quickly through each section and the projects within (recusals noted in parenthesis):</p> <p><u>New Development and Rehabilitation of Existing Downtown Buildings:</u></p> <ul style="list-style-type: none"> <li>• Dollar General</li> <li>• Dolhof Hardware Construction (LPC Recusal: Donna Dolhof)</li> <li>• Black River Valley Natural, LLC #1</li> </ul>	<p>Consultant team to organize work session for LPC members in the coming weeks.</p>
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<p><b>Initial Projects List Discussion Cont.</b></p>	<ul style="list-style-type: none"> <li>• Black River Valley Natural, LLC #2</li> <li>• Black River Valley Natural, LLC #3</li> <li>• Black River Valley Natural, LLC #4</li> <li>• Forest Presbyterian Church</li> <li>• McAlpine Hill</li> <li>• Village Square Revitalization (LPC Recusal: Roger Williams)</li> <li>• Village Square Revitalization (w/ Roof) (LPC Recusal: Roger Williams)</li> <li>• Lyons Falls Pulp and Paper Mill Redevelopment/Beautification (LPC Recusal: Mike Bradish)</li> <li>• St. John’s Catholic Church</li> <li>• Lyons Falls Elementary: Residential Development</li> <li>• Lyons Falls Elementary Stabilization Project (LPC Recusal: Mike Bradish)</li> </ul> <p><u>Public Improvement Projects:</u></p> <ul style="list-style-type: none"> <li>• Village of Lyons Falls Streetscape Project</li> </ul> <p><u>Small Project Fund:</u></p> <ul style="list-style-type: none"> <li>• Village of Lyons Falls Small Projects Fund</li> </ul> <p><u>Branding and Marketing:</u></p> <ul style="list-style-type: none"> <li>• Village of Lyons Falls Branding and Marketing</li> </ul> <p><u>Not for NY Forward:</u></p> <ul style="list-style-type: none"> <li>• Tug Tours, LLC</li> <li>• Historical Walking Tours Façade Update</li> <li>• The Mance</li> <li>• Old Agway Building/Train Depot</li> <li>• Hardware Store Façade and repainting apartment building (LPC Recusal: Donna Dolhof)</li> <li>• Gould House</li> <li>• Hotel Hendel</li> </ul> <p>State team shared that typically NYS does not fund projects that are sponsored solely by a religious organization.</p>	<p>N/A</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>• September 13<sup>th</sup> – 12:00 PM <ul style="list-style-type: none"> <li>○ Project Evaluation Discussion</li> </ul> </li> </ul>	<p>Consultant team will continue to update the project website regularly.</p>

	<ul style="list-style-type: none"> <li>October 19<sup>th</sup> – 12:00 PM</li> </ul> Consultant Team <ul style="list-style-type: none"> <li>Downtown Profile (Draft) Preparation</li> <li>Virtual Work Group</li> <li>Stakeholder Meetings</li> <li>Project Evaluation</li> </ul>	Consultant team will send out regular reminders of upcoming events/activities.
<b>Public Comment</b>	No members of the public were in attendance.	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:

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	<input checked="" type="checkbox"/>
Brittany Davis	<b>X</b>
Jonathan Miller	<input checked="" type="checkbox"/>
Roger Williams	<input checked="" type="checkbox"/>
Mike Hurilla	<input checked="" type="checkbox"/>
Megan Krokowski	<b>X</b>
Michael Bradish	<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"/>
Nora Culhane Friedel	M.J. Engineering	<input checked="" type="checkbox"/>

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