



# LYONS FALLS

## LOCAL PLANNING COMMITTEE MEETING #2 SUMMARY

Purpose: Local Planning Committee (LPC) Meeting #2  
 Date and Time: July 12, 2023, 12:00 p.m.  
 Location: Lyons Falls Free Library, 3918 High Street  
 Attendees: See Below

| Agenda Item                               | Discussion   | Key Decisions & Outcomes |
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| <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.</p> <p>Co-chair Michele Ledoux 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>               |

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| <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>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>• Roger Williams, LPC Member</li> <li>• Anne Huntress, LPC Member</li> <li>• Megan Krokowski, 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>• Roles &amp; Responsibilities</li> <li>• Project Schedule &amp; Scope</li> <li>• Call for Projects</li> <li>• Community Engagement Update</li> <li>• Downtown Profile Overview</li> <li>• Vision and Goals 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) reminded 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>Signed Code of Conduct forms will continue to be collected by the Department of State representative.</p> |

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| <p style="text-align: center;"><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>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>Consultant team is working on Downtown Profile Draft and will develop the preliminary projects list for the next LPC meeting.</p> |
| <p style="text-align: center;"><b>Call for Projects</b></p> | <p>Consultant team reviewed that the Call for Projects launched June 19<sup>th</sup> and all completed forms are Due July 31<sup>st</sup>.</p> <p>All projects (regardless of size) must submit to be considered for NY Forward.</p> <p>Call for Project forms are available on Lyons Falls NY Forward website, and paper copies are available at Village Hall and the Library.</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"> <li>• July 6th - 6:00 - 7:00 PM (virtual via Zoom) <ul style="list-style-type: none"> <li>○ No attendees</li> </ul> </li> <li>• July 7th - 1:00 - 2:00 PM (virtual via Zoom) <ul style="list-style-type: none"> <li>○ No attendees</li> </ul> </li> </ul> | <p>LPC members received Call for Projects publicity materials and will continue to promote.</p>                                      |

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|                                    | <ul style="list-style-type: none"> <li>• July 17th - 2:30 - 3:30 PM (In Person: (Lyons Falls Free Library)) <ul style="list-style-type: none"> <li>○ 8 attendees</li> </ul> </li> </ul>  |  |
| <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> <li>• Others? <ul style="list-style-type: none"> <li>○ LPC members suggested “Food Truck Fridays”</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 will be held on July 17<sup>th</sup> from 5-7pm at the Lyons Falls Library. 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 17<sup>th</sup> as well and will be another opportunity for members of the community to share thoughts and ideas. Hard copies will be available at Village Hall and Lyons Falls Library – the online version will be available on the project website (preferred submission method).</p> | <p>LPC Members will use business/organizational networks to publicize NY Forward outreach efforts.</p> |

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| <p><b>Downtown Profile</b></p>           | <p>Jaclyn Hakes (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"> <li>• Study Area/Boundary Description</li> <li>• Demographic Overview</li> <li>• Regional and Historic Context</li> <li>• Recent Plans and Investment</li> <li>• Alignment with Regional Economic Development Council (REDC) strategies</li> <li>• Physical setting</li> <li>• Economic Trends and Opportunities</li> <li>• Synthesis of Trends, Challenges, and Opportunities</li> </ul> <p>The consultant team then shared preliminary demographics with the LPC members. Population, median age, education, income, employment, and housing were covered.</p> <p>LPC members questioned the housing numbers as far as median gross rent and asked about the source of the information – the group offered that perhaps affordable housing units were bringing the number down.</p> | <p>Consultant team will reexamine the median gross rent figure and share any updates with LPC.</p> |
| <p><b>Vison and Goals Discussion</b></p> | <p>Jaclyn Hakes (MJ) then displayed and read aloud the updated Vision for the Village:</p> <p><i>Downtown Lyons Falls will be an active, economically vibrant, and historically preserved four-season community with a diverse array of recreation amenities. Building on the village's connection to employment centers, the natural features of the Moose and Black Rivers, activated parks and trails, a revitalized Mill site, the beauty of the Falls, and rich local history, Downtown Lyons Falls will be an inviting community for residents and visitors alike.</i></p> <p>LPC members requested language shifting in this version of the vision.</p>  |  |

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| <p><b>Vison and Goals Discussion cont.</b></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> <p><b>Preserve Historic Elements and Environment:</b><br/>Share and promote Lyons Falls' historical connections through focused rehabilitation and preservation of existing resources.</p> <p><b>Expand Connectivity and Access Opportunities:</b><br/>Activate the downtown with distinctive wayfinding, placemaking, and infrastructure.</p> <p><b>“Always a Destination”:</b> Welcome visitors and engage residents with a range of offerings that highlight the natural assets of the Village throughout the calendar year.</p> <p><b>Advance an Economic Renaissance:</b> Support existing industry and small businesses while committing to attractive, transformative investment.</p> <p>LPC members discussed theses goals and offered suggestions on language updates to better reflect the Village’s future pathway.</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 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. These will be discussed further at the next LPC meeting in August.</p> | <p>Consultant team will rework the language on vision and goals based on LPC feedback.</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>• 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 will continue to update the project website regularly.</p>              |

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|                       | Consultant Team <ul style="list-style-type: none"> <li>• Downtown Profile (Draft) Preparation</li> <li>• Community Engagement Plan</li> </ul> Public Open House #1 <ul style="list-style-type: none"> <li>• Scheduled for Monday, July 17<sup>th</sup> from 5:00 – 7:00 p.m.</li> </ul> |     |
| <b>Public Comment</b> | LPC Co-Chair Donna Dolhof opened the meeting for public comment.<br><br>There were no comments offered.<br><br>Following the public comment period, LPC Co-Chair Donna Dolhof thanked all those 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  | <input checked="" type="checkbox"/> |
| Jonathan Miller | <input checked="" type="checkbox"/> |
| Roger Williams  | <input checked="" type="checkbox"/> |
| Mike Hurilla    | <input checked="" type="checkbox"/> |
| Megan Krokowski | <input checked="" type="checkbox"/> |
| Michael Bradish | <b>X</b>                            |

## 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,<br>Project Manager | M.J. Engineering | <input checked="" type="checkbox"/> |
| Nora Culhane Friedel             | M.J. Engineering | <input checked="" type="checkbox"/> |