# Meeting Summary

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| Meeting Name | Local Planning Committee (LPC) Meeting #2 |
| Date & Time | June 13, 2024 – 5:00 to 7:00 pm |
| Location | Highland Falls Senior Center – 15 Drew Avenue, Highland Falls, NY 10928 |

## Agenda

Welcome, Introductions, and Presentation (105 Minutes)

1. Welcome
2. LPC Code of Conduct
3. NY Forward Timeline
4. Public Engagement Update
5. Highland Falls NY Forward Vision and Goals
6. Overview and Qualities of Strong NY Forward Projects - *see Guidebook Section 5.2 for Project Types and Requirements*
7. Project Match
8. Project Evaluation Criteria – *see Guidebook Section 5.5 for LPC Project Evaluation*
9. Open Call for Projects

**Public Comment (15 minutes) – VHB to moderate**

1. Next Steps

## Attendees

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| Department of State |
| Susan Landfried |
| LPC Members |
| Stella Bailey |
| Dandai (Dee Dee) Moreno |
| Bobbie Fallon |
| Todd Hulet |
| Michael (Mick) Hauser  |
| Gabe O'Connell  |
| Paula Holt  |
| Consultant Team |
| Jill Gallant (VHB) |
| Lindsey Cassone (VHB) |

## Summary

Susan Landfield (DOS) and Jill Gallant (VHB) welcomed the LPC members to the second meeting. Jill Gallant (VHB) then introduced the meeting agenda. Following, Susan reviewed the LPC Code of Conduct, and no disclosures were made.

Jill presented the timeline of the process, indicating where in the process this meeting is and what is next to come. Next on the agenda was a public engagement update in which Jill talked through the key takeaways from the June 1st Business Meeting, Public Workshop #1, Community Family Fun Day, and on-line survey. Jill then asked the LPC if they had any feedback or heard anything from the community regarding the workshop. The LPC asked questions regarding how public input from the June 1st engagement events will be incorporated into public projects. Susan explained the process by which public input is summarized and incorporated into project development and encouraged the LPC and attending public to continue to submit feedback and project ideas through the NYF email.

Following, the LPC asked questions regarding the Small Project Fund. Specifically, the LPC asked questions around what the next steps would be once the fund is awarded and whether or not another entity besides the Village can facilitate the fund. Jill and Susan explained that generally the Small Project Fund, if awarded, is handled by the Village itself, with a requirement to hire an external consultant, but it is possible to have another entity besides the Village to facilitate the fund.

Lindsey Cassone (VHB) then reviewed the revised NYF Vision, which was built from the vision in the Highland Falls Application, the LPC Meeting #1 visioning activity, a review of prior planning documents and initial key findings, and review of public comments. The draft vision is:

*“A revitalized Downtown Highland Falls will weave its history into the needs of the future, maintaining its close-knit character while becoming a more walkable and vibrant neighborhood with beautiful streetscapes, thriving local businesses, and spaces for all ages to meet. As a hub of activity in an area surrounded by natural and historic attractions, Highland Falls will celebrate the downtown’s connection to West Point, the Hudson River, and other regional attractions, while providing diverse amenities for residents and visitors alike. Highland Falls will live up to its name of Hometown USA, becoming a place where visitors will come, and residents will stay.”*

After discussing the draft vision statement, LPC members unanimously opted to change it to the following:

*“A revitalized Downtown Highland Falls will weave its history into the needs of the future, maintaining its close-knit character while becoming a more walkable and vibrant neighborhood with beautiful streetscapes, prosperous local businesses, and spaces for all ages to meet. As a hub of activity in an area surrounded by natural and historic attractions, Highland Falls will celebrate the downtown’s connection to West Point, the Hudson River, and other regional attractions, while providing diverse amenities for residents and visitors alike. Highland Falls will live up to its name of Hometown USA, becoming a place where visitors will come, and residents will thrive.”*

Lindsey reviewed the drafted NYF Goals, which will be used to guide the evaluation of specific projects, and in the future for efforts concerning the downtown revitalization of Highland Falls. The drafted goals are:

1. Attract visitors from the West Point community, West Point Museum, and nearby natural and historic sites to Main Street.
2. Cultivate a diverse and sustainable mixed-use downtown corridor with thriving small businesses and reactivated storefronts.
3. Activate downtown with inviting streetscapes, public spaces, and amenities that encourage people to stay and explore.

An LPC member responded that the first goal should be adapted to draw in West Point tourists, instead of the general West Point community, and should highlight Bear Mountain. The LPC was in agreement and the goal was changed to “Attract West Point tourists and visitors from the West Point community and nearby natural and historic sites, such as Bear Mountain, to Main Street.”.

Jill and Susan then gave an overview of project eligibility and requirements. Following, Susan reviewed the qualities that make a strong NY Forward project, going over types of public projects and examples of awarded DRI projects, as well as the difference between the small project fund and a standalone NY Forward project. Susan then paused and asked the LPC if they had any questions about the information presented thus far. The LPC followed up with questions on project eligibility, specifically on the potential for operations and maintenance funding and property ownership requirements. In addition, the LPC asked questions regarding the differences between the standalone project and small project fund forms as well as required outreach. Jill and Susan handed out project form examples for the LPC to look through and went over form requirements as well as an outreach strategy for getting the word out on the Open Call for Projects.

Jill then reviewed project match requirements for both private standalone NY Forward projects and the small project fund (25% match for both), reiterating that there are no match requirements for non-profit or public projects. Jill then opened it up to the LPC to confirm or reduce match requirements for private projects and the small project fund. The LPC decided to lower private match to a minimum of 10% if hardship is demonstrated and to lower the required small project fund match to a minimum of 10%.

Jill reviewed the process for developing project evaluation criteria to assist in developing the list of projects that is recommended for funding to DOS. DOS has 5 criteria- state and local goals, project readiness, catalytic effect, co-benefits, and cost effectiveness. Jill explained that we are seeking feedback on potential co-benefits. The LPC members agreed on the following co-benefits to be added to the project evaluation criteria:

* Provides public benefit.
* Draws visitors to the downtown.
* Grows the local tax base.
* Encourages visitors and residents to stay and explore the downtown.

Jill then paused and asked the LPC if they had any questions about the information presented thus far. The LPC asked to revisit the NYF Boundary and agreed to extend the boundary south to include My Town Marketplace and Walgreens along Main Street.

Moving along, Jill reviewed the Open Call for Projects process and key dates. Jill also reviewed the schedule for future LPC Meetings and confirmed the revised dates for LPC Meeting #3 and LPC Meeting #4. Jill then paused and asked the LPC if they had any questions about the information presented thus far, and the LPC had no questions.

The meeting was then opened to the public for comments. Public comments are summarized below:

* Projects should consider improvements to sidewalks, curbs, and building facades and should look to make sidewalks and crosswalks ADA accessible.
* Project examples shown in the presentation are for larger populations. Highland Falls is smaller and therefore it is more difficult to address issues.
* Concern for the intentions of the West Point Association of Graduates.
* Suggestion to use Schenectady and Lake George as examples for potential projects.
* Voiced support for turning Main Street into a one-way street.
* Question on the timeline for funding: “How quickly can projects get started once funding is funneled into the Village?”
* Suggestion to get the Town of Highland involved in the process as a potential project sponsor.

Jill then went over next steps for the LPC members and the consultant team. Next steps for the LPC members include the promotion of the Open Call for Projects and the small project fund letters of interest, while next steps for the consultant team include promotion of Open Call for Projects and the small project fund letters of interest, drafting of the downtown profile and assessment, and to continue public project development. Jill then reiterated upcoming important dates, including the June 17th opening of the Open Call for Projects, the dates for Open Call for Projects virtual office hours, the July 26th closing of the Open Call for Projects, and the August 7th LPC Meeting #3.

Jill then paused and asked the LPC if they had any questions about the information presented thus far, and the LPC had no questions. The meeting then concluded.