

Meeting Notes

Project Name: City of Plattsburgh: Final LWRP and Comprehensive Plan and Zoning Updates

Project #: 2020-012.10

Meeting Title: Kick-off Meeting

Date & Time: Wednesday, April 22, 2020 at 3pm via Zoom

Attendees: City of Plattsburgh: Malana Tamer, Matthew Miller, Ethan Vinson

NYS DOS: Barbara Kendall

Saratoga Associates: Emily Gardner (egardner@saratogaassociates.com), Dan Shearer

Behan Planning & Design: Michael Allen, John Behan (leading Comp. Plan & Zoning efforts)

Finch Network: Amy Bonn (leading community engagement)

Committee Members:

Christy – High School student

John Clute – resident; former councilor and Community Development office

Glen Cutter – County Planning

Scott DeMane – Zoning Board member

Curt Gervich – SUNY professor; Planning Board member

Jillian Kara – SUNY student

Patrick McFarlin – Local attorney; City Councilor

Renee McFarlin – IDA; County Economic Development Director; involved in regional work groups

Ron Nolland – Zoning Board chair

Rick Perry - Planning Board member; former Building Inspector

Jeremiah Ward – Resident; affordable housing

PJ Whitbeck – real estate

Purpose/Intent of Meeting:

Introduce City staff, project team, and committee; review overall project scope and next steps.

If the meeting notes are not complete, accurate, or in context, please notify the sender of this document of such discrepancy within ten days following receipt of this record.

Bullet Items of Discussion:

1. Staff, Project Team, and Committee Members were introduced
 - a. Emily will be the primary contact for Saratoga Associates. Malana will be the primary contact for the City. Barbara will provide technical assistance for the project.
2. Invoicing Logistics:
 - a. SA will keep the same format used for other DOS projects with the City, identifying the tasks and including timesheet backup, to be submitted to Matt.
3. Project Overview

- a. The project includes updated the LWRP (2016 draft) for finalization, as well as updating the City's Comprehensive Plan and Zoning.
 - i. The comprehensive plan and zoning will not be overhauled completely, but areas in need of updating will be identified and addressed. The intent is to establish a vision for the City's future through the LWRP and Comp Plan process, and ensure that the Zoning supports these goals. The team will also reach out to City boards and staff to identify any common issues or conflicts that arise, to evaluate whether these indicate a need for zoning updates.
 - b. Careful coordination with DOS will be needed as the LWRP moves through finalization. Local laws (such as the zoning ordinance) are part of what implements the goals of the LWRP. If the need for significant zoning changes is identified through the LWRP, these draft changes may need to be addressed before the LWRP is complete.
 - c. Public engagement will be important throughout the entire project process – both to keep the community informed and ensure that feedback is obtained.
 - i. The first public meeting for LWRP updates is anticipated to be in mid-June.
 - ii. Points were made regarding the engagement of younger residents and students (the future of the City) as well as those from diverse backgrounds.
 1. Suggestions were made to utilize Instagram and Twitter, as these platforms are used most readily and can be used for quick polls and sharing information. It was noted that the City's Instagram has not been updated in a few years.
 2. Suggestions for additional committee members from groups that may not be represented are welcomed.
 - iii. The engagement strategy may need to be digital until group meetings can be held in-person. Meetings/introductory presentations could be recorded and shared via the City's website and Youtube page, and Zoom meetings could be utilized (with public comment available).
4. Project Timeline and Next Steps
- a. The overall project is anticipated to take about 18 months to complete.
 - b. The next step is to review the Draft LWRP and for SA to review DOS's comments on the Draft. A meeting will be held to discuss the needed changes and updates to the document (eg. incorporating DRI elements and museum area goals).
 - i. The overall LWRP format has been updated since this draft (eg. there are now 44 policies instead of 13). Barbara will confirm that this LWRP is considered substantially complete and will not need to be revised to the 44 policy format.
 - ii. The Draft LWRP is available on the City website here:
<http://cityofplattsburgh.com/DocumentCenter/View/931/Plattsburgh-Local-Waterfront-Revitalization-Program-2016-DRAFT>
 - iii. Anticipated date for the review meeting is the first week of May. A doodle poll will be sent to establish a date/time.

Submitted April 23, 2020

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