

Village of Port Leyden Comprehensive Plan Committee

Date: August 14, 2025

Time: 10:30 AM

Location: Microsoft Teams

1. Welcome and Introductions

- Opening remarks by Lewis County Planning and Community Development (LCPCD)
- Introduction of members present
- Brief overview of the purpose and goals of the Comprehensive Plan Committee

2. Establishment of Ground Rules

- Discussion and adoption of ground rules for commission meetings, including procedures for public participation, decision-making processes, and conduct during meetings.

3. Review of Zoning Laws and Regulations from Surrounding Areas

- Presentation and discussion of Comprehensive Plans from neighboring communities or similar jurisdictions.
- Review Megan's Comprehensive Plans Setup (go over table of contents)

4. Provide Strengths, Opportunities, Aspirations Results (SOAR) Worksheet and overview discussion to be reviewed at the next meeting

- SOAR focuses on Strengths, Opportunities, Aspirations, and Results — emphasizing what's working well and the potential for growth. (SWOT includes Weaknesses and Threats, which can lead discussions toward problems and deficits, sometimes causing negativity or defensiveness.)
- **SOAR** integrates a clear future vision with the **Aspirations** and **Results** components, encouraging stakeholders to imagine and co-create a desired future.

5. Discuss the desired means of public participation regarding the Comp Plan and visioning

- Online Survey (with a hardcopy version that can be entered manually)
- Bingo Night?
- Lyons Falls Food Truck Friday?

6. Discuss means of advertising meetings, content etc.

- Updates to PL Website to include agendas and meeting minutes
- Promote survey through press distribution and facebook?

7. Specific Needs and Priorities

- Deliberation on the specific zoning needs and priorities of the village
- Identification of potential zoning categories (e.g., residential, commercial, industrial, recreational, etc.).
- Consideration of factors such as community character, economic development, environmental conservation, and infrastructure.

8. Setting Future Meeting Dates

- First Day of each month at Time
- Consideration of additional workshops or public hearings as needed

9. Adjournment

- Motion to adjourn the meeting

Next Meeting:

Village of Port Leyden Comprehensive Plan Committee

Date: August 14, 2025

Time: 10:30 AM

Location: Microsoft Teams

Present: Nick Byrne, Karen Carr, Casandra Buell, Lauryn Tabolt, Megan Krokowski and Jon Roes

MINUTES

1. Opening:

The meeting began at approximately 10:35 AM following confirmation that the Mayor would not be attending. Virtual introductions were made, and brief opening remarks were shared regarding the desired tone, goals, and aspirations for the comprehensive plan process.

2. Establishment of Ground Rules

The Committee discussed proposed ground rules for meetings, including procedures for public participation, decision-making, and conduct. These ground rules will be formally adopted at the next meeting when both voting members are present.

3. Introduction to Comprehensive Planning

Ms. Krokowski presented the slideshow *“Introduction to Comprehensive Planning,”* which prompted an engaging and interactive discussion. Key discussion points included:

- a) The importance of tailoring the plan to reflect Port Leyden’s distinct character.
- b) Leveraging recent growth to build on community strengths and counter prior misconceptions.
- c) Addressing housing shortages as a top priority.
- d) Ensuring meeting and event information is accessible via Village social media and/or the Village website.
- e) Creating pathways for educational opportunities and youth civic engagement (Mr. Byrne).
- f) Partnering with BOCES Visual Communication students to design new welcome signs, fostering community pride and encouraging visitors to stop, return, and stay (Ms. Krokowski).

The Committee also reviewed the draft *Village of Port Leyden Comprehensive Plan* framework and current content, which includes demographic and

economic data. This rough draft will be shared with invitees and incorporates the filed laws intended for inclusion in the future zoning law.

4. SOAR Worksheet

Members received the Strengths, Opportunities, Aspirations, Results (SOAR) worksheet and were asked to complete it for discussion at the next meeting.

- a. SOAR emphasizes what is working well and identifies potential for growth.
- b. Unlike SWOT, which includes weaknesses and threats, SOAR focuses on constructive, forward-looking dialogue and co-creating a desired future.

5. Public Participation Strategies

The Committee discussed potential methods for encouraging public involvement in the comprehensive plan and visioning process:

- a) Online Survey (with hardcopy versions available for manual entry) — Supported, provided it is effectively distributed.
- b) Bingo Night — Supported.
- c) Coordination with Existing Port Leyden Events
 - a. Softball league — Invite a food truck and promote.
 - b. Fire Department — Outreach during a chicken BBQ (Nick will follow up on Monday).
- d) Lyons Falls Food Truck Friday — Not recommended, in order to maintain Port Leyden-specific identity and results.

6. Scheduling Future Meetings

The Committee agreed that a consistent meeting schedule would be beneficial. It was proposed that meetings be held in-person one hour before the Village Board's monthly meetings.

Tentative schedule: Third Monday of each month, 4:00–5:00 PM.

7. Adjournment

The meeting adjourned at 11:30 AM.

Next Meeting: August 18, 2025, at 4:00 PM – [3514 Mechanic Street, Port Leyden, NY](#)