

Village of Port Leyden Comprehensive Plan Committee

Date: August 18, 2025

Time: 4 PM-5 PM

Location: Town of Lyden Justice Building, 3514 Mechanic Street, Port Leyden, NY

1. **Roll Call-** Heather Collins, Nick Byrne, Karen Carr, Nick Hartley, Silver Wolf.
2. **Establishment of Ground Rules**
 - Previously discussed Ground Rules were discussed, and Mr. Byrne made a motion to adopt, with Ms. Collins seconding the motion. Motion carried unanimously.
3. **Brief Recap of previous meeting**
 - At the last meeting, we discussed the basic principles of comprehensive planning, roles and responsibilities, strategies for outreach, as well as creating the meeting ground rules.
4. **Public Comment:** No public present.
5. **Review the Strengths, Opportunities, Aspirations Results (SOAR) Worksheet to help guide what we are seeking input from the public on.**
 - 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.
 - The Board cooperatively walked through the SOAR analysis, compiling individual ideas and conjoining them into one document to be used to create content for the Comprehensive Plan. We made it through the strengths and opportunities sections, and committee members provided their pre-completed forms to be compiled into one.
6. Meeting ended at 4:57 due to the Village Board meeting.

Next Meeting: September 15, 2025 at 4 PM

Village of Port Leyden Comprehensive Plan Committee

Date: August 18, 2025

Time: 4 PM

Location: Town of Lyden Justice Building, 3514 Mechanic Street, Port Leyden, NY

1. **Roll Call**
2. **Establishment of Ground Rules**
 - Adopt the formerly discussed and revised Ground Rules.
3. **Brief Recap of previous meeting**
4. **Public Comment** (could be moved to where the Board feels most appropriate)
5. **Review the Strengths, Opportunities, Aspirations Results (SOAR) Worksheet to help guide what we are seeking input from the public on.**
 - 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.
6. **Lock in dates and timelines of public participation regarding the Comp Plan and Village Visioning Sessions**
 - Online Survey (with a hardcopy version that can be entered manually)
 - Bingo Night
 - Coordination with Existing Port Leyden Events (Chicken BBQ)
7. **Discuss the means and responsibilities of advertising meetings, content, etc.**
 - Updates to PL Website to include agendas and meeting minutes
 - Promote the survey through press distribution, Village Social Media and website?
 - Process for infographic material creation, themes etc.
8. **Identify Specific Needs and Priorities (Committee)**
 - Consideration of factors such as community character, economic development, environmental conservation, and infrastructure.
 - Deliberation on the specific zoning needs and priorities of the village
 - Identification of potential zoning categories (e.g., residential, commercial, industrial, recreational, etc.).

NOTE: The committee may adjust due to the public outreach responses.

9. Meeting Dates

- Third Monday of each month at 4 PM (in person)
- The committee will consider additional workshops or public outreach as we work through this process

10. Identify Tasks to Be Covered in the Next Meeting (Tentative)

- Identify the roles and responsibilities of each member and match tasks that align with their strengths
- Review the demographics section of the content of the Draft Comprehensive Plan and provide comments and suggestions.
- Identify public engagement representation of the members
- Review the proposed content of the survey (nail down the type of data we want to gather from the residents)

11. Adjournment

- Motion to adjourn the meeting

Next Meeting: • September 15, 2025 at 4 PM

Comprehensive Plan Committee

Village of Port Leyden

SOAR Analysis Worksheet

Current Conditions Review

Date: ____8/18/2025_____

Member: _FULL GROUP_____

S – Strengths

(What we do well – internal positive attributes)

- What unique qualities or assets make Port Leyden a desirable place to live, work, or visit?

Black River, outdoor recreation opportunities, not overcrowded, proximity to Adirondacks, low real estate costs, gateway highway, rural, proximity to services (hospital, groceries, etc.)

- Which community facilities, services, or infrastructure work particularly well?

Fire department, park, helicopter landing pad, sewer upgrades and water infrastructure upgrades in the works

- What local traditions, events, or organizations contribute most to community pride?

Rich history, Black River Canal system, chicken bbqs, garage sales, bingo, community meals served at Church.

- In what ways does Port Leyden's location benefit residents, businesses, and visitors?

Route 12, proximity to hospitals, gateway to everywhere, safe distance to cities.

- What recent accomplishments or improvements best reflect the Village's capabilities?

Wastewater improvements, removal of dilapidated buildings, multiple grants, Pro-housing Community.

O – Opportunities

(External possibilities & trends to leverage)

- What emerging trends could benefit Port Leyden?

Pavilion for outdoor family activities (music in the park, movies in the park etc.),
Vanpool, bus stop shelters.

-
- Are there underused or vacant properties that could be revitalized?
-

- What partnerships or collaborations could strengthen local projects or services?
Naturally Lewis, transportation collaboration, and getting the information out there
about what services are available.

- Are there funding sources or programs that could support Village priorities?
State, Naturally Lewis, State representatives, Iroquois Pipeline funding, etc.

- What changes in tourism, recreation, or transportation could open new
opportunities?

Licensed fishing guides, atv adventure guides etc., central rest area, kiosks, food
trucks, more village-wide activities

A – Aspirations

(What we want to be – shared vision)

- If Port Leyden were at its best in 5 years, what would be different?

New businesses, adequate public transportation, walkable sidewalks, grocery store.

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- What do you most want to preserve about the Village's character?

Do we want to change the character/ perceived character?

- What new amenities, services, or opportunities would you like to see?

More shops and restaurants, garbage collection, a splash pad, and roadside clean-up
days

- How can the Village become more attractive to new residents, businesses, and
visitors?

Cleaner streets, fewer vacant buildings

- What role should sustainability, resilience, and environmental stewardship play?
-

Should be updated and follow regulations. (KC)

R – Results

(Measures of success – how we know we've arrived)

- What indicators would show the Village is moving in the right direction?

More storefronts, fewer vacant houses.

- How should we measure progress toward economic vitality and job growth?

Less poverty, less vacant buildings

- What benchmarks should we use for community health, safety, and quality of life?

Census surveys

- How can we track improvements in infrastructure and public services?

Visually

- What short-term wins could build momentum for long-term goals?

Cleaning up sidewalks, streets, repairing and replacing sidewalks.

Top 3 Priorities from this SOAR Discussion:

1. _____
2. _____
3. _____