

Village of Port Leyden Comprehensive Plan Committee

Date: September 15, 2025

Time: 4 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. **Brief Recap of previous meeting**
 - a. Last meeting, we went over the SOAR Analysis question, and the results were provided via email.
 - b. Approve Meeting #2 minutes.
3. **Public Comment** (could be moved to where the Board feels most appropriate)
4. **Lock in dates and timelines of public participation regarding the Comp Plan and Village Visioning Sessions**
 - a. Online Survey (with a hardcopy version that can be entered manually)
 - b. Bingo Night(2nd Friday of each month) October 10th
 - c. Coordination with Existing Port Leyden Events (Chicken BBQ)
5. **Discuss the means and responsibilities of advertising meetings, content, etc.**
 - a. Contact person to send updates to PL Website to include agendas and meeting minutes; etc.
 - b. Promote the survey through press distribution, **press release (Village Letterhead-provide to Megan)**, Village social media, and website?
 - c. Process for infographic material creation, themes, etc.
 - i. Any photos to be incorporated
6. **Identify Specific Needs and Priorities (Committee)**
 - a. Consideration of factors such as community character, economic development, environmental conservation, and infrastructure.
 - b. Deliberation on the specific zoning needs and priorities of the village
 - c. Identification of potential zoning categories (e.g., residential, commercial, industrial, recreational, etc.).

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

7. **Roles and Meeting Format**
 - a. Assign roles and responsibilities (e.g., survey management, outreach, drafting or reviewing of sections within the Plan)
 - b. Decide on preferred working format:
 - i. Individual assignments completed before meetings
 - ii. Content drafted in advance for group review and discussion
8. **Benchmark Timelines, Roles, and Meeting Format**
 - a. Establish benchmark timelines for key tasks and milestones
 - b. **Sample Working Schedule for Port Leyden Comprehensive Plan**
 - i. **Survey & Public Input**

- Survey release (online and hardcopy): September 20, 2025
- Deadline for survey responses: October 31, 2025
- Compilation and summary of survey results: November 7, 2025
- ii. *Community Events & Engagement***
 - Visioning session #1 (e.g., Bingo Night): October 15, 2025
 - Event summaries completed: November 14, 2025
- iii. *Committee Work Sessions***
 - Monthly committee meeting: November 17, 2025
 - Draft priorities identified: November 17 – November 30, 2025
 - Internal review of preliminary priorities: December 1–5, 2025
- iv. *4. Drafting the Comprehensive Plan***
 - Initial draft prepared by committee: December 15, 2025
 - Internal committee review and revisions: December 16–30, 2025
 - Draft plan ready for public review: January 10, 2026
 - Survey regarding the draft plan (Jan/ Feb)
- v. *5. Public Review & Adoption Process***
 - Public review period begins: January 15, 2026
 - Public hearing: February 5, 2026
 - Final revisions: February 12–19, 2026
 - ***County Planning Board review*** – meets 3rd Thursday of the month; referrals due 12 days prior (If significant changes are proposed, an additional public hearing may need to occur.)
 - Submission to Village Board for adoption: March 16, 2026

9. Adjournment: The meeting will adjourn when the public and board members begin to arrive for the regular monthly Village Board meeting, which begins at 5 pm.

Next Meeting: October 20, 2025 at 4 PM

FOR IMMEDIATE RELEASE

September [XX], 2025

Village of Port Leyden Launches Comprehensive Plan Process

Public Input Invited Through Online Survey and October 10th Community Event

Port Leyden, NY – The Village of Port Leyden has begun the process of drafting a new Comprehensive Plan that will help guide future growth, development, and community priorities. A Comprehensive Plan serves as a blueprint for the community's long-term vision, addressing housing, land use, economic development, infrastructure, and quality of life.

As part of this process, the Village is inviting residents, business owners, and community stakeholders to share their thoughts and ideas in two ways:

1. **Online Community Survey** – An online survey is now available to gather feedback on community needs, opportunities, and priorities. The survey can be accessed at: <https://arcg.is/1OKWTO1>. Responses will be accepted through **October 31st, 2025**.
2. **Public Engagement Event – October 10, 2025** – The Village will host an in-person engagement session on **Friday, October 10, 2025, at Bingo Night at the Port Leyden Firehall**. Community members are encouraged to stop by, learn more about the planning process, and share their input in a casual, interactive setting.

Mayor Collins emphasized the importance of community involvement:

"This plan will help shape Port Leyden's future, and it's essential that we hear from as many voices as possible. Whether you take the survey online or join us at Bingo Night, your input will directly influence the vision and priorities for our Village."

The Comprehensive Plan is expected to take several months to develop, with additional opportunities for public review and comment before adoption.

For more information, please get in touch with the **Village Clerk's** office at clerk@villageofportleyden.com or visit <https://villageofportleyden.org>.



COMPREHENSIVE PLAN SURVEY

Village of
Port Leyden

Help create the roadmap the Village of Port Leyden's Future!

The Village is creating a Comprehensive Plan, which will serve as the the foundation for future Zoning Regulation.

LET US KNOW WHAT MATTERS TO YOU



Housing & neighborhoods



Roads & transportation



Parks & recreation



Local businesses & services

TAKE THE SURVEY

SCAN ME



Deadline: October 31, 2025

Contact Us



megankrokowski@lewiscounty.ny.gov



315-376-5423



<https://arcg.is/1OKWTO1>

Port Leyden Comprehensive Plan Survey

The Village of Port Leyden is beginning the process of creating a **Comprehensive Plan** — a community-driven roadmap that will guide future growth, investment, and quality of life for the next 10–15 years.

This plan will:

Identify **what we value most** about living in Port Leyden.

Set **shared goals** for the future of our Village.

Provide strategies to improve services, attract new businesses, strengthen neighborhoods, and preserve our small-town character.

Help the Village qualify for **grants and funding programs** to make improvements possible.

Your input is essential. This survey gives every resident, business owner, and visitor the chance to share ideas, concerns, and aspirations. The results will be combined with community meetings, committee discussions, and technical studies to create a plan that truly reflects the community's vision.

Please take a few minutes to complete this survey. Together, we can shape a future for Port Leyden that builds on our strengths, seizes new opportunities, and creates a vibrant, welcoming community for years to come.

Community Strengths

1. What do you value most about living in or visiting the Village of Port Leyden? (Select all that apply)*

☐

Small-town character and safety

☐

Black River / outdoor recreation opportunities

☐

Proximity to Adirondacks and regional services

☐

Community events and traditions

☐

Affordable housing / real estate costs

☐

Family and personal connections

☐

Other

2. How important are local traditions and events (e.g., chicken BBQs, bingo, garage sale days) to your sense of community?*

☐

Very important

☐

Somewhat important

☐

Not important

Opportunities for Growth

3. Which of the following improvements would make Port Leyden more attractive to residents and visitors? (Select all that apply)*

☐

Public transportation options (vanpool, bus stops)

☐

More shops and restaurants

☐

Family-friendly recreation spaces (pavilion, splash pad, playgrounds)

☐

Cleaner and more attractive streetscapes

☐

Sidewalk and street repairs

☐

Grocery store or food market

☐

Other

4. If the Village invested in tourism or recreation, which would you most like to see?*

-Please select-



Aspirations for the Future

5. Which statement best matches your vision for Port Leyden's future?*

☐

A hub for outdoor recreation and tourism

☐

A clean, walkable, and family-friendly community

☐

A quiet, affordable place to live close to bigger towns

☐

A village with thriving small businesses and services

☐

Other

This is a required question.

6. Is the Village of Port Leyden an appropriate location for commercial solar or battery energy storage facilities?*

New York State's **Climate Leadership and Community Protection Act (CLCPA)** sets goals to transition away from fossil fuels like natural gas over the coming decades. While natural gas is not immediately prohibited, the law requires a shift toward clean, renewable energy in electricity, buildings, and transportation. To learn more, visit: <https://climate.ny.gov>.

☐ Yes, definitely

☐ Yes, but only in certain areas or with strong regulations

☐ Not sure / need more information

☐ No, I do not think they belong in the Village

6. If you would like, please explain why you feel the Village of Port Leyden is or is not an appropriate location for commercial solar or battery energy storage facilities.

7. Which of the following programs would you support to help reduce vacant and blighted properties? (Select all that apply)*

☐ Partnerships with developers to repurpose vacant sites

☐ Creation of a land bank or property acquisition program by the local jurisdiction or at the County level

☐ Incentives for property owners to rehabilitate buildings

☐ Community clean-up or beautification volunteer involvement projects (Port Leyden's Litter and Libations, Village-wide cleanup day, etc.)

☐ Stronger enforcement of property maintenance standards

☐ Other

Results & Accountability

8. What short-term improvements would make the biggest difference in your daily life? (Select all that apply)*

☐ More frequent community clean-up days

☐ Traffic calming / speed control measures

☐ Public parking improvements

☐ Improved street lighting and crosswalk safety

☐ Small business recruitment (grocery, retail, food)

☐ Parks, playgrounds, or recreational upgrades

☐ Expanded community events

☐ Better communication/outreach (website, social media, newsletters)

☐

Beautification (flowers, landscaping, tree planting)

☐

Sidewalk and street repairs

☐

Other

9. How should the Village measure progress? (Select all that apply)*

☐ Better infrastructure (water, sewer, sidewalks)

☐ More recreational opportunities (parks, trails, riverfront)

☐ Reduced crime rate/ improved public safety

☐ Increased participation in community events

☐ More local businesses and jobs

☐ Improved communication and transparency from Village leadership

☐ Fewer vacant buildings and improved storefronts

☐ Resident satisfaction and pride in the community

☐ Cleaner streets and public spaces

☐ Other

Tell Us about Yourself

10. Please provide your mailing zip code:

(five digit)

12³

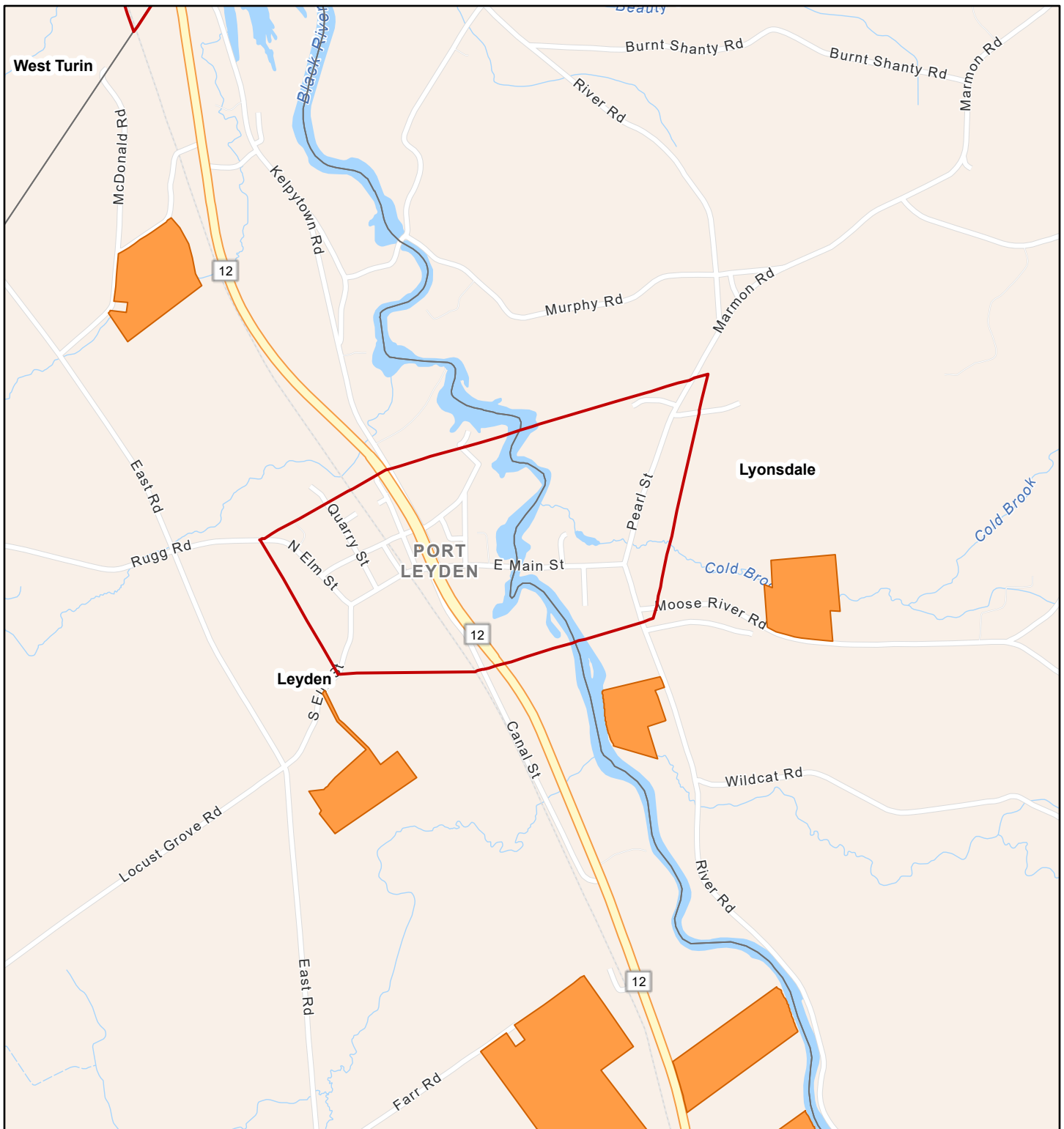
Open Input

10. What is one thing you would most like the Village Board to focus on over the next 5 years?





11. We value your input! Please share any additional thoughts, suggestions, or concerns about the Village's vision, priorities, or the Comprehensive Plan process.

Submit

Village of Port Leyden Solar Overlay



9/15/2025

-  Village Boundary
-  Parcels Most Suitable for Commercial Solar Development
-  Lewis County Boundary
-  Town Boundaries



1:36,112

0 0.23 0.45 0.9 mi
0 0.35 0.7 1.4 km

Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, (c) OpenStreetMap contributors, and the GIS User Community