

# TOWN AND VILLAGE OF CLAYTON LOCAL WATERFRONT REVITALIZATION PROGRAM

## MEETING SUMMARY

<b>Purpose:</b>	Waterfront Advisory Committee (WAC) Meeting #1
<b>Date and Time:</b>	November 12, 2025, 2:00 pm
<b>Location:</b>	Clayton Municipal Building
<b>Attendees:</b>	See Below
<b>Agenda:</b>	<ol style="list-style-type: none"> <li>1. Welcome &amp; Introductions</li> <li>2. Roles &amp; Responsibilities</li> <li>3. The LWRP Overview</li> <li>4. Project Scope &amp; LWRP Requirements</li> <li>5. Interactive Work Session: Opportunities &amp; Challenges</li> <li>6. Next Steps</li> </ol>

## 1. Welcome & Introductions

### Discussion

Mayor Nancy Hyde welcomed the Committee to the meeting and initiated introductions. The Waterfront Advisory Committee (WAC) met in-person at the Clayton Municipal Building. Jaclyn Hakes (MJ) provided a rundown of the meeting agenda.

#### Committee Members:

- Nancy Hyde, Mayor of the Village of Clayton
- Krista Dippel, Clayton Local Development Corp.
- Tim Doney, Supervisor of the Town of Clayton
- David Powers, Village Resident
- Dave Wilder, Village of Clayton
- James Ganter, Clayton Local Development Corp.
- Mike Hooson, Clayton Chamber of Commerce
- Robert Riddoch, Village of Clayton Trustee
- Ron Duford, Village of Clayton Trustee

#### Project Team Members

- Peter Zimmer, Department of State
- MJ Engineering, Architecture, Landscape Architecture and Land Surveying, P.C
- E.M. Pemrick & Company
- Andropogon

### Key Decisions & Outcomes

N/A



## 2. Roles & Responsibilities

### Discussion

Jen Ceponis (MJ) provided a brief explanation about the roles and responsibilities that are part of the Clayton LWRP.

WAC:

- Review Materials
- Provide local insights & direction
- Project ambassadors

Town/ Village Staff

- Assist with logistics & grant administration
- Institutional insight

Consultant Team

- Technical assistance
- Process facilitation

Department of State (DOS)

- LWRP Program assistance & guidance

### Key Decisions & Outcomes

N/A

## 3. The LWRP Overview

### Discussion

Peter Zimmer (DOS) shared a presentation about the LWRP Program. Jen Ceponis (MJ) then continued with more details about the program.

**LWRP Components**

- **Section 1 – Waterfront Revitalization Area Boundary (DOS Workplan Task 7)**
- **Section 2 – Inventory and Analysis (DOS Workplan Task 8)**
- **Section 3 – Local Waterfront Revitalization Policies (DOS Workplan Task 10)**
- **Section 4 – Proposed Land and Water Uses and Proposed Projects (DOS Workplan Task 11)**
- **Section 5 – Techniques for Local Implementation (DOS Workplan Task 13)**
- **Section 6 – State and Federal Actions Likely to Affect Implementation (DOS Workplan Task 14)**
- **Section 7 – Local Commitment and Consultation (DOS Workplan Task 15)**
- Circular nature to LWRP; one section helps from the next

Jen Ceponis (MJ) explained that the tasks correspond to tasks listed in the work plan. A copy of the work plan was provided to each committee member.

**Section 1 - Waterfront Revitalization Area Boundary**

- Describes the Waterfront Revitalization Area (WRA) boundary
- Includes the existing coastal area boundary
- Includes the Harbor Management Area (HMA)



# 3. The LWRP Overview

## Discussion

- Not separately delineated from the WRA
- Includes all the coastal waters and uplands, surface waters, and underwater lands within the WRA.

### WRA Boundary

- Changing the WRA Boundary
  - A municipality may determine a different boundary through the LWRP process
  - Change requires written justification
  - Justification to include why the expanded area is important for inclusion in the WRA
  - Must be approved by the DOS
- Determination of the WRA upland boundary should reflect the following criteria:
  - Changing the WRA Boundary
  - A municipality may determine a different boundary through the LWRP process
  - Change requires written justification
  - Justification to include why the expanded area is important for inclusion in the WRA
  - Must be approved by the DOS

### Section 2 – Inventory & Analysis

- Collect, map and analyze data to understand the study area:
  - Determine challenges and opportunities
  - Understand federal, state, and local regulations and authorities
  - Provides the basis/rationale for all applicable NYS coastal policies
  - Must include water-dependent and harbor uses to support the Harbor Management Plan (HMP)

### Example Waterfront Challenges and Opportunities Includes:

#### Challenges-

- Limited Public Access
- Reduced Scenic Quality
- Loss of Historic Resources
- Flooding and Erosion Hazards
- Competition for Space
- Water Pollution
- Ecological Degradation
- Economic Decline

#### Opportunities-

- New Public Access Areas
- High Scenic Quality Areas
- Preservation of Historic Resources
- Flooding and Erosion Planning
- Harbor Management Planning
- Water Quality Improvement Measures
- Ecological Restoration Areas
- Priorities for Tourism

# 3. The LWRP Overview

## Discussion

### Section 3 – Local Waterfront Revitalization Policies

44 State Coastal policies regulate coasts and waterways for use of resources and protection of resources and are supported by state and local law.

- Under LWRPs, local discretionary actions are reviewed for consistency in accordance with existing regulatory processes to ensure that the LWRP policies are being implemented.
- Refining policy explanations:
  - Main policy statements must remain as written.
  - Communities can provide additional explanations to reflect local conditions

### Section 4 – Proposed Land & Water Uses & Proposed Projects

- Identifies
  - Future/desired land and water uses
  - Short-term and long-term projects
- Proposed projects intend to:
  - Implement coastal policies
  - Advance desired land use(s)
  - Advance desired water use(s)

### Section 5 – Techniques for Local Implementation

- Describes Local laws and planning actions:
  - Zoning, site plan, stormwater management, design guidelines
- Management structure
  - Which local board will be responsible for consistency review?
- Financial resources:
  - Staff; capital projects
- Future actions
  - Catalyze private property investment

### Section 6 – State & Federal Actions Likely to Affect Implementation

- Based of DOS provided template that’s consistent with Coastal Management Policies
- State and federal actions and programs which should be consistent with the LWRP
- State and federal actions necessary to implement the LWRP

### Section 7 – Local Commitment & Consultation

- Identifies the WAC
- Public survey methods and results
- Summaries of public workshops
- List of local government agencies involved
- Description of involvement by local businesses or other community organizations
- Melia Hema (MJ) explained that public engagement will include 2 open houses, a community survey, a project website, email blasts, virtual stakeholder meetings, and project cards
- WAC members listed the TI Sun, the Village website, the school district portal, the Chamber of Commerce emailing list, and Facebook as means of sharing information about upcoming public engagement events.

## 3. The LWRP Overview

### Discussion

#### Local Consistency Review Law

- The local consistency review law is a required element of the local program
- A consistency law includes:
  - Minor actions that are exempt from review
  - Procedures for review of non-exempt actions
  - Who is responsible for review
  - Coastal Assessment Form for review of actions
- Peter Zimmer (DOS) explained that the review will be done at a local level first.
- Committee members suggested that this may be a point of discussion at a later time.

#### Review Process

- Submit LWRP draft sections sequentially per the DOS workplan for review by staff LWRP, legal, and consistency reviewers
- When the LWRP draft is ready, there are several remaining anticipated steps
  - Submit to DOS for Preliminary Legal Review
  - Prepare a Local Resolution to Accept the LWRP as ready for 60-day review
  - Initiate SEQRA
  - 60-day State Agency Review and comment revisions
  - County Planning Board Review (§239-L,M,N)
  - Finalize SEQRA
  - Local Adoption with Implementing Local Laws/ Zoning Amendments
  - Final Legal Review
  - NYS Secretary of State Approval
  - Federal NOAA OCRM Approval and Revised Program Changes

### Key Decisions & Outcomes

- MJ will send LWRP section by section for DOS and WAC to review as they are ready

## 4. Project Scope & LWRP Requirements

### Discussion

Jen Ceponis (MJ) provided a Project & LWRP Schedule

#### Fall/ Winter 2025

- Inventory & Analysis
- Community Outreach Process & Plan

#### Winter 2026

- Stakeholder group meetings
- 1st Public Information Meeting

## 4. Project Scope & LWRP Requirements

### Discussion

- Online community survey

#### Spring 2026

- Proposed land/ water uses and projects

#### Summer 2026

- Draft LWRP in process
- 2<sup>nd</sup> Public Information Meeting

#### Fall/ Winter 2026/2027

- Preliminary Draft LWRP submitted to DOS
- DOS Review Process (timing to be determined)

\*WAC meetings will generally be once every other month (virtual)

### Key Decisions & Outcomes

- N/A

## 5. Interactive Work Session: Opportunities & Challenges

### Discussion

Jen Ceponis (MJ) led an interactive work session and opportunities. WAC members examined 2 maps of the Village of Clayton and Town of Clayton respectively. The existing WRA boundary was displayed on both maps.

#### Challenges:

- There is no longer a public access beach
- Parking challenges during the summer (June – September)
- Trailer parking for boats is needed
- There is only one (village) public boat launch
- Scuba divers in high traffic areas pose a challenge
- Limited housing options
- Difficult to get seasonal/ essential workers
- Energy efficiency improvements are needed at the Municipal Office Building for it to function effectively as a cooling center and emergency response facility
- Washington Island Causeway reduces waterflow between Goose Bay and French Creek Bay/St. Lawrence River
- Severely limited public transportation and taxicab services
- Growing number of short-term rentals

#### Opportunities:

- Public dock and Riverwalk recently reconstructed with REDI funds
- Punkin Chunkin – there was a shuttle service
- Maybe use a bike share service to avoid challenges with insurance
- Jefferson County is expanding transit service and will create a new route between Watertown and Clayton



## 5. Interactive Work Session: Opportunities & Challenges

### Discussion

- Jefferson County imposed a 3% occupancy tax on short-term rentals beginning in Apr. 2025 to manage short-term rentals and support tourism promotion
- There are areas in proximity to the school that could be used for parking
- 2 historic districts downtown
- Bike/ walking trails to La Fargeville – could be connected to Riverwalk
- Bike sharing / rentals can close gap in transportation needs between trail and downtown/waterfront
- Housing assessment is being completed
- Jefferson County may be working on a housing assessment as well
- Village recently invested in expanding capacity of water/sewer and can serve additional housing
- Land has been identified for a potential essential housing project
- There is a public dock on Grindstone Island
- Grindstone Island has beaches, the schoolhouse museum, and a winery; is popular for fishing

### WRA Discussion

- Members suggested extending the WRA boundary to include more of the Village downtown such as the Municipal building
- Potential project to make the building more energy efficient and a cooling location during extreme heat events

### Key Decisions & Outcomes

- MJ will review parcel and other geographic data and propose an updated WRA via email to the WAC
- Projects should be identified based on priority and feasibility; DOS encouraged the WAC to focus on resiliency
- MJ will coordinate with the Core Team to confirm the Public Engagement Event #1 date, time, and location. A press release and flyer will be prepared to promote the event.

## 6. Next Steps

### Discussion

Jen Ceponis (MJ) provided an overview of the next steps:

- Schedule Next WAC Meeting – Virtual
- Confirm WRA Boundary
- Prepare Community Outreach Plan
- Gather Planning Documents & Data
- Existing Conditions Mapping & Inventory
- Identify Stakeholders

### Key Decisions & Outcomes



## 6. Next Steps

### Discussion

- Next WAC meeting scheduled on Wednesday, January 14 from 2-4 PM and will be virtual. WAC members can join at the LDC office.
- MJ is working on the project website and Community Outreach Plan

This meeting summary conveys our understanding of the items discussed and agreements reached at this meeting. Please forward any additions, corrections and/or questions to my attention.

Submitted by:

Melia Hema, MJ Engineering and Land Surveying, P.C.

cc: Consultant Team, Comprehensive Plan Update Committee, Town File



## Waterfront Advisory Committee

Name	Present
Nancy Hyde	☑
Krista Dippel	☑
Tim Doney	X
David Powers	☑
Dave Wilder	☑
James Ganter	☑
Mike Hooson	☑
Robert Riddoch	X
Ron Duford	☑

## Consultant Team and Support

Name	Affiliation	Present
Jaclyn Hakes, Project Manager	M.J. Engineering	☑
Jen Ceponis, Project Lead	M.J. Engineering	☑
Melia Hema	M.J. Engineering	☑
Peter Zimmer	Department of State	X