



# Local Planning Committee (LPC)

## Meeting 1

May 15, 2025



**NY Forward**

# Agenda

## **Welcome, Introductions, and Presentation (105 minutes)**

- › Welcome
- › Introductions
- › LPC Code of Conduct Refresher
- › NY Forward Program Overview
- › Roles and Responsibilities
- › Project Development and Evaluation
- › Roadmap for Continued Revitalization
- › Conclusion of the NY Forward Planning Process
- › Dobbs Ferry NY Forward Boundary and Demographic Snapshot
- › LPC Activity
- › Public Engagement Approach

## **Public Comment (15 minutes)**

- › Next Steps



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Welcome



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# Introductions

# Meet the Local Planning Committee (LPC)

<b>Name</b>	<b>Affiliation</b>
Mayor Vincent Rossillo	LPC Co-Chair, Village of Dobbs Ferry
Andrew Regenstreicht	LPC Co-Chair, REDC Member and Regional Property Manager at Dolphin Property Services
Steve Tilly	Principal Architect at Stephen Tilly, Architect
Dr. Nitin Gupta	Founder/CEO of Rivertown Pediatrics
Laura Rothrock	Chair of Dobbs Local Development Group
Donna Cassell	Board Member of Friends of Dobbs Ferry's Seniors
Ed Trader	Chair of Dobbs Ferry Downtown Improvement Committee
Salena Alamprese	Mercy University, Executive Director of Business Services
Laura Danforth	Head of Masters School
Joseph Lucasey	Chair of Dobbs Ferry Recreation Committee
JB Gomez	Co-owner of Climbing Wolf
Christy Knell	Village of Dobbs Ferry Board of Trustee



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# NY Forward Code of Conduct

# NY Forward Code of Conduct

- › Guidelines, standards, and procedures for the Local Planning Committee (LPC) members to follow throughout the planning process
- › All LPC members are required to serve and act in public interest
- › LPC members must sign the Code of Conduct for Members of New York State Downtown Revitalization Initiative and NY Forward Local Planning Committees (Code of Conduct)

D

Disclose conflicts of interest

A

Act in the public interest

D

Disqualify as necessary


# What Does “Acting in Public Interest” Mean?

- › Avoid conflicts of interest.
  - No “unwarranted privileges” in which an LPC member should use or attempt to use their position to secure unwarranted privileges or exemptions for themselves or others.
  - No “improper influence.” An LPC member shall exercise their duties and responsibilities so as to not exert improper influence over other members.
  - An LPC member shall exercise all duties and responsibilities for the primary benefit of the public and in a manner where any benefit to the member or a family member or relative is incidental.
- › If a benefit is more than incidental, a conflict of interest arises, and an LPC member should recuse themselves.



# Documenting Conflicts

- › Members must identify if they have a potential conflict at the first meeting in which the matter giving rise to the conflict is discussed.
- › When a potential conflict is identified, LPC members must complete and submit a formal Recusal Form.
- › LPC members may not vote, or attempt to influence, a discussion or vote on any project(s), where a potential conflict of interest exists.

**NEW YORK**  
STATE OF  
OPPORTUNITY.

**Downtown  
Revitalization  
Initiative**

**NEW YORK**  
STATE OF  
OPPORTUNITY.

**NY Forward**

## Recusal Form

LPC Member Name \_\_\_\_\_ Date \_\_\_\_\_

DRI or NYF Name \_\_\_\_\_

Applicable Project Title(s) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Reason(s) for Recusal**  
(Check all that apply.)

☐ I or a relative or family member have a financial interest in the project. (Describe below.)

☐ I or a relative or family member have an interest as a board member, owner, officer, employee, or investor in the project sponsor. (Describe below.)

☐ I or a relative or family member have an interest as a board member, owner, officer, employee, or investor in a potential competitor of the project. (Describe below.)

☐ Other: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please provide a description of each conflict. (Be complete and specific. Attach additional pages if necessary.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Member Signature \_\_\_\_\_

# Recusals

- › You will be reminded of your obligation to recuse at each meeting of the committee.
- › A list of recusals together with the recusal form completed by each recused member will be maintained for each project for the duration of the NY Forward planning process.
- › The recusal list will be updated at each meeting.

# Voting on Recommended Projects

- › At the end of the process, all LPC members will vote on a slate of projects to be recommended to the state for NY Forward funding.
- › Voting will take place via an official LPC ballot to be submitted to the State.
- › LPC members must recuse themselves from voting on individual projects where a conflict of interest exists.
- › LPC members must follow the determinations made by the Ethics Officer in accordance with the Code of Conduct and other applicable laws.

# Questions?

**Are there any general or clarifying questions I can answer now?**

If you have specific questions regarding your situation or need advice,  
contact the New York State Department of State Ethics Officer:

**Anais Vasquez, Ethics Officer**  
**(518) 948-0275**  
**[Anais.Vasquez@dos.ny.gov](mailto:Anais.Vasquez@dos.ny.gov)**



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# NY Forward Overview

“ *The Downtown Revitalization Initiative and NY Forward programs focus on creating healthy, vibrant, walkable downtowns that catalyze sustainable economic development and accrue numerous economic, social, and environmental benefits to the locality, the region, and the State as a whole.*

# NY Forward Program Goals



*Create an active downtown with a strong sense of place.*



*Attract new businesses that provide job opportunities for a variety of skills and salaries.*



*Grow the local property tax base.*



*Enhance public spaces for arts and culture.*



*Build a diverse population, with residents and workers supported by complementary diverse housing and employment opportunities.*

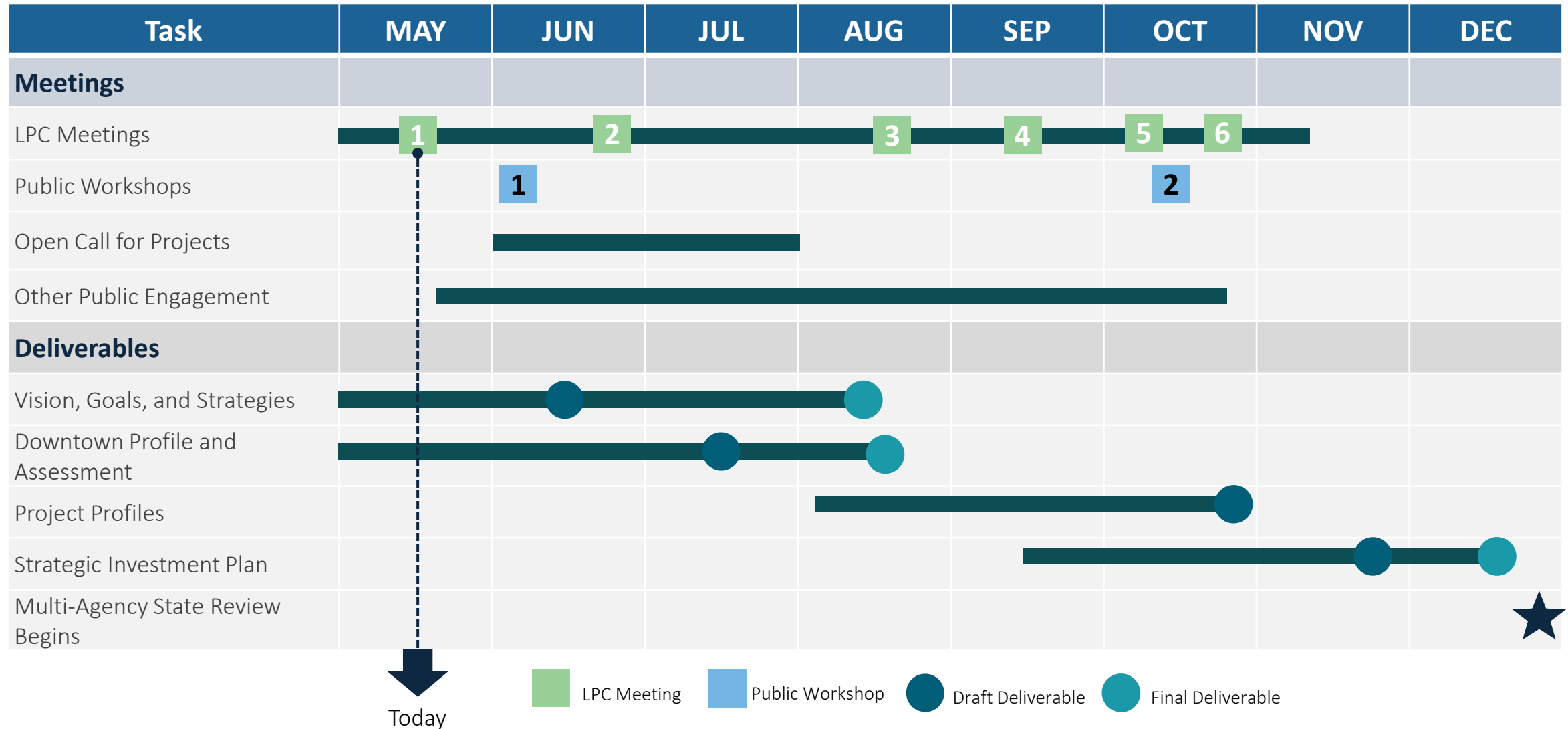


*Provide amenities that support and enhance downtown living and quality of life.*



*Reduce greenhouse gas emissions and support investments that are more resilient to future climate change impacts.*

# NY Forward Timeline







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# Roles and Responsibilities

# Roles and Responsibilities

The NY Forward program accomplishes its goals through a unique State and local partnership:

- › Local Planning Committee (LPC) and Co-Chairs
- › State Agencies
- › Consultant Team
- › Municipal Staff
- › Public
- › Project Sponsors

# Roles and Responsibilities

## Local Planning Committee

- › Led by two co-chairs
- › Brainstorm ideas and provide feedback
- › Promote the process and encourage participation from the broader community
- › Refine the vision for Dobbs Ferry's downtown
- › Develop goals and strategies to achieve the vision
- › Provide input on and review the Downtown Profile and Assessment
- › Identify and select priority projects for downtown revitalization
- › Recommend projects to be included in the Strategic Investment Plan
- › Work with the consultant team and state team to prepare and submit a NY Forward Strategic Investment Plan

### What to Expect:

- › Approximately 5-6 meetings, generally monthly but with a summer break.
- › Meetings are usually 2 hours but may be longer
- › Regular emails from the State and VHB with meeting and project materials

# Roles and Responsibilities

## State Team

- › Consists of:
  - Department of State (DOS)
  - Empire State Development (ESD)
  - Homes and Community Renewal (HCR)
  - NYSERDA
- › Assist the consultant team and LPC with critical tasks
- › Ensure compliance with NY Forward program requirements
- › Participate in the preparation and review of NY Forward documents
- › Provide knowledge about housing, economic development, and decarbonization programs
- › Support project sponsors with project development

# Roles and Responsibilities

## Consultant Team

- › Guide the planning process
- › Lead all public engagement
- › Assist the LPC with project identification and development, and evaluation of potential projects
- › Work with project sponsors to develop projects
- › Draft of all components of the Strategic Investment Plan, including project profiles and analyses demonstrating feasibility and impact of projects

## Consultant Team:

- › VHB
- › Hayduk Engineering, LLC
- › Encorus Group
- › Kevin Dwarka, LLC
- › Sharp Lens
- › CMC Language Services



# Roles and Responsibilities

## **Village of Dobbs Ferry**

- › Co-chair and provide leadership for the LPC
- › Provide local assistance to the consultants and State
- › Support the NY Forward process by identifying key resources, information, and stakeholders
- › Assist with meeting logistics
- › Act as a local point of contact for public engagement

# Roles and Responsibilities

## Public

- › Provide input on downtown Dobbs Ferry's needs and opportunities, and the vision and goals for downtown
- › Share ideas for how to revitalize downtown Dobbs Ferry
- › Share input and feedback on the projects submitted for LPC consideration

# Roles and Responsibilities

## Project Sponsors

- › Submit project scopes in the NY Forward area to be considered for funding
- › Provide necessary information to the LPC about the project, including scope, budget, capacity, etc.
- › Engage in ongoing conversations with consultant and State about project development





## LPC Questions and Answers



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# Project Development and Evaluation



# What are the Eligible Project Types?



## **Public Improvement Projects**

Streetscape and transportation improvements, recreational trails, new and upgraded parks, plazas, public art, green infrastructure, wayfinding signage, and other public realm projects.



## **Small Project Grant Fund**

A locally managed matching small project fund (up to \$600,000 depending on demand) for small downtown projects, such as façade improvements, building renovations, business assistance, or public art.



## **New Development and/or Rehabilitation of Existing Downtown Buildings**

Development and redevelopment of real property for mixed-use, commercial, residential, not for profit, or public uses. Development / redevelopment should result in employment opportunities, housing choices or other community services.



## **Branding and Marketing**

Downtown branding and marketing projects that target residents, tourists, investors, developers and visitors. Should be for overall branding and marketing of downtown, not individual businesses or other entities

# Ineligible Project Types and Activities

- › **Planning Activities:** Funds must be used to implement the SIP.
- › **Operations and Maintenance:** Funds cannot be used for on-going or routine expenses, such as staff salaries and wages, rent, utilities, and property up-keep.
- › **Pre-award Costs:** Reimbursement for costs incurred before the completion of the Strategic Investment Plan and the announcement of funding awards is not permitted.
- › **Property Acquisition:** Funds cannot be used for property acquisition.
- › **Training and Other Program Expenses:** Funds cannot be used to cover continuous costs, such as training costs and program expenses.

# Project Requirements

- › Shovel-ready in 2 years from project award
- › Project size/scale
  - Standalone NY Forward projects have a minimum total project cost of \$75,000
- › Project sponsor capacity – public, non-profit, private entities
- › Financing
- › Matching and leverage
  - Private project sponsors are required to contribute a minimum of 25% of the total project cost (includes Small Project Fund)
- › Site control
- › Building decarbonization
- › Reimbursement

Strong NY Forward projects are catalytic, transformational, able to be implemented in the near-term, and create synergies between different projects and programs in the downtown.

# How are Projects Identified and Refined?

## Project Identification

- › Dobbs Ferry's NY Forward application
- › Open Call for Projects
- › Public engagement

## Project Development/Refinement

- › After projects are identified, they will continue to be developed using feedback from the consultant team, State team, and the public.
- › Consultant team can provide technical support to project sponsors with project scope, cost estimating, decarbonization, etc.
- › LPC will evaluate projects based on evaluation criteria and the vision and goals for downtown.

# Open Call for Projects

- › The Open Call for Projects is an opportunity for private, public, and not-for-profit entities to submit projects for consideration by the LPC for inclusion in the NY Forward Strategic Investment Plan.
- › Intended to ensure all eligible projects sponsors can submit a project proposal.
- › A project form will be made available to prospective project sponsors. The submission period will be open for at least four weeks.
- › All project sponsors, including those for public projects, must complete a form.
- › Consultant team and State will be available to answer questions and provide support during the submission period.

## Project Form Components

- › Project Sponsor
- › Project Location
- › Existing Conditions
- › Project Type
- › Project Description
- › Property Ownership
- › Project Alignment with Vision and Goals
- › Preliminary Cost Estimate
- › Project Readiness and Timeframe for Implementation
- › Supplemental Information, such as photos, renderings, cost estimates, market studies, etc.
- › Decarbonization

# Open Call for Projects

## 9 Preliminary Cost Estimate

What is the total estimated project cost and the amount of [DRI/NYF] funds requested?

Total Project Cost:

Total DRI/NYF Request:

Please complete the budget table below. Please identify different activities associated with the project, their costs, the funding source, and the status. Please use the following definitions to guide the response for the Budget.

Activities	Cost	Funding source (DRI/ NYF or Other)	Status of Funds
<i>Ex: Design Fee</i>	<i>\$X,000</i>	<i>DRI</i>	<i>Requested</i>
Total [DRI/NYF] funding request	\$		
Total funds from other sources	\$		
Total project cost	\$		

## 10 Cost Estimate Description

Please describe how your costs were estimated.

For example, were the estimates provided by a third-party contractor or architect?

Please describe the status of non-DRI/NYF funds and the timeline for obtaining them.

For example, \$X will be provided by private equity. These funds are anticipated to be secured through a loan from XYZ bank by X date. Letters of commitment or other proof of funds may be attached as supplemental information.



# Open Call for Projects

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## Project Readiness and Timeframe for Implementation

Describe any work that is underway or has already been completed to advance the project, such as feasibility studies, market studies, preliminary site design, permits obtained, and/or funding or financing that has been secured.

Is there any environmental investigation or cleanup needed for the project to proceed? If yes, please explain.

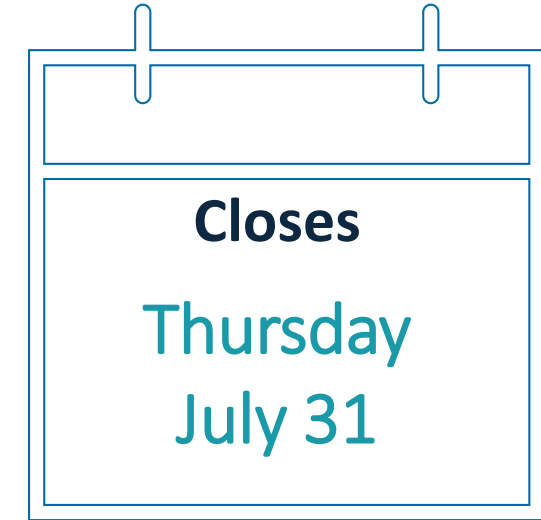
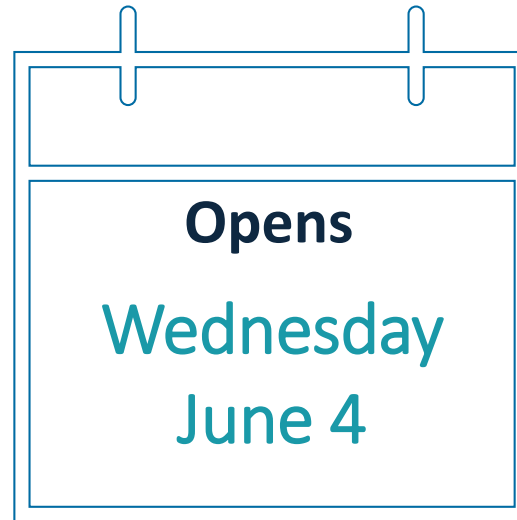
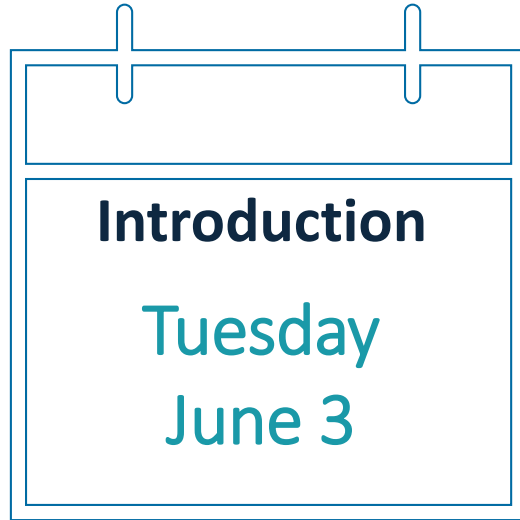
If known, please list the permits or approvals your proposed project will require.

What challenges or issues, if any, would affect the implementation of your proposed project?

Fill out the proposed timeline for project implementation by milestone, as applicable.

Project Stage	Timeframe (in Months) and Responsible Party
Project Financing	
Sketch Plan / Preliminary Design	
Regulatory Approvals (Permitting and Approvals)	
Design, Engineering and Selection of Contractor	
Construction or Implementation	
Other	

# Open Call for Projects



*The submission form will be linked on the Dobbs Ferry's NY Forward website.*

- › Open Call will begin after Public Workshop #1
- › An Open Call for Projects information session and office hours will be held by the project team soon after it opens. Check the Dobbs Ferry NYF website for more information
- › Open Call information will be updated after the LPC has established a draft vision, goals, and local evaluation criteria at LPC Meeting #2

# How are Projects Evaluated?

## State evaluation criteria

- › **State and Local Goals.** The project should be aligned with State and local goals and demonstrate strong community support.
- › **Project Readiness.** The project should be well-developed and poised to proceed in the near-term in a way that will jump start the redevelopment of the NY Forward area.
- › **Catalytic Effect.** The project is likely to have a significant positive impact on the revitalization of the downtown by attracting other investment at a scale appropriate for the community.
- › **Co-Benefits.** The project will result in benefits to both the community and project developer, such as generating additional economic activity and improving quality of life.
- › **Cost Effectiveness.** NY Forward investment in a project would represent an effective and efficient use of public resources.

# How are Projects Evaluated?

## Local evaluation criteria

- › Based on State criteria
- › Criteria can be added to or refined based on local priorities and interests
- › Are there co-benefits that should be prioritized when evaluating projects?
  - Potential to attract regional visitors
  - Increases accessibility and affordability
  - Enhances community connectivity and cohesion
  - Generates new jobs and employment opportunities
- › At LPC Meeting #2, the LPC will discuss and establish draft evaluation criteria.





## LPC Questions and Answers



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# Roadmap for Continued Revitalization



# Roadmap for Continued Revitalization

- › Ideas and recommendations for the Dobbs Ferry community to consider to continue downtown revitalization
- › Ideas that may not be addressed as part of NY Forward or the proposed project
  - Tracking metrics of downtown revitalization (e.g., patronage, business openings, housing development, etc.)
  - Implementing a future phase of a NY Forward project
  - Pursuing projects/investments outside the downtown that could contribute to downtown revitalization



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# Conclusion of the NY Forward Process



# How Does the NY Forward Planning Process Conclude?

- › LPC will come to a consensus on a list of projects (final slate of projects) to recommend to the State for funding.
- The total amount of the final slate will have a higher dollar value than what will be awarded.

**Funding  
Requests  
Received**



**\$??M**

**Target  
Range**



**\$6-8M**

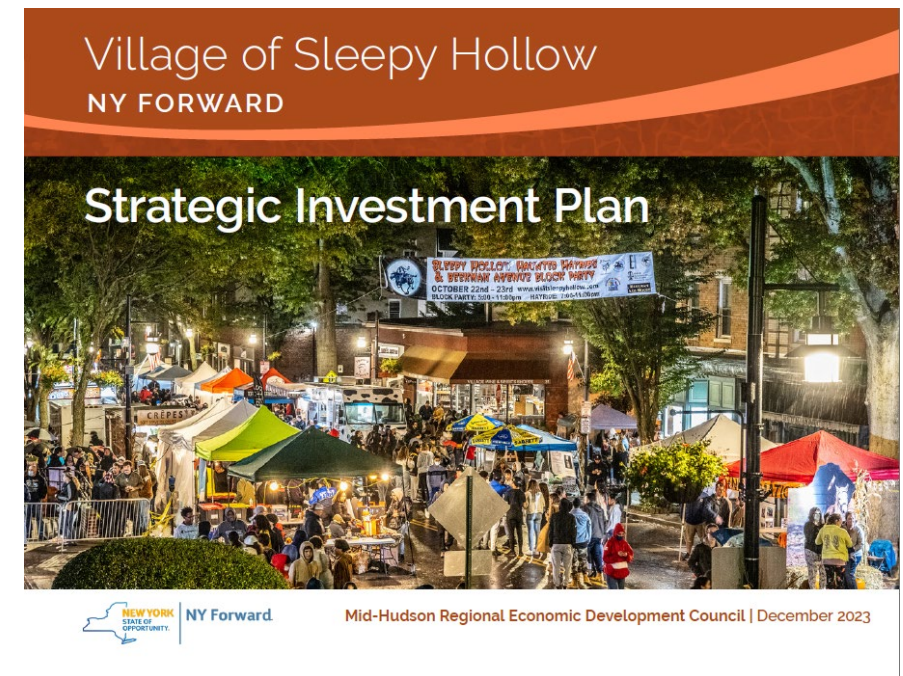
**NY  
Forward  
Award**



**\$4.5M**

# How Does the NY Forward Planning Process Conclude?

- › Consultant team will prepare a Strategic Investment Plan that contains detailed information about each recommended project for the State to review.
- › This plan will also help guide Dobbs Ferry in ongoing downtown revitalization efforts.



# What Happens After the Planning Process Ends?



Award announcements are typically made several months following the submission of the Strategic Investment Plans (Estimated Spring 2026).

# Project Implementation

- › All awards are provided as a reimbursement grant – project sponsors must complete work before funds are provided.
- › Some project sponsors may need to secure bridge financing to cover costs during project implementation/awaiting reimbursement.
- › All awards are subject to State requirements, including MWBE goals, competitive procurement, etc.





## LPC Questions and Answers

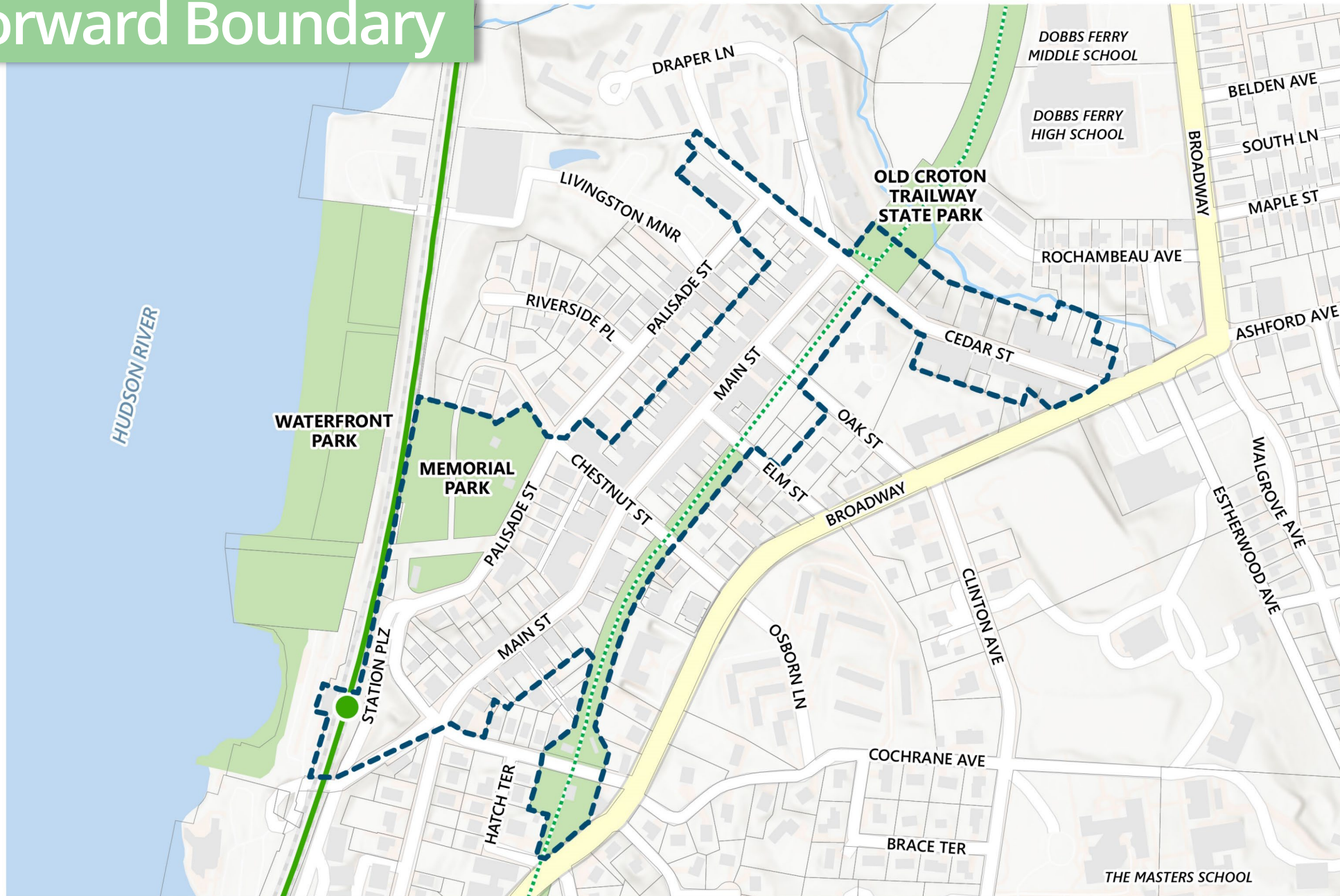


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# Dobbs Ferry NY Forward Boundary and Demographic Snapshot



# NY Forward Boundary



# Demographics Profile (2013-2023)

## Key Findings:



7% increase in total population in the 10-year span; whereas the population in the Village of Dobbs Ferry increased by only 4%

Racially diverse community



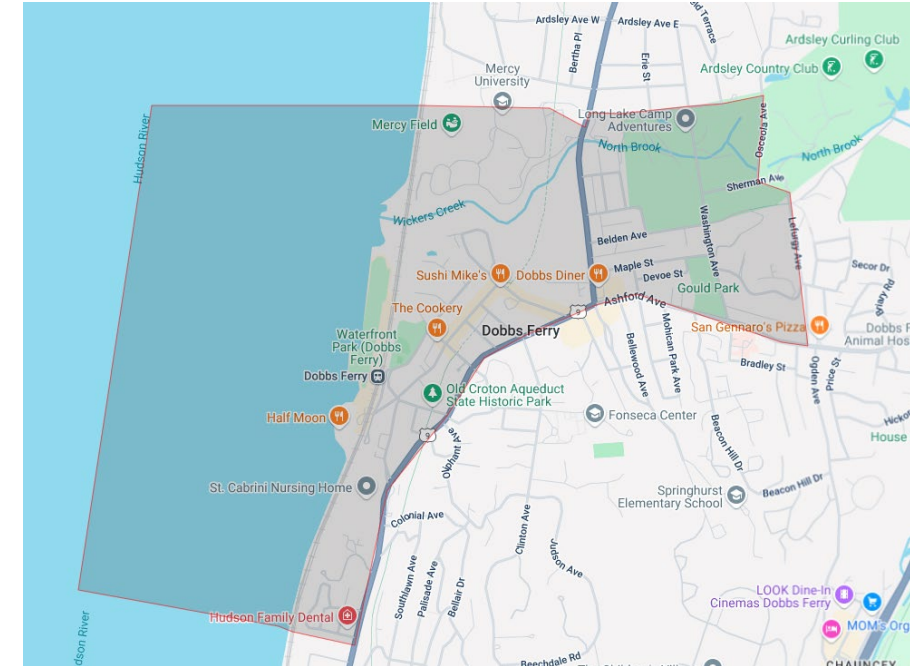
- 66% White; 5% Black; 21% Other/Multi Racial; 7% Asian
- One-quarter of the community identifies as Hispanic or Latino



Increasing population of children, slight decrease in the senior population



Median household income has increased by 70% within the downtown; lower than overall Village of Dobbs Ferry; higher than Westchester County



Census Tract 104





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## LPC Activity – *Visioning*



CK



Join at [menti.com](https://menti.com) | use code **4973 3597**

 Mentimeter

Menti

Untitled presentation



What feeling or atmosphere do you want downtown to have for residents and visitors?

a sense of belonging  
friendly energetic  
**welcoming**  
**walkable**  
diverse  
comfortable  
warm  
vibrant  
green  
destination  
inviting



Choose a slide to present

What feeling or atmosphere do you want downtown to have for residents and visitors?

What do you think is missing from downtown that would help create that feeling or atmosphere?

What challenges or barriers to realization might not be obvious to a visitor to Dallas/Fort Worth?

Join at [menti.com](https://menti.com) | use code **4973 3597**



Menti

Untitled presentation



Choose a slide to present



What do you think is missing from downtown that would help create that feeling or atmosphere?

Parking

Signage

Gathering spaces

Shopping

Benches

A key destination

Interesting streetscape.

More small town charm

Green space

Diverse businesses Shopping Waste removal

Continuous retail

Diversity in businesses

More gathering spaces

Easy parking

More beauty



# Dobbs Ferry NYF Vision Statement



*The Village seeks to fully realize its potential by redeveloping and improving key properties and open space in the downtown area and the pedestrian corridor linking the Metro-North station to the downtown. The Village seeks to energize the downtown by:*

- *Creating a new cultural arts destination to increase tourism,*
- *Expanding residential development, especially affordable development,*
- *Increasing access to gathering spaces, recreational opportunities and parks,*
- *Improving pedestrian connections and experiences, and*
- *Redeveloping, and renovating key properties to provide for additional mixed-use, commercial, restaurant, and community uses.*

*The Village will expand economic opportunities and create a more sustainable, walkable, and vibrant downtown. With its core of attractive and renowned restaurants, high walkability, connections to the region through easy access to regional roadways, public transit systems, and trails, there is no limit to what our downtown can and will become.*



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## LPC Activity – *Challenges and Barriers to Revitalization*

Join at [menti.com](https://menti.com) | use code **4973 3597**

 **Mentimeter**

Menti

Untitled presentation



What challenges or barriers to revitalization might not be obvious to a visitor to Dobbs Ferry?

Diverse

Friendly

Cell service

Limited funds from small business owners

Landlord reluctance.

Topography

Sense of Community

Money

Limited time of small businesses owners

Landlord neglect

Landlord participation

By in by landlords to fixing up

Landlords living somewhere else

Many residents and building owners are reluctant for change

Implementation of layers of technology

Choose a slide to present





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# Public Engagement Approach

# Proposed Outreach Strategies

- › Posting to the Dobbs Ferry NY Forward website and Village Facebook
  - › Utilizing the Village's weekly newsletter and recreation department's email blast
  - › Enlisting LPC members and key stakeholders to promote engagement
  - › Press releases to local media outlets
  - › Distributing handouts/flyers
  - › Translation of materials (Spanish)
  - › Engagement with existing community groups
  - › Engagement opportunities
    - Engagement with local business owners
    - Local festivals or events
  - › Open Call for Projects presentation and office hours
- › Rivertowns Chamber of Commerce
  - › Village of Dobbs Ferry Downtown Committee
  - › Village of Dobbs Ferry Recreation Department
  - › Residential Management Groups and Multi-family Developments



# Feedback on Proposed Outreach Strategies

- › How can we encourage broad participation, including among those who may not have been engaged in prior planning processes?
- › Are there effective outreach strategies that we may have missed?
- › How can we promote active participation in public engagement events?

# Public Workshops/Outreach

## Workshop #1 – June 3, 2025

- › What is NYF?
- › Input on Downtown Opportunities and Challenges
- › Introduce Open Call for Projects

## Workshop #2 – Fall 2025

- › Update on NYF planning process
- › Update on finalized Vision and Goals
- › Feedback on the list of projects
- › Next steps

## Public Engagement – Spring 2025

- › TBD

## Public Engagement – Fall 2025

- › TBD
- › Obtain feedback on the list of projects

## Call for Projects Support

### › Informational Session

- TBD

### › Virtual Office Hours

- July 10, 11-12pm via ZOOM
- July 21, 5-6pm via ZOOM

# LPC Meetings

## Meeting #1 – May 15, 2025

## Meeting #2 – June 25, 2025

- › Review feedback from Public Workshop #1
- › Downtown Profile and Assessment key findings/takeaways
- › Vision and Goals
- › Project Match
- › Project Evaluation Criteria
- › Open Call for Projects

## Meeting #3 – August 21, 2025

- › Downtown Profile and Assessment key findings/takeaways
- › Project Evaluation Criteria
- › Proposed Projects

## Meeting #4 – September 17, 2025

- › Refine Project List
- › Preparation for Public Workshop #2

## Meeting #5 – October 15, 2025

- › Review feedback from Public Workshop #2
- › Review Project List
- › Vote on Final Project List

## Meeting #6 (if needed) – October 29, 2025

- › Review Project List
- › Vote on Final Project List





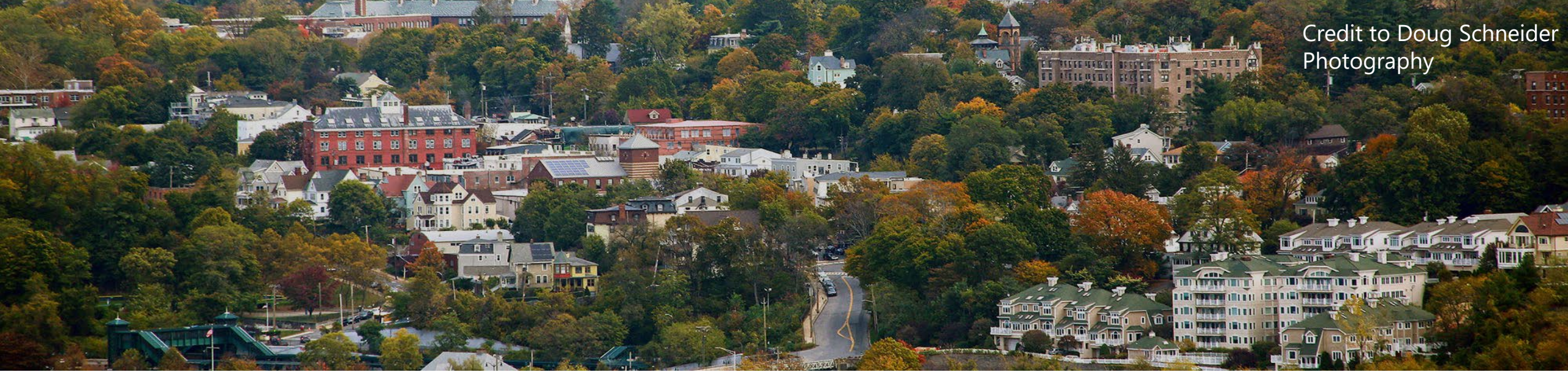
## LPC Questions and Answers



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# Public Comment





# Important Dates and Next Steps

## June 3, 2025

- › Public Workshop #1

## June 4, 2025

- › Open Call for Projects opens

## Spring 2025

- › Additional Public Engagement

## June 25, 2025

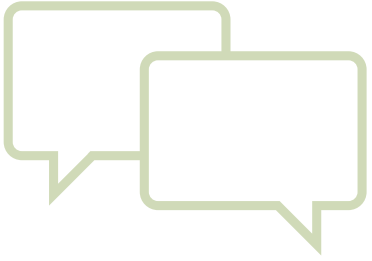
- › LPC Meeting #2 at Village Hall, 6:15pm

## LPC Members

- › Promote Public Workshop #1
- › Review NY Forward Guidebook

## Project Team

- › Prepare for Public Workshop #1
- › Prepare for Public Engagement
- › Update Dobbs Ferry NY Forward Vision
- › Research and draft Downtown Profile and Assessment
- › Start Open Call for Projects



# Questions?

 [DobbsFerryNYF@vhb.com](mailto:DobbsFerryNYF@vhb.com)

 **For Code of Conduct submissions, email:**

[Susan.Landfried@dos.ny.gov](mailto:Susan.Landfried@dos.ny.gov)

 [www.dobbsferrynyf.com](http://www.dobbsferrynyf.com)