APPENDIX D
Minutes of Key Stakeholder Meetings

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MEETING MINUTES

Meeting Date: June 2, 2010
Meeting Location: Village of Port Jefferson, Village Hall
Project: Village of Port Jefferson 2030 Comprehensive Plan Update (CE1838)
Purpose: Discussion with developers, school districts, and hospital
Attendees:

Name	Representing
Kent Kater	Main and Perry Development
John Scoglio	Islander Boats Development
Kevin Murray	Mather Hospital
Fred Koelbel	Port Jefferson School District
Joseph Rella	Comsewogue School District
Sal Malguarnera	Silver Ridge Development
Charlie Lefkowitz	Main Street and LIRR Development
Phil Griffith	Comprehensive Plan Committee
Mike Francis	Comprehensive Plan Committee
Comprehensive Plan	Committee Meeting:
Margot Garant	Village of Port Jefferson
Virginia Capon	Comprehensive Plan Committee
Members	Comprehensive Plan Committee
Tullio Bertoli	Town of Brookhaven
Paul Rogalle	Town of Brookhaven
David Berg	Cameron Engineering & Associates, LLP
Shuprotim Baumik	AECOM
Kumar Kintala	AECOM
Eric Fang	Ehrenkrantz Eckstut & Kuhn Architects

Distribution:

Attendees	
Janice Jijina	Cameron Engineering & Associates, LLP
Kevin McAndrew	Cameron Engineering & Associates, LLP

The following topics were discussed at the meetings:

- **Developers**
  - Kent Katter - Sunset Development, Uptown
    - Project
      - Proposes two developments: Sunset I (62 units, 4373 SF retail) and Sunset II (72 units, 3200 SF retail)
      - Moved his office to 1523 Main Street in Uptown and will renovate building
      - For sale condominiums (~$280-$399K) or rentals (~$1800, 2BD; $1550 1BD)
      - Unit sizes: 1BR – 650-700SF and 2BR – 900-1000 SF
      - Will have fitness room, laundry, maybe roof deck
      - Designed to attract next generation, hospital and university staff and students
      - No use of affordable housing incentives
      - Retail plus three above. Retail would wrap around building from Main onto Perry Street
      - Main Street is 25-28 feet higher than Walnut Street – allows for additional floors
      - Most parking beneath building, but short on required parking. Suggested that additional parking (50 spaces) could come from lot on Oakland and Walnut (additional level?)
      - Considers 1space/unit sufficient parking requirement
      - Could lower the height of the building if the parking requirement were relaxed or a system like that of Riverhead's Payments in Lieu of Parking program were implemented
      - If able to acquire diner, would add more retail
      - Plans on file in Village Building Department
    - Uptown
      - Major traffic along Perry Street to hospital in the morning
      - Sees Upper Port as place to live and work (hospital and medical offices), with connection to Downtown to play
      - Upper Port needs more neighborhood retail
      - Shuttle (trolley) might be useful for hospital and office workers to access
  - John Scolio – Waters Edge Development – Downtown
    - Merchant in Port Jefferson for many years
    - Project
      - Proposes gated development at corner of West Broadway and Barnum Avenue
      - Project to have 52 'high end' rental apartments: 850SF – 1800 SF duplexes for $1500-$3600 per unit
      - Offices (or retail) on ground floor facing West Broadway for $20-$24 per square foot.
      - Will be central garden area
      - Potential residents are empty-nesters and young professionals
      - Has sufficient parking on site (93 spaces). Additional parking provided along east side of property for offices or retail use and off Barnum by creek as these spaces were traditionally used by creek/park visitors
      - Project set back from 25A to accommodate bike lane
      - SEQRA almost completed

- Has APEX Environmental managing contaminant plume issues – will be internal testing in the building and ventilation provided through ground floor parking area
- Building will be 3 ½ feet above Village height limit (presumably measured from highest point on property per Village code)

▪ Village Development Process
- Time to obtain change of use permit too long – impediment to new retail tenants

▪ Village Issues
- Village has too few residents to support thriving retail. Too much emphasis on catering to visitors, not enough on residents
- Village could use a bookstore, storefront-only style drycleaner, boutique bank
- Waterfront needs walkway from one end to the other. Also needs attraction, not just open space. Greenport and Northport are good examples. South Street Seaport offers attraction.

➢ Sal Malguarnera - Silver Ridge Development – Uptown

▪ Project
- Redevelopment of car wash site that was formerly a gas station.
- Car wash no longer viable
- Will be two floors with parking beneath. For sale (~$300,000/unit) 900 SF 1 BR units
- Center atrium
- Market is hospital staff and college students – can take train one stop to SUNY
- No wastewater issues
- Not on Main Street – access only from Texaco Avenue. Has not contacted two property owners between site and Main Street to determine willingness to sell
- Height allows for water views. Height of 38 feet (vs 35 feet allowed by code) needed to hide mechanical equipment

▪ Village Development Process
- Considers filing fee of $13,500 for nine variances (height, side yard, area) high.

▪ Village Issues
- Appearance of Uptown an impediment to revitalization. Entrance to Uptown (and Port Jefferson as a whole) as one crosses tracks is not good.
- Parking garage on Village lot in Uptown could be useful
- Locked/chained private parking lots in Downtown contribute to parking deficiency

➢ Charlie Lefkowitz – Proposed Development Uptown

▪ Owns former Lace Mill building with commercial tenants – south side of LIRR

▪ Project
- Submitted application 12/2008 and resubmitted last year.
- For sale 1 and 2 BR units, 78-80 units in two buildings.
- Groundfloor restaurant with outdoor garden space.
- Height of 57-60 feet for water views.
- Went from brick to clapboard.
- Costs: $18-20M
- Needed 7 or 8 variances
- Project for students, workforce, and not-for-profits, hospital staff.
- LI Housing Partnership interested in project.

- Parking – underground. Parking requirements should be relaxed – 1 to 1 would be adequate. Use of Village lot would be welcome.

- Development process
  - Review process needs improvement and should be faster.
  - Village needs to "give investors confidence."
  - Would like architectural guidelines.
  - Town's PJ Station / Terryville Comsewogue Hamlet Comprehensive Plan of limited value for development community. City of Lakewood, Colorado's "Transit Mixed Use Development District Manual" has good guidance.
- Uptown
  - Has value as a TOD: LIRR, bus, 1 mile to ferry, link to SUNY Stony Brook.
  - Is gateway to the Village.
  - Needs traffic calming – perhaps center median on Main Street
  - Must be walkable community
  - Food uses should do well, particularly a restaurant with a green space
  - No sense of commitment to Uptown; no one proud of hamlet.
  - Potential for limited retail.
  - Need rerouting of ambulances to hospital.

❖ **Hospital**

➢ Kevin Murray, VP, Mather Hospital
- Hospital has 2,000 FTE employees, 248 beds, 43,000 ER visits/year
- Little services overlap with St. Charles and Stony Brook
- Employees have 30 minutes for lunch – hardly enough to get into town
- Most medical staff works 12 hour shifts; administrative staff standard 9-5
- Most employees live within 10 miles, patients within 15 miles
- Major traffic on Belle Terre Road between 4:00 and 5:00 PM as employees leave both hospitals. Heading east on Old Country Road is difficult.
- Needs ~80 additional surface parking spaces.
- Ultimately considering parking deck over existing lot.
- Received stimulus funding for a major emergency room upgrade, but have postponed this
- Ambulatory surgery will expand over existing parking area in 10-15 years
- Hospital will grow to the east on property currently owned by hospital. Trying to keep all hospital-related functions on its campus. Hospital would not support efforts to preserve as open space undeveloped land that it owns. However, may purchase office building for physicians in PJ Station or may instead build office building on campus.
- New medical office buildings off Old Country Road charging $34-$35/SF – very high.
- Plans to add third floor (medical-surgical) over ambulatory surgery (~30-40 beds). Would expand nursing and support staff accordingly (~30 employees).
- Had a plan to build a nursing home jointly with St. Charles Hospital. Project did not move forward due to lack of sewer availability and community resistance.
- Hospital has not conducted any traffic or parking studies.

- **Schools**
  - Fred Koelbel, Facilities Administrator, Port Jefferson School District -
    - A large graduating class would be approximately 100 students
    - District completed growth study – we will receive a copy. Growth expected to be level
    - Good academic programs in District, but some facilities are tight, particularly the Elementary School
    - Taxes are approximately half of comparable districts due to LIPA contribution.
    - Consolidation of all district facilities onto elementary school property might be possible.
    - District owns building on Spring and Tuthill Streets, which is leased to BOCES. Village also runs programs there.
    - Pedestrian (student) safety an issue in many areas where there are no sidewalks and shoulder is narrow. Sidewalks in selected areas would make walking, waiting for, and boarding the bus safer. District to provide list of suggested sidewalk locations.
    - District offers transportation to all. Considering option to allow up to 0.2 mile walk to bus stop for elementary school students and 0.4 mile walk for secondary school students as well as separation between stops of 0.2 miles.
  - Joseph Rella, Superintendent Elect, Comsewogue School District
    - Growth study done recently.
    - District reached peak enrollment of 4,000 some time ago. Enrollment is decreasing and is projected to continue to decline.
    - Most students live south of SR 347. Of four elementary schools, only one is north of SR 347. That school (Norwood) is only at 60 percent of capacity and would welcome more students to avoid closure.
    - Approximately 1300 expected in the high school, was 1500-1600 in the 1970's. Middle school enrollment at approximately 800, but was 1,000.
    - Potential new students from proposed Uptown developments could be accommodated by District.
- **Comprehensive Plan Committee Meeting**
  - Representatives for Uptown Hispanic community
    - Infant Jesus Church
  - Sewer
    - Insufficient capacity for all proposed developments.
  - Residential areas
    - McMansions are an issue.
    - Committee to issue memo on residential issues.
  - Tullio Bertoli, Town Planning Commissioner, and Paul Rogalle, Town Planning Director
    - Town parking lot used heavily from Memorial Day to Labor Day: has 308 spaces.
    - Marina has 58 slips, but vessels are never all out at the same time and therefore need fewer spaces. Slip usage assessment would be valuable.
    - Ferry queuing should be examined.
    - Fee for non-residents during season
    - Town worked with MTA on structured parking in Ronkonkoma
    - Conducted needs assessment with the Town's Parks Department
    - Received grant with the Village to examine the waterfront plan in detail, create design alternatives, do traffic and parking studies.
    - Funding remains in state account for walkway along harbor from east to west, but project remains incomplete.

- Should talk to Fred Hall regarding ferry.
- Port Jefferson Station
  - Town not currently conducting any major planning work there
  - Would like to use form-based codes for station area TOD.
  - Three story buildings seem appropriate for area.
  - Town has parking lot on south side of LIRR tracks with pedestrian bridge to north side. Lot is underutilized and under maintained.
- Lee Koppelman study done for Uptown some years ago. Students of Professor Michael Schwarting studied SR 112 south of and near the station – results included in Koppelman study.
- Former Tax building belongs to Town
  - Historic society, BID, and Chamber support its use for the Long Island Music Hall of Fame as a museum and music studio

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MEETING MINUTES

Meeting Date: September 29, 2010
Meeting Location: Bridgeport & Port Jefferson Steamboat Company Office
Project: Village of Port Jefferson Waterfront Revitalization Plan
Purpose: Discussion with Ferry operators of future needs and plans
Attendees:

Name	Representing
Frederick Hall	Bridgeport & Port Jefferson Steamboat Company
Eric McAllister	Bridgeport & Port Jefferson Steamboat Company
Michael Schwarting	Campani and Schwarting Architects
David Berg	Cameron Engineering & Associates, LLP
Alan King	Cameron Engineering & Associates, LLP

Distribution:

Attendees
Comprehensive Plan Committee

Janice Jijina	Cameron Engineering & Associates, LLP
Kevin McAndrew	Cameron Engineering & Associates, LLP

The following topics were discussed at the meeting. The concepts are not actual plans, but options or possibilities that the Ferry may investigate in the future. Ferry representatives stressed that they would work closely with the Village to explore these concepts before making any plan submissions. They added that there are substantial costs associated with some of these items and their implementation, if approved by the Village and other municipal and regulatory agencies, would depend on the availability of financing and/or grants.

- **Green Efforts**
  - Park City re-engineered
  - All vessels meet EPA Tier I emission standards
- **ADA Compliance**
  - Grandfathering of businesses like the Ferry will not be permitted
  - Ferry must comply with new ADA rules and regulations
- **Property Ownership and Usage**
  - Ferry owns underwater land just east of the pier and could potentially build over it
  - Ferry leases portion of property from Town of Brookhaven and owns other property
- **Discussions with the Town of Brookhaven**
  - Ferry has held discussions with the Town attorney's office regarding future use of the pier
  - Some question over pier ownership (Town vs. Ferry)
- **Terminals as Community Centers**
  - Ferry terminals are viewed as transportation hubs, part of transit-oriented-development
  - Terminals qualify for a variety of grant programs
  - Terminals also must meet new security requirements
- **New Building Needed**
  - Existing building (~10,000sf) is old and in need of replacement.
  - New building should be at least 15,000sf.
  - New Ferry administrative offices could be anywhere in Village including Company-owned property on western side of Harbor.
  - Ticketing, waiting room, and security operations must be by vessels.
  - Ideal scenario would be second floor over pier to allow boarding directly onto vessel. Car queuing would continue on grade with offices, waiting room and security on second floor.
  - Existing building would be removed with construction of new building.
- **Plan for Expanded Pier Prepared**
  - Ferry plans to extend pier ~150 feet (final length would be approximately the same as Danfords and Town piers).
  - Extension would allow easier queuing and queuing of more cars on the pier vs. on East Broadway.
  - Extension would make docking easier and safer as ferries would dock further out on pier and would be further away from adjacent pier users.
  - Extension would move vehicle circulation area further north and away from pedestrian circulation, making Waterfront revitalization plans more effective and likely.
- **Vehicle Circulation**
  - Operation is efficient - currently takes only 8-12 minutes to load/unload a ferry. Exit lane to the west works well and quickly moves vehicles out of the area.
  - Hampton Jitney brings passengers to ferry. Jitney continues across to casinos.

- **Parking**
  - Approximately 30 spaces needed for employee parking (more than current). Employee parking need not be on water.
  - Approximately 90 walk-on commuter passes sold per month (total for both CT and NY sides). Unclear exactly how many cars this represents, 30-40 in Port Jefferson?
  - Unclear how many passengers park overnight in Port Jefferson. Most of these passengers park in the Town lot.
  - Ferry eligible for grants to construct structured parking in 'close' proximity to terminal. Distance to Gap lot likely to be 'close.'
- **Long-Term Considerations**
  - LIPA site would be ideal for modern ferry terminal. If LIPA consolidates or relocates their operation, the Ferry would consider relocating all of their operations to that site.
  - LIPA site is closer to the LI Sound, cutting minutes off trip. Less maneuvering and idling in Harbor would reduce associated environmental impacts.
  - LIPA site would allow access to and from the Ferry and would follow the existing LIPA roadway onto SR25A west of Port Jefferson and avoid Downtown.

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MEETING MINUTES

Meeting Date: October 1, 2010
Meeting Location: Telephone call
Project: Village of Port Jefferson Waterfront Revitalization Plan
Purpose: Discussion with Danfords General Manager of parking needs
Participants:

Name	Representing
Stewart Weiner	General Manager, Danfords Hotel & Marina
David Berg	Cameron Engineering & Associates, LLP

Distribution:

Participants
Comprehensive Plan Committee

Janice Jijina	Cameron Engineering & Associates, LLP
Kevin McAndrew	Cameron Engineering & Associates, LLP

The following topics were discussed at the meetings:

- **Contribution to Village Economy**
  - Danfords attracts weddings, corporate functions, and other event-related business
  - Danfords guests eat in Village restaurants and frequent Village stores
  - Busiest season is summer, but busy season extends from April through October
- **Employee Parking**
  - They have approximately 200 employees in the busy season.
  - Most of the employees arrive by car and park in the Village
- **Guest Parking**
  - Danfords could do more business if additional parking were available. They have documented a loss of corporate and wedding business due to a lack of adequate and convenient parking.
  - They need approximately 150 spaces for Friday and Saturday peak season use.
- **Parking Garage**
  - They would support the construction of a parking garage in the Gap lot in particular due to its proximity to their operations.
  - Danfords would be willing to discuss their contribution to a Village parking solution.