

# PUBLIC PARTICIPATION PLAN

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**Applicant:**

Queens Fresh Meadows LLC

**Facility:**

Queens Fresh Meadows Facility  
67-10 192<sup>nd</sup> Street  
Fresh Meadows, NY 11365

**NYSDEC Application Number:**

2-6306-00071/00003

**As Required by:**

NYSDEC Commissioner's Policy 29, Environmental Justice and Permitting (CP-29)

**Submitted to:**

New York State Department of Environmental Conservation  
1 Hunter's Point Plaza  
47-40 21<sup>st</sup> Street  
Long Island City, NY 11101

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**Date:**

October 19, 2023

## TABLE OF CONTENTS

- I. Introduction and Objective
- II. Project Description and Proposed Action
  - Project Overview
  - Nature of Proposed Project/Action and Purpose
  - Potential Impacts
- III. Stakeholder Identification & Contact List
- IV. Project Liaison
- V. Public Outreach Activities
  - Public Meeting(s)
  - Virtual Public Meeting Notice Preparation and Distribution
  - Fact Sheet Preparation and Distribution
  - Distribution of Notice of Complete Application
- VI. Document Repository
- VII. Submissions
  - Progress Report
  - Final Summary Report and Written Certification

### Figures

1. Project Location and Potential Environmental Justice Area(s) Map
2. Site Plan – Photo of Facility

### Appendices

- A: Stakeholders and Contact List
- B: Virtual Public Meeting Notice and Fact Sheet (English, Chinese & Korean versions)

### List of Acronyms

Acronym	Definition
CP-29	Commissioner Policy 29, Environmental Justice and Permitting
NOCA	Notice of Complete Application
NYSDEC	New York State Department of Environmental Conservation
PEJA	Potential Environmental Justice Area
PPP	Public Participation Plan
ATV	Air Title V [permit]
ASF	Air State Facility [permit]
CLCPA	Climate Leadership and Community Protection Act
FEAF Part 1	Full Environmental Assessment Form, Part 1
NOx	Oxides of Nitrogen / Nitrogen Oxides
QFM	Queens Fresh Meadows LLC
SEQR	State Environmental Quality Review
USEPA	United States Environmental Protection Agency

## I. INTRODUCTION AND OBJECTIVE

This Public Participation Plan (PPP) has been prepared by Queens Fresh Meadows LLC (QFM) (hereinafter referred to as “applicant”) to fulfill and comply with the requirements of New York State Department of Environmental Conservation **Commissioner Policy 29, Environmental Justice and Permitting (CP-29)** for their proposed downgrade from an Air Title V permit to an Air State Facility permit for an existing facility which has been determined by NYSDEC to potentially impact one or more potential environmental justice area (PEJA) (See Figure 1).

This PPP has been developed in accordance with the procedures established in CP-29 Section V.D and it aims to help ensure meaningful and effective public participation throughout the NYSDEC environmental permit review process. Public participation in the NYSDEC environmental permit review process means a program of activities that provides opportunities for stakeholders to be informed about and involved during the review of a proposed action.

The objective of this PPP is to outline and describe the program of activities that the applicant will implement to actively seek and enhance public participation during the application review process.

Figure 1: Power Plant located at 67-10 192<sup>nd</sup> Street, Fresh Meadows, NY, and PEJA with 1-mile radius delineation. It has been generated from NYSDEC’s DECinfo Locator and activating the Potential Environmental Justice Area layer under the Public Involvement Layers (see: <https://gisservices.dec.ny.gov/gis/dil/>).

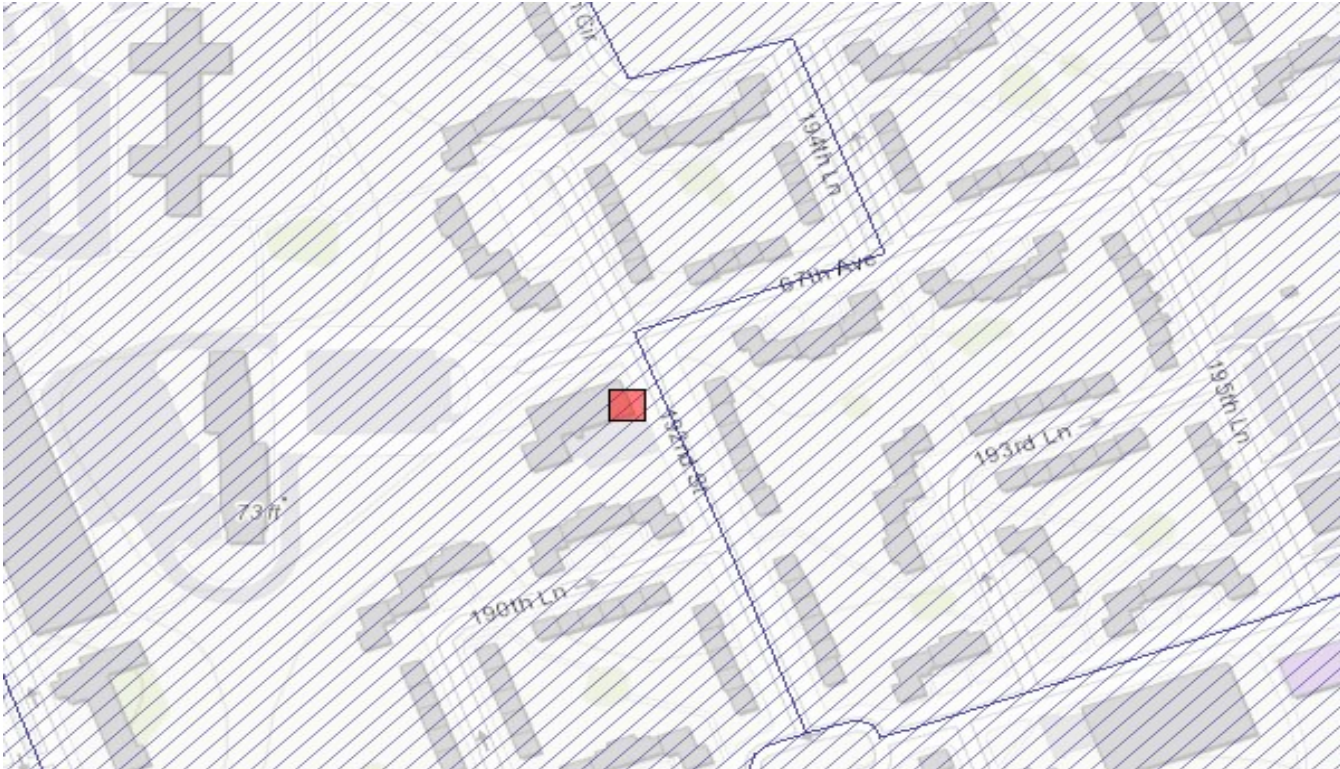


Figure 1. Project Location and Potential Environmental Justice Area(s)



## **II. PROJECT DESCRIPTION AND PROPOSED ACTION**

### **Project Overview**

The applicant proposes to downgrade from an ATV permit to an ASF permit as part of its application for an ASF Permit instead of renewing its ATV Permit for the operation of its boilers located at 67-10 192<sup>nd</sup> Street, Fresh Meadows, New York, which is in a PEJA. To implement the proposed project, the applicant has submitted an application to the New York State Department of Environmental Conservation (NYSDEC) for an ASF permit to operate its boilers located at 67-10 192<sup>nd</sup> Street, Fresh Meadows, New York.

### **Nature of Proposed Project/Action and Purpose**

The Queens Fresh Meadows Facility [QFM], NYSDEC ID# 2-6306-00071, currently operates it eight [8] boilers under an NYSDEC ATV permit, which expired 8/28/2022. The ATV permit must either be renewed through an application for permit renewal or replaced by another operating permit. The facility fires natural gas as its primary fuel with distillate #2-oil as a backup fuel. The proposed action – the downgrade to an ASF – does not involve any other proposed change to operations and / or the facility. QFM has reviewed its annual fuel consumption for the years 2011 through 2021. Based upon this review, it has been concluded that QFM qualifies to operate under an ASF permit instead of an ATV permit. QFM submitted an application for an ASF permit dated May 23, 2022.

QFM facility is an existing residential apartment complex with 3,285 units. The complex is situated on 150 acres in Flushing, Queen. The buildings heat and potable hot water are supplied by eight [8] boilers firing natural gas as the primary fuel and distillate #2-oil as the backup fuel. Four [4] of the eight Cleaver Brooks boilers each have a maximum heat input rating of 23.4 million Btu per hour. Each of the other four Cleaver Brooks boilers have a maximum heat input rating of 16.7 million Btu boilers. Figure 2 is a photo of the boiler facility at 67-19 192<sup>nd</sup> Street, Fresh Meadows.



Figure 2. Boiler Facility at 67-19 192nd Street, Fresh Meadows

### **Proposed Impacts**

The proposed action – the downgrade to an ASF – does not involve any other proposed change to operations and / or the facility.

To address the Climate Leadership and Community Protection Act (CLCPA) the applicant provided a CLCPA analysis to NYSDEC, which will be posted to the document repository (see Section VI).

### **III. STAKEHOLDER IDENTIFICATION & CONTACT LIST**

A contact list consisting of the names, addresses, phone numbers, or email addresses of stakeholders to the proposed action is provided in Appendix A. The contact list includes individuals and organizations with a direct stake in the proposed action and people and individuals and organizations that have expressed interest in the proposed project or similar projects affecting the same neighborhood or community.

To develop the draft contact list, the applicant reached out to residents / neighborhood groups who are near or adjacent to the proposed project and that will be or potentially will be affected by the operation; community boards, community leaders, local community, civic and recreational organizations, environmental and business groups.

The current contact list has been developed in consultation with NYSDEC by identifying stakeholders from the following categories: local government and elected officials; business owners, residents and occupants; local civic, community, environmental and religious organizations; local news media; administrator / operator of any school or day care that live, work and/or represent a neighborhood or community within a ½ mile radius of the project area ,

The applicant will utilize this contact list to communicate and disseminate information about the proposed project/action and permit application review process to the affected community and stakeholders. At minimum, this includes distribution of the written information and outreach materials described in Section V to inform the community about upcoming public meetings and opportunities for public participation..

The contact list will be reviewed periodically and updated as appropriate throughout the permit application review process. The applicant will update the contact list with any new stakeholders identified during the public meeting or execution of other PPP components. In addition, individuals and organizations will be added to the contact list upon request. Such requests should be submitted to the project liaison identified in Section IV. Other additions to the contact list may be made at the discretion of the applicant or, at the request of NYSDEC project manager, in consultation with other NYSDEC staff, as appropriate.

#### **IV. PROJECT LIAISON**

A representative from the project team will be available during business hours at:

Christopher Johnson, Chief Engineer of Power Plant  
Phone Number: (718) 454-6700 extension **9999**  
Email: ChristopherJ@cammedbys.com  
67-10 192<sup>nd</sup> Street, Fresh Meadows, NY 11365

Impacted residents and interested stakeholders can contact the project liaison listed above to provide input to the project team, discuss any issues or concerns and/or to ask questions or request information. The extension will record voicemail messages from anonymous callers allowing replies in a timely manner. The project liaison shall respond in a timely manner and in the manner appropriate to questions or information requests received. The project liaison will be responsible for tracking and documenting public input, inquiries, questions, and information requests received, along with responses provided.

#### **V. PUBLIC OUTREACH ACTIVITIES**

The applicant will utilize a range of engagement strategies and conduct various public outreach activities to facilitate participation, involvement, and direct communication with the affected community during the permit application review process. The applicant will implement the public outreach activities outlined below upon finalization and approval of this PPP by NYSDEC.

In compliance with the requirements of CP-29, the applicant will hold a public information meeting(s) to keep the public informed about the proposed action and the environmental permit review process. At minimum, the applicant will prepare, distribute and post written information and materials, including a meeting notice and fact sheet, to encourage dialogue and solicit input from interested stakeholders during the permit application review process. All public outreach materials and information will be prepared and presented in an easy-to-read, understandable format, using plain language free of legal terminology, and geared towards a non-technical audience.

The public meeting notice and fact sheet will be made available and disseminated in both English and Korean and Chinese languages. In addition, the public can contact the project liaison regarding the availability of language assistance and to request that the notice and fact sheet are translated into another language for comprehension by non-English speaking or limited proficiency stakeholders.

## **Public Meeting(s)**

At the discretion of NYSDEC and, depending on the scale and nature of a project, one or more virtual public meeting(s) must be conducted to satisfy the intent of CP-29.

A meeting is typically required near the end of the permit application review process to inform the public about: the status of, or, if applicable, the availability of, final application materials and draft permits for review; the pending NYSDEC public comment period, and deadline to submit written comments to NYSDEC, if established; and eventual final decision. Meetings may also be held earlier, either pursuant to this plan or possibly even earlier during the initial design phase..

### **Public Meeting: At or Near Completeness**

Applicant will facilitate a virtual public meeting or meetings on **November 21, 2023, at [6:30 PM]** to:

- Inform the public about the proposed project/action and permit application review status.
- Provide the opportunity for stakeholders to ask questions and express concerns about the project and identify how to obtain information or answers to questions after the meeting has concluded.
- Inform attendees how they may submit written comments on the permit application to the NYSDEC during the public comment period and, if available, identify any applicable deadlines.

### **Necessary Meeting Discussion Points and Requirements**

All meetings will be facilitated by the applicant and/or representatives from their project team (project personnel) via **ZOOM WEBINAR ID: 845 9059 5058 ONLINE TELECONFERENCE PLATFORM, passcode 031463** or link: <https://us06web.zoom.us/j/84590595058?pwd=OHpORHloYzBXbnJ6VzFsZjdOTU9idz09>, or via telephone call-in: 1-646-558-8656. During the meeting, the applicant and/or representatives from their project team will present a brief overview of the project, including any relevant background information, details on the permitting action, scope of work, schedule, and community impacts. The second part of the meeting will include a question-and answer-portion where the floor will be open for attendees to ask questions, make remarks, and/or express concerns. In addition, the following discussion points will be addressed:

- Provide an update on the permit application review process and identify outstanding application requirements and future milestones in the application review process.
- Make it clear that the meeting is being held prior to NYSDEC's permitting decision for the project/action.
- Identify the location of the online document repository and provide directions on how attendees may obtain and review materials relevant to the application, documents related to the meeting and other public participation plan components.
- Identify and provide contact information for the project liaison and announce procedures for how attendees may obtain answers to questions after the meeting has concluded and interested stakeholders can submit questions, express concerns, or request additional information by telephone, email, and in writing.

- Announce any future outreach, opportunities for public participation, and /or required follow-up with attendees including, but not limited to additional meetings and future mailings, including, but not limited to the Notice of Complete Application.

Attendance will be recorded during the virtual meeting by having a “pop-up” that is live during the call where we ask the user to submit their name, e-mail address, phone#, etc. during the virtual meeting. The applicant will track the number of attendees for all meetings held during implementation of this PPP and, where feasible and applicable, identify any affiliation of participants and interests represented at the meeting. In addition, the applicant will be responsible for documenting meeting notes or minutes, along with a record of comments and questions raised in the meeting and respective responses and answers provided. Attendees not identified on the contact list will have the option to be added in the event of future meetings or information sharing. Webinar participants who choose to only call in will be asked if they want to give us their contact information including name, location, email address, or at least email address via voice chat.

### **Virtual Public Meeting Notice Preparation and Distribution**

Information regarding the details of the virtual public meeting(s) and how to participate via computer and/or telephone is contained in the reader-friendly meeting notice(s) shown in Appendix B. The notice has been prepared in English and will be translated into Chinese and Korean languages by a certified translator. Through this notice, the public will be invited and encouraged to attend the public virtual meeting scheduled on [November 21, 2023, at 6:30 PM](#).

Once the PPP has been approved by NYSDEC the public meeting notice will be posted and available in the online document repository described in Section VI of this document. At least two weeks in advance of the public virtual meeting, the notice will be published in the Times-Ledger, Korea Daily, and World Journal, which are a weekly newspapers printed, published, and circulated in Queens, NYC, Fresh Meadows. In addition, the public meeting notice will be emailed, mailed and/or hand delivered (door-to-door) to the stakeholders identified in the contact list in Appendix A at least two weeks prior to the public virtual meeting.

The virtual Zoom Webinar meeting will be held no sooner than two weeks after the mass mailing to notify stakeholders listed in Appendix A and to stakeholders within ½ mile radius of the facility; and / or two weeks after public notice in local newspapers. This period will allow stakeholders to access the website and review pertinent documents in preparation of their participation at the virtual meeting. The virtual meeting will begin at 6:30 PM and end at 8:30 PM.

### **Fact Sheet Preparation and Distribution**

Factual information on the proposed project/action, including an overview, purpose statement, and potential impacts, is outlined in the reader-friendly fact sheet shown in Appendix B. In addition, the fact sheet outlines how interested stakeholders can: participate in the permit application review process; access the online document repository to review relevant application materials prior to the public meeting; and contact the project team to obtain additional information. The fact sheet will be prepared in English and translated into Korean and Chinese by certified translators.

Once the PPP has been approved by NYSDEC the fact sheet will be posted and available in the online document repository described in Section VI of this document. No later than 2 weeks prior to the public meeting, the applicant will distribute the fact sheet to provide stakeholders with relevant



background on the proposed project/action and facilitate meaningful participation during the meeting. The fact sheet will be distributed together with the public meeting notice via email, mail and/or hand delivery (door-to-door). The fact sheet(s) will also be posted within the vicinity of the project site and visible to the public. For example, they may be posted on some streetlight lampposts or bulletin boards located in the lobby of residential complex buildings or public facilities such as libraries, schools, or community centers within the project site.

### **Distribution of Notice of Complete Application**

Once NYSDEC determines the application(s) for the proposed action/project is complete and provides the Notice of Complete Application (NOCA) to the applicant, the applicant will distribute the NOCA and draft permit, if applicable, to the meeting attendees and any identified interested parties, to provide notification regarding the start of the NYSDEC public comment period and to announce the deadline for submission of written comments to NYSDEC. If the NOCA is available at the time of the meeting, the applicant will distribute the NOCA at the public meeting. If the NOCA is not available at the time of the meeting, the applicant will provide explicit instructions on how to access the online repository and inform the attendees that, once available, the NOCA will be posted to the online document repository and will be distributed to attendees via email or mail as soon as possible, but no later than the date that the NOCA is published by the applicant in the print edition of a paid local newspaper that is circulated at least weekly and available in the municipality in which the project is located.

## **VI. DOCUMENT REPOSITORY**

An online document repository has been established for the community and interested stakeholders to access and review information about the project. The online repository available at <https://freshmeadowsapartments.com/asf-application>. This address is a direct link to the project files.

The repository will be updated throughout the application process with project-related information and written materials (i.e., application forms and supporting materials, draft permit, fact sheet, CLCPA analysis, statement of basis (where applicable), the Notice of Complete Application provided by the NYSDEC, etc.).

## **VII. SUBMISSIONS**

### **Final Summary Report and Written Certification**

Upon completion of the enhanced public participation plan, the applicant will submit written certification to NYSDEC to certify that it has fully executed and complied with the approved PPP. The certification shall be signed by the applicant, or the applicant's agent and submitted to NYSDEC prior to a final decision on the application.

As part of the certification, the applicant shall submit a final summary report documenting the implementation of this PPP. The report will summarize the activities that occurred in accordance with the PPP and will identify any substantive concerns raised by stakeholders during the public meeting, or, at any time throughout the permitting process and detail the applicant's response(s) to any such concerns or questions. The applicant will include, or append, any documentation that supports the final summary report, such as: the meeting sign-in sheet(s), record of attendees/participants, meeting

presentation, notes or minutes, summary of questions and answers, and copy of newspaper notice or other proof of publication. In addition, the report will identify any changes or modifications to the proposed project that were made or considered by the applicant to address or reduce concerns surrounding the permit application. The final summary report and written certification will become part of the application record and will be posted to the online document repository so that it is readily available to the public.

## **APPENDIX A**

### **Stakeholders and Contact List**

**APPENDIX B**  
**Virtual Public Meeting Notice and Fact Sheet**  
**(English, Chinese & Korean versions)**