

Comprehensive Plan Meeting Minutes

Date: September 16, 2024

Time: 6-7 pm

Meeting called to order by: Supervisor Ron Knott

In attendance:

- Supervisor: Ron Knott
- Comprehensive Plan Committee Members: Margaret Pino, Kristina Kwacz, Paula Van Meter, Kim Mendez, Jim Werkowski, Bill Schneider, Tim Hotaling, Quade Kirk, Cathy Knott, Kevin Haberland, Jason Demarest, Nancy Dilley
- Consultants: Arica McCarthy, Ryan Christenberry

Introductions:

Ron Knott thanked the Committee for being present and explained some background on the 1996 Comprehensive Plan. Ron explained how efforts were made in the mid-2000s to make updates to the plan, but ultimately nothing was ever formally adopted. The Plan is a big lift and the Town staff members, many of which are on the Committee, will be able to support the group.

Ryan Christenberry introduced herself to the group, explaining that she has been a land use planner and a town planner on Cape Cod for about 17 years. She is new to Tighe & Bond but has done a lot of comprehensive planning.

Arica McCarthy is also a land use planner and has been working with Tighe & Bond for 5 years. She has experience working on comprehensive plans, open space plans, local waterfront revitalization plans, and NYS permitting.

Prior to the Committee introductions, Ryan explained briefly how the meeting would go. She also requested the group to consider the election of officers: a chair, a vice chair, and a clerk to help administer the group.

Each member of the Committee introduced themselves, their background and relation to Stuyvesant, and their reason for joining this effort.

Ryan Christenberry also announced that there are two members of our team from Tighe & Bond that are not here tonight: Brandee Nelson, Senior Project Director, and she regrets not being able to make it to the meeting, and Sharon Rooney, a registered landscape architect, and she will help organize the plan elements as the plan update progresses.

Project Kick-off Presentation:

Ryan Christenberry explains that Tighe & Bond is a New England/NE Region based company. She thanked the group for their introductions and noted that helps us understand what some of the Town's priorities are and what brings the Committee members to this process. This information will help the consultants figure out where we need to go with vision, priorities, and goals.

Ryan explained the initial timeline, roles and responsibilities, and some public engagement strategies to consider. She recognized that the Town has been through several recent planning efforts and emphasized that we can tailor engagement strategy to suit the community's interest and level of engagement.

Tighe & Bond has begun reviewing the Town's existing planning documents to better understand what data and information is available to us to develop the existing condition drafts over the next 3-4 months. We will also plan to reference assessors' records. Drafts will be made based on topics the Town would like to address (e.g., transportation, natural/cultural resources, agriculture). Refer to printed sheet to see the elements of the '96 plan:

- Land use
- Conservation
- Natural resources
- Scenic resources
- Historic preservation
- Agriculture
- Energy
- Transportation
- Community facilities
- Infrastructure

Additional typical comprehensive plan elements you can consider:

- Climate resiliency
- Renewable energy
 - o E.g., Solar farms, which are getting larger and much more of an intense land use
- Open space and recreation
- Community facilities and services
- Public health and the mental health crisis

Once drafts are developed, we will share the drafts with the Committee for comments/edits to suit the direction of the group .

Simultaneous to existing condition draft development, the group will begin community outreach and engagement to get a sense of community priorities and concerns, comparing them to the Committee's comments and identified trends.

Arica McCarthy explained more on the outreach process for the project. She mentioned the printed materials contain sample survey questions. Tighe & Bond will ask for a few volunteers from the committee to support outreach efforts. We will explore ways to publicize and distribute the survey that makes sense for Stuyvesant (e.g., leaving printed surveys and QR codes of the online survey at the Town Hall, Library (shared with the Town of Kinderhook), and other well trafficked locations; email blasts; Facebook and Town website postings). The survey and visioning workshop in November will help us determine goals, policies, and actions later in this process.

The Town is undergoing this update without the support of grant funds, and while the group is not bound by state/grant requirements, the group may still wish to consider underserved communities in Town to involve in engagement and in the land use plan considerations as well. Such populations could include:

- Children
- Seniors
- People with mobility issues / are disabled
- Low-income workers
- Migrant farm workers
- Spanish (or other) speaking populations

Bill Schneider recommended the outreach materials be in both English and Spanish.

The committee also expressed interest in sending mailings to every household or knocking on doors to explain the plan and share the survey, especially for households outside the hamlet zones. The group discussed email blasts, posting on the Town website, and using Facebook .

The consultant team goals will launch the survey by mid-October and have it run until mid-December and compile results thereafter.

The two proposed community workshops will have maps printed for the public to review and engage with. The first workshop will build off the survey (visioning) and give us a sense of where the community is at and what they deem is appropriate for growth/happenings in

Town. We will help advertise the workshops and ask people to RSVP. The first workshop should occur before Thanksgiving.

The group discussed when and where meetings should be held to accommodate more people attending. Meetings at 6pm on a weeknight, for example, might be challenging for people with children. One committee member suggested hosting a meeting at the church as they have childcare services.

Arica McCarthy asked the group if there are upcoming events that the Committee could do pop ups at or share surveys (and survey QR Code) . The group suggested the following as options to consider more:

- Meet with the Board of Elections to see if the Comprehensive Plan could be advertised outside the Town Hall where the public will see and be able to interact with the members.
- Climate Change movie on October 19th
- Halloween Party
- Meals for seniors and daycare (Tuesday and Thursday)
- Stuyvesant senior group
- Meals on Wheels
- Fire Company
- Church of St. Joseph's Spanish speaking mass

After outreach and existing condition evaluation, we'll review the 1996 and mid-2000s action plan and do a deep dive at a working session with the Committee about what's been completed since and is no longer relevant, what is now of high priority interest, and what things should be reconsidered and modernized. We'll propose strategies and actions that can turn into policies based on these conversations.

Tighe & Bond will create a draft of the final plan by late spring and the review and public comment period will commence during the summer. A public hearing is intended to occur in June for the public comment period to commence. A final draft and approval are expected for July.

Ryan Christenberry suggested developing a Story map to help communicate the Comprehensive Plan process throughout the Community.

Additional comments made by the Committee:

Kristina Kwacz mentions how the previous Committee conducted driving tours (scenic resources). Tighe & Bond emphasized the importance of the committee taking on tasks

without the consultants, such as conducting existing condition analyses like Kristina mentioned.

A committee member explained that Stuyvesant has a population of approximately 2,100 people and 1,100 parcels. There are not many large subdivisions, as a minimum of 5-acres is required in the agricultural district for these types of developments.

Approximately 35% of the Town's land is protected to some degree.

The Town has only well and septic.

Tighe & Bond will share the meeting minutes, presentation, roles and responsibilities of the Committee members, outreach plan, and a breakdown of the exercise with the group to keep everyone informed.

Committee Exercise:

The group was asked to write down Stuyvesant treasures, challenges, and opportunities (2 each) to give Tighe & Bond an idea of how they feel about the Town. This can help with the outreach development.

Next Meeting:

October 21st (third Monday of the month). Meeting will be hybrid.