

Town of Genoa Comprehensive Plan Committee

Genoa Town Hall, Genoa N.Y.

February, 7, 2011

Present: Susan Tosto, Maria Bachich, David Stilwell, John Berry, Al Armstrong (liaison for the Town of Genoa) Dave B aildon, Jeanie Gleisner

Introduction of Jeanie Gleisner, Senior Planner Central New York Regional Planning and Development Board to the Comprehensive Plan Committee.

Jeanie shared the following background and overview of the planning process:

The Comprehensive Plan development in Central New York is funded by a grant from former Congressional Representative James Walsh.

Jeanie has completed 4 Comprehensive Plans (CP) for towns like ours; Niles, Scipio, Victory and Locke. A typical planning process duration is 3 years from start to finish however our process is well underway.

Jeanie shared a handout outlining the organization of the comprehensive plan research (attached as an appendix) and then discussed the major points of the handout with the committee.

Next Steps/Action Items:

- Find and share with Jeanie all notes and minutes from each Panel Discussion (David to contact Karin for help)
- Find and share with Jeanie the survey results and any comments and concerns that the survey uncovered. (David to contact Karin for help rounding up the surveys and if insufficient detail is available someone will have to try to find Drake B. the original designer of the survey for assistance)
- Gather a list of local businesses (with luck this is contained in the Business Panel discussion notes).
- Jeanie to contact Geoff Milz at the County for maps.
- Jeanie to contact Bill Hecht for historic images.
- Maria to contact Marilyn Mann for assistance with Town History.
- A tour of the Town to be scheduled when the weather improves.
- Add to the Tribune March article mention of Jeanie's role in the CP process (Susan)
- Check to see if the \$2,000 budget is still available for supporting survey mailings (Town Board liaison Al Armstrong to check)
- Jeanie will help us design a more detailed follow up survey.

Process Discussion:

In response to a question about how the CP process works Jeanie noted that the inventory/discovery phase will uncover issues.

The next survey will zoom in on major issues uncovered and draw out options and concerns that will lead us to make recommendations for inclusion in the CP.

Jeanie emphasized the importance of public outreach and gaining public opinion for inclusion in the CP.

A draft CP will be created for public review before final presentation to the Town Board.

Communication:

A general discussion about how to interact with Jeanie in between meetings ensued. An agreement was reached that the committee would review her documents, work to achieve consensus via email and then share with Jeanie. The hope is that we can accomplish tasks in between monthly meetings via email.

Schedule Discussion:

In response to a question about how long it might take to complete the CP Jeanie noted that it would depend on how long it takes to pull together the data needed to start a narrative. After all the data is gathered she will then have some sense of how much time is needed.

The roads were bad, Jeanie concluded and started for home, we continued with a couple of brief topics:

Meeting Minute Format:

A consensus was reached that meeting minutes would be in summary form.

Next Meeting:

The next meeting to be our regularly scheduled time, the second Monday of the month, March 14th.

Respectfully submitted, Dave Baildon

Genoa Comprehensive Plan

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Topic: Organization of the Comprehensive Plan Research

In order to compose the narrative for the Plan, the research and discussion notes must first be organized into categories. All meeting notes and written material that has so far been compiled should be reviewed and separated out into collections of categorical material.

First, put together a listing all of the "issues" that have come up in discussions or in survey responses.

Next, pull out all notes/discussions relating to the following categories and create a separate document for each:

1. **Town History, Historic and Cultural Resources** (include information about any historically important people, families, farms, structures such as bridges and stone walls, buildings, etc.) Also any arts-related activity or uses in the Town or very nearby.
2. **Demographics and Local Business** (this is an inventory of facts from the Nielsen Survey Overview, also include a listing of local businesses in operation in the Town)
3. **Municipal Infrastructure and Community Services** (all information about Town and community facilities and services – what are they, where are they located – fire, water, ambulance, nearest medical facilities, library, schools and districts, etc.)
4. **Natural Resources and Agriculture** (include any info about water bodies, streams, forested lands, wetlands, scenic open space/particularly special view sheds, soil characteristics, and types of farming – livestock, grains, produce, etc.)
5. **Regional Influences** (These are things that impact the Town even though they are not in the Town – traffic from particular industries or directions, tourism at nearby locations, most influential nearby metropolitan areas, arts, energy or other entities that are either assets or issues to the community)