



Advisory Committee Meeting

PROCESS

August 15, 2023
7:30pm
York Town Hall

Agenda and Meeting Notes

- 7:30 pm Welcome and Introductions
- 7:40 pm Comprehensive Planning – Purpose and Value
 - *Provides a vision of where to go and then tools like land use and zoning to get there.*
 - *2006 Plan*
 - *Great plan but not implemented.*
 - *Not codified, no teeth, no requirement for action*
 - *We need to build on this plan and integrate more action*
 - *Solar and battery storage is not addressed, need siting policy*
 - *Land use balance – ag, commercial, residential*
 - *Need more public spaces – but maintenance, funds?*
 - *COVID has resulted in decreasing use of schools as public spaces*
 - *Need library, community center, for meetings*
 - *There are less community events now.*
 - *Need to discuss the format of the comp plan update*
- 7:50 pm Overview of Schedule/ Process (Attachment 1: Schedule)
- 7:55 pm Roles and Responsibilities (Part 1, Attachment 2: Draft RR)
- 8:00 pm Committee Meetings – Schedule, Process, Documentation
- 8:10 pm Grant/Contract Management (Attachment 3: Work Plan)
- 8:15 pm Other Items/Next Steps/Action Items
- 8:30 pm Adjourn

Attachments – sign in sheet plus:

1. Schedule (updated) – *Calendar invite sent out for all committee meetings*
2. Committee Roles and Responsibilities
3. Work Plan Summary

TOWN OF YORK COMP PLAN UPDATE
ADVISORY COMMITTEE MEETING – PROCESS – AUGUST 15, 2023

Name	Affiliation and Contact Information/Email Address/Phone Number	
Scott Hulbert	<u>shulburt@yorkny.org</u>	ZBA 585-243-0117 585-368-8293
Becky Lewis	<u>blewis1980@gmail.com</u>	Becky Lewis 585-969-0611
Steve Beardsley	<u>boebeardsley@yorkcsd.org</u>	701-7969
Molly Cummings	<u>molly@truenorthfarmyork.com</u>	585 729 2745
Leslie Hamilton	<u>tr:DLHamiltonSAV@yorkny.org</u> <u>lhamilton@yorkny.org</u>	PB Chair 737-2208
Joe McIlroy	<u>jmcilroy@yorkny.org</u>	738-3207
DAVIES Davies Nagel	<u>dnagel@rochester.ny.gov</u> <u>dnagel@rochester.ny.gov</u>	243-3409
Frank Rose	<u>froseir@yorkny.org</u>	Dep Super 585-739-5719
Chris VanGelder	<u>cvg1126@aol.com</u>	585-739-5719
Carl A. Peter	<u>yorkcode@yorkny.org</u>	Code Enf 245-2687
Jerry Deming	<u>jerry.deming@valleyrailcar.com</u>	Super
Sheila Hess	<u>shess@ccenvironment.com</u>	Planner 716-560-1768

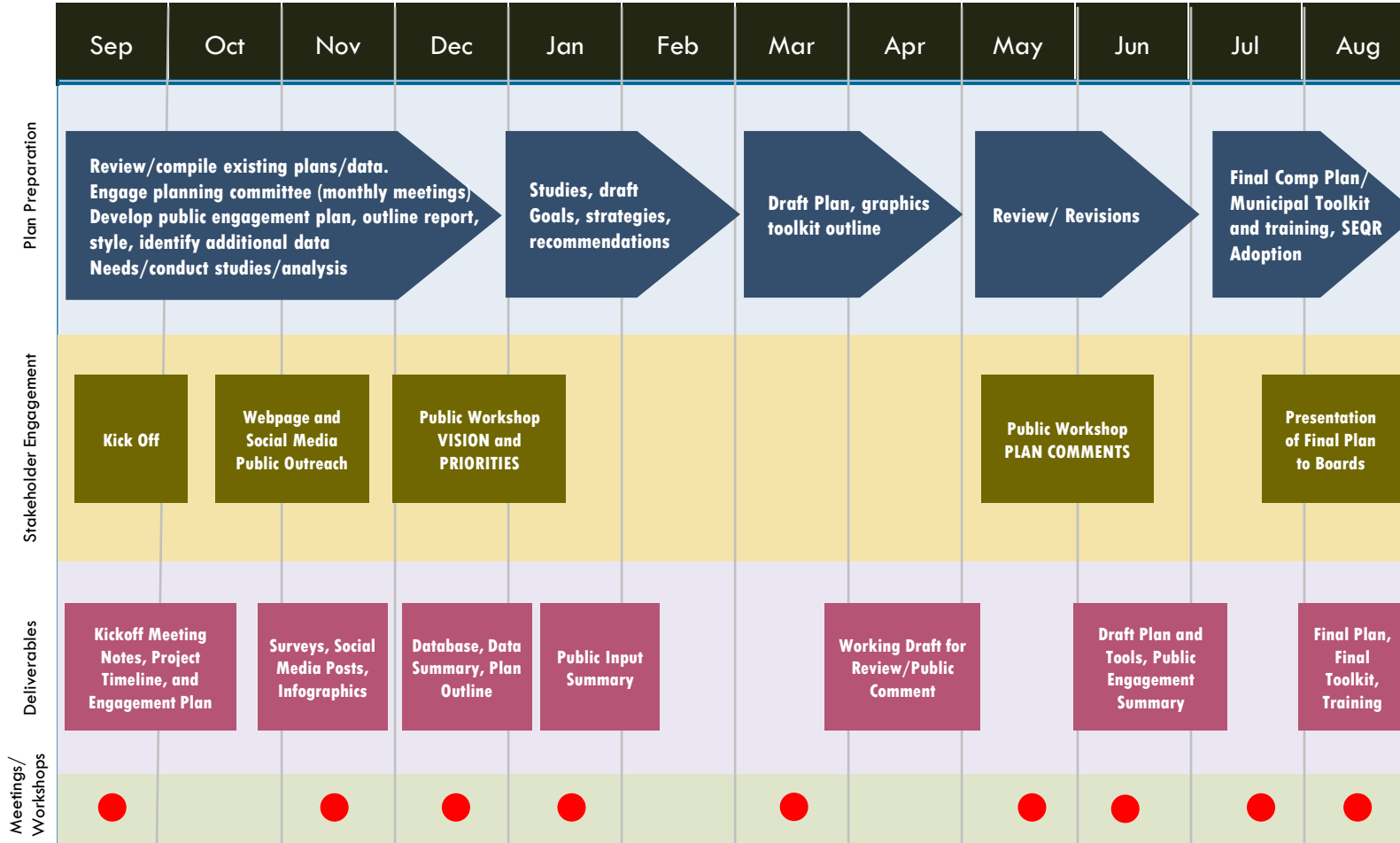
TOWN OF YORK COMP PLAN UPDATE

ADVISORY COMMITTEE MEETING – PROCESS – AUGUST 15, 2023

Name	Affiliation and Contact Information/Email Address/Phone Number		Present (Y)
Scott Hulbert	shulburt@yorkny.org	585-368-8293 ZBA	Y
Becky Lewis	blewis1980@gmail.com	585-969-0611	Y
Steve Beardsley	boebeardsley@yorkcsd.org	585-721-7969	Y
Molly Cummings	molly@truenorthfarmyork.com	585-729-2745	Y
Leslie Hamiltom	triplehfarmsny@gmail.com	585-737-2208	Y
Joe Mcllroy	jmcilroy@yorkny.org	585-738-3207 PB Chair	Y
Davies Nagel	dgnagel@rochester.rr.com	585-243-3409	Y
Frank Rose	roseft2113@yahoo.com	585-739-5719 Dep Super	Y
Chris VanGelder	cvq1126@aol.com	Absent	
Carl A. Peter	yorkcode@yorkny.org	585-245-2687 Code Enf	Y
Sheila Hess	shess@ccenvironment.com	716-560-1768 Planner	Y
Jerry Deming	jerry.deming@valleyrailcar.com	Town Supervisor	

Scope of Work and Schedule

Town of York Comprehensive Planning



TOPICS/ISSUES: Physical/Natural Resources; Land Use; Demographic; Housing; Infrastructure; Transportation; Economic Development; Historic Preservation; Viewsheds; Recreation; Education; Agriculture;

Town of York Comp Plan Update Leadership Committee Roles and Responsibilities



1. Conduct and oversee development of the Comp Plan in cooperation with planners
2. Show up and participate at committee meetings
3. Generate ideas and build consensus
4. Listen and encourage sharing of ideas and concerns
5. Identify problems, issues and solutions otherwise missed
6. Provide existing/available and relevant information to project planners
 - a. Current conditions and needs
 - b. Completed and ongoing local planning efforts and initiatives
7. Serve as a first forum: react, comment, suggest, guide
8. Timely review of materials drafted by project planners providing constructive feedback
9. Support and attend public workshops and outreach efforts
10. Help engage community and seek public support to ensure implementation of plan and projects.
11. May assist with scheduling/conducting interviews as needed/discussed
- 12.

Accepted _____

Committee Member

Date

Town of York Comp Plan Advisory Committee Meeting Schedule

When	Time	Theme	Topics/Outcome
Tuesday, August 15, 2023		Process, Roles & Responsibilities	Introductions, Review the Comp Plan process, schedule, roles and responsibilities
Wednesday, September 20, 2023	6:30PM	Information and Engagement	Existing plan/info, Community participation plan, data share
Wednesday, October 18, 2023	6:30PM	Current Conditions 1	Findings/Community Profile Part 1, Public Workshop Draft Plan
Wednesday, November 15, 2023	6:30PM	Current Conditions 2	Findings/Community Profile Part 2, Studies, Public Workshop Plans Final
Tuesday, January 17, 2023	6:30PM	Plan Outline and Implementation	Plan outline, Pre-mortem,
Tuesday, February 21, 2023	6:30PM	Vision and Smart Growth	Final vision statement, Final outline, Smart Growth Principles
Monday, April 17, 2023	6:30PM	Draft Plan	Finalize draft plan for public, board reviews, plan/ann public workshop
Monday, May 15, 2023	6:30PM	Reviews	Presentation of draft plan to public, boards, and SEQR docs, workshop
Monday, July 17, 2023	6:30PM	Revisions	Work through comments and revisions
Monday, August 21, 2023	6:30PM	Final Plan and Now What...	Final plan adoption, implementation, training and implementation tools

NYS DOS WORK PLAN TASKS AND DELIVERABLES

TASKS	Description	Deliverables	Estimated Completion
1	Project initiation meeting	Meeting summary	Done
2	Establish Committee	Draft and Final list of members	Done
3	Procure Consultant	Approved RFP and documentation	Done
4	Subcontract and Compliance	Consultant approved by DOS, Subcontracts, Certification	August
5	Committee Meetings	Written meeting summaries	Ongoing
6	Community Participation Plan	Draft and Final Community Participation Plan	October
7	Community survey and stakeholder interviews	Draft/final survey, list of topics, summary, analysis	October-January
8	Review local/regional planning/initiatives	Findings report	November
9	Community profile, current conditions, sm. grwth issues, opport.	Draft Community Profile Report (Inventory/Analysis)	December
10	Community visioning workshops (> 2 workshops)	Announcements, materials, summaries	January and May
11	Draft comprehensive plan update addressing smt grwth policies	Draft plan and implementation strategy	May/June
12	Review by Town Board	Town Board comments/recommendations to DOS	June
13	Environmental Quality Review (SEQR)	SEQR Docs (Type 1 action)	June/July
14	Review by County Planning Board	County Planning Board comments and recommendations	July
15	Final Comp Plan, plan/set date for public hearing/adoption	Comp plan and public hearing date to DOS	July
16	Public hearing and local adoption	Minutes from hearing and record of decision to DOS	August
17	MWBE Reporting - https://ny.newnycontracts.com	Submit forms to DOS	Ongoing
18	Project status reports semi-annually (June 30, Dec 31)	Completed project status forms	Ongoing
19	Final project summary report/results	Electronic submittal: https://forms.office.com/g/eZERFeEeKM	September