

Comprehensive Plan Update Board Meeting
Thursday June 16, 2022 1-3pm
Gates Town Hall Meeting Room

MINUTES

Present: Board members: Chris Maurice (Chair), Ed Mauro, Steve Zimmer, Virginia McIntyre, Brom Bianchi, Patty Redfern. Not present: Mike Wall
Also present: Kurt Rappazzo, Gates Dir. of Public Works

Accepted minutes of previous meeting, May 11, 2022.

Focus Group Reports

Environmental, Parks combined with People, Community – Brom, Patty, Steve
Infrastructure, Livability – Steve, Virginia
ZBA&TB - Chris
Town Department Managers – Chris, Ed

The four focus group teams presented the reports of their groups which had been held during the weeks of June 6 and June 13.

Rather than re-create that here, those reports have been distributed already separately and are considered part of these minutes.

Going Forward: Updating the Comprehensive Plan

Create timeline for completion of Plan update.

Our target “completed” date remains to be September 1, as we have planned from the beginning of this project. We are positioned to meet this goal: the “prep work” of gathering community input has been accomplished through our surveys in March/April, the public forum in April, (with the results compiled and discussed in May) and the focus groups in June. The board is now shifting gears to start the writing of the Plan.

“Completed by September 1” means: this Board will have the document ready to hand off to the Town Board at their September meeting. The Town will then send it through the required agency reviews and public hearing, ultimately to be accepted at the Town Board meeting on December 5, 2022.

To that end, we will begin creating a first rough draft, over the next two weeks. The current Master Plan has been broken down into sections, each Board member has signed on to begin the update writing. The draft writer will present to the rest of the Board for input and/or assistance at our next meeting. Further collaborative revisions as needed will follow until the Board approves a final version.

The list of writing assignments is at the bottom of these minutes. It is understood that as Board members start their assignments, they might find their section(s) is more time consuming than we expected; they should make that known and we’ll reassign, or create writing teams. We want each Board member to have full opportunity to contribute, while not overburdening anyone.

We are fortunate to have a Board member proficient in Word, beyond the basic skills. Patty has offered to create the final document, once all the updated sections are written.

Data Update Committee update: Steve

There are a couple of land use data sets that have proven difficult to update, as the source of the 2015 data is unknown. It's possible some of this data is not necessary to be included in the updated Plan. Steve and Kurt to have an offline discussion and will update the group at our next meeting.

Steve forwarded to the rest of the Board all the data charts he has compiled, and the Board members will incorporate them into their section updates as appropriate. Steve also forwarded to everyone the Word file of the 2015 Plan (provided by Kurt), to use as the basis for their updates (previously we had a pdf file).

Schedule future meetings. We scheduled our next meeting in two weeks, June 30. We are going back to evening meetings, so that all members and our legal advisor Rob are more easily able to be present as we write this document.

We will determine at the June 30 meeting when to meet next. We are considering meeting every two weeks through August, if necessary to meet our Sept 1 target.

Master Plan sections to be updated

The Master plan **Ed**

Overview **Steve**

Industry, Bus, Commerce **Ed**

Residential Land Use **Brom, Patty**

Industrial Land Use **Steve**

Commercial Land Use **Steve**

Open Space/Recreation **Brom, Patty**

Transportation **Virginia**

Other Facilities **Virginia**

Unique Attractions **Virginia**

Conservation Board (include with Open Space) **Brom**

Appendix: Community Input: Public Forum and Focus Groups **Chris**

Appendix: updated Zoning, Land Use and Features maps **Mike**

The meeting was adjourned at 3:00.