

# Town of Bristol, Comprehensive Planning Committee

## Co-Chairs Summary Report to the Town Board

August 8, 2016

The work of the Comprehensive Planning Committee to date has included:

- A commitment to meet 1-2 times each month depending on schedules and workload; agreement to a consensus building model of decision making; we anticipate approximately a **1.5 to 2 year commitment** to complete the plan
- In early June, we adopted a framework for our planning process (see attached **Process Diagram**) using conventional planning procedures and tools
- Had a few brief internal brainstorming sessions to gather initial feedback and thoughts on the Town; listed our initial thoughts on the **Strengths, Weaknesses, Opportunities, and Threats (SWOT)** with the Town Supervisor and representatives from the TB, ZBA, and PB present; created **list** of some of our preliminary individual ideas so that we might set them aside and be more objective as we review the previous plan and research issues
- First **community outreach** was conducted at Bristol Fun Days, mainly to start to get the word out about the project, educate/inform, and push a preliminary **survey** (“In the future I see Bristol...” and “What I want from my community is...”)
- Preliminary review of existing plan was started, including update on accomplishments to date
- Committee work moving forward includes:
  - More in-depth **review of old plan**
  - **Research** appropriate issues, identify deficiencies and content changes (demographics/census & mapping...)
  - **Review comprehensive plans from other communities** for ideas on structure and content
  - Brief **presentations** from outside speakers (County GIS, FLCC, Finger Lakes Visitors Connection, etc.) as appropriate to the issues and topics of the plan
  - Late October public kickoff/community **open house** – advertise at local events, Pennysaver, etc.; educate folks on planning process and what we have to work with; gather input on important issues
  - Additional research, including a **more comprehensive community survey**, will be conducted as needed to complete topical sections of the **new CP document**; more specific process details are included on the Process Diagram

Getting started and organized is always a challenging part of a comprehensive strategic planning process, and we thank the committee members and town representatives for their patience. We believe we have a good road-map in the past CP document and our Process Diagram, an excellent cross-section of the community for a spirited discussion and careful consideration of the issues at hand, and a wealth of professional experience to ensure a useable and comprehensive document to serve the community well.

Respectfully submitted,

*Justin Steinbach, Co-Chair*

*Kris Monzel, Co-Chair*

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# Town of Bristol, Comprehensive Planning Committee Process Diagram

rev. May 31, 2016

**NOTE:** Public Input and Feedback Opportunities are Highlighted in Yellow

