

Notes from

April 26, 2017

Comprehensive Plan Update Committee

To Do List

All: Continue to work on Sections 1-2 of rough draft

Sub groups work with template provided showing goals, objective and implementation

Sandy to work on history with Beth Thomas

Next meeting May 17th - 6:45pm-8:15pm at the Bristol Library

Present: Ron Smith, Cat Cohen, Justin Steinbach, Sandra Riker, Donna Beretta, Joann Rogers, Dave Parson, Carla Jordan, Liz Smith, Bob Green

Absent: Kris Monzel

Other Guests: Sharon Lilla

Minutes: February 27, 2017 minutes were reviewed and approved for posting to Town Webpage.

Outside Consultant: Supervisor Green introduced Sharon Lilla a Senior Land Use Planner for Barton and Logudice. He has invited her to observe and participate with our group this evening. The reason given was that he felt that our group while having made some headway in updating the current Comprehensive Plan has gone off track and needs some guidance to focus on the task at hand. He has stressed repeatedly to the group that time is of the essence. The Comprehensive Plan is the guideline for the Zoning Regulations that govern the town and the zoning regulations cannot move forward without the Comprehensive Plan direction. Both the Planning Board and the ZBA are constantly aware of changes that need to be made to our zoning regulations

in order to make the town a friendly environment for the changing needs to create a sustainable community. Several of our Planning and ZBA members attended on March 28, 2017 Land Use Planning & Zoning for Solar presentation by Jessica Bacher of Pace University in association with the NY Planning Federation at that time she mentioned she would be willing to review our draft solar law being put together by the Planning and Zoning Boards. Sandra Riker sent the draft law to her and on April 25th discussed her comments to our working document. At that time, she said it is a good idea to have the Planning Board put together an amendment to our Current Comprehensive Plan to include a reference to Renewable Solar Energy to facilitate the forward motion of our draft law.

Ms. Lilla shared with the group her background. She has been a rural planner for many years and is familiar with the unique problems facing small towns. The Comprehensive Plan should be a citizen led process and she recognizes that this is what this group represents. The process of creating or even updating a comprehensive plan is a labor intensive process and can be very exhausting for the steering committee leading the effort. Her role if approved by the Town Board would be that person to take the information gathered by the committee and put it into a presentable format. Once our work is completed the process still continues on for several months involving another community meeting, presenting a draft to the Planning Board for their review and recommendation to the Town Board for referral to the County Planning for their review and then back to the town for public hearings, SEQRA and final adoption of the new or updated Comprehensive Plan.

Carla Jordan pointed out that while this group has been working together since April 2016 the Town has been reaching out to County and outside planners for over 2 years to get this process under way. Cat agreed that the appointment of a facilitator could prove to be beneficial to the work of the Committee. She said her main objection, as stated at the April

Town Board meeting, had been about the way this was handled, without prior consultation with the Committee. She expressed the hope that in the future any concerns be fully discussed at Committee meetings. Earlier we discussed whether a new plan was needed or just an update to the existing plan, she was under the impression that we agreed to meet in the middle. It is obvious that we have moved away from the middle and got off on another track. She felt it would be helpful for our group to have a person to facilitate the process to keep it moving along in a forward motion.

The group was asked back in January to start on the 17 topics shown below and for each group to start work on the individual topics and to do so without some sort of a template seemed inefficient. While it was promised back at the January meeting a format for strategies, goals and objectives would be provided for all to work with it was not provided until a couple of weeks ago. Joann Rogers added that a schedule would be helpful to keep us all accountable to complete our tasks. A general timeline showing how we get to the end of the process will help us as well.

Topics				
Agriculture	Parks & Rec	Transportation & Infrastructure	Housing	Conservation & Open Space
Community Character	Growth Management	Economic Development	Tourism	Cultural, Social, Historic Preserv.
Energy	Health & Human Services	Civic Participation & Community	Town Gov't Efficiency	Fund Development
Marketing Bristol	<i>Municipal Cooperation</i>			

Ms. Lilla suggested we could deal with fewer topics and some of the 17 above would be subtopics of the major topics. This might be a good time to step back and make sure the format provided is the one we feel comfortable with to complete our tasks. Cat Cohen thought it would be good for each group to try working with the template provided to their Housing Group before the next meeting. Liz Smith mentioned that the Town of Busti, Avon, New York looked like a user friendly format to work with and suggested we all take another look at that one.

Justin asked the Planning and ZBA representatives for the areas of concerns facing them with the current zoning. Both Boards are faced with home occupations being too restrictive and agree it is an area that needs addressing within the guidelines of the current Comprehensive Plan. Other topics might be the need for a "temporary events" special use permit. Ms. Lilla mentioned form based codes might be something the Boards should review.

Supervisor Green praised Justin for his leadership to date and feels now is the time to KICK START our work effort with some forward movement and by adding Ms. Lilla or someone like her is to help create a Chain of Command to keep us all focused. That command would be the group providing their input to Justin who in turn will pass it on to the "Project Facilitator" for review and processing and at the beginning of each meeting there would be a short update as to the progress being made.

It was agreed that perhaps the group should meet more often or at the least on a more regular basis to also ensure moving ahead and not getting bogged down.

Supervisor Green asked Ms. Lilla to provide the Town Board a quote for cost and timeline estimation for completion based on her review of our materials to date that will be provided by Justin to her.

Next meeting is scheduled for May 17th at the Bristol Library.

Respectfully submitted,

Sandra Riker

Town of Bristol

Planning and ZBA Secretary

The minutes of April 26, 2017 were reviewed by Joann Rogers, Cat Cohen, Ron and Liz Smith, Donna Beretta and Sandra Riker on May 17, 2017 were approved with the changes in yellow being made with a motion by Joann Rogers and a second by Donna Beretta, all present agreed.