

Comprehensive Planning Committee
Meeting Minutes
Wednesday November 20th, 2019 @ 7:00pm

The Town of Westerlo Comprehensive Plan Committee held a meeting on Wednesday November 20, 2019 at the Town Hall located at 933 County Route 401, Westerlo, NY. Committee Chair Dave Lendrum opened the meeting at 7 PM with the Pledge of Allegiance to the Flag.

Attending Committee members:

Dave Lendrum, Steve Cornell, Bill Scrafford, John Sefcik, Sue Fancher, Jill Henck, and Tom Della Rocco

Others in attendance: 3 members of the public and Barton and LeGuidice consultant Chuck Voss

Minutes: Bill made a motion to approve the minutes of the October 16th meeting and Jill seconded it. All members voted in favor.

- Jill brought up potential grant opportunities, specifically the new Ag & Markets offering.
- Chuck addressed public outreach, tap into any available resources. Bring in the public when you have milestones and deliverables that the public can give you feedback on. Discussed idea of hosting a workshop to discuss a variety of topics.
- Dave suggested picking a date ASAP. Chuck recommended a weekday, we can advertise at the Fire Dept breakfasts, which start January 11th.
- There was an issue with the AE notification, moving forward it will just be advertised as the third Wednesday of the month. Chuck suggested advertising in the AE as much as possible.
- Decided on January 15th for first public workshop. The public outreach from 7-8 and a debrief from 8-9.
- Work on flyer language and details at December meeting.
- Steve brought up compiling mission statement, Chuck said there are benefits to doing now or later.
- Dave wrapped up updating the Comp Plan Committee Plan/timeline, see below, including the January 15th workshop and the February 5th meeting where the committee will reconvene to recap the workshop and begin development of a town survey.
- Addressed if we will have a survey in combination with the workshop, conclusion was we will. Steve asked how the workshop will be different from the survey, Dave suggested we use the workshop to figure out what to include in the survey.

- Chuck suggested we start creating a database of people interested, always provide sign in sheets ask for email, phone number.
- The committee agreed on (Bill's) draft vision statement: Westerlo shall proactively foster well planned and aesthetically pleasing residential and commercial growth while encouraging preservation and protection of its: "small town", rural character; prime agricultural assets; historic locations; vital natural resources; and exceptional quality of life for all residents to the extent it is reasonably and economically possible. Necessary services will be supported by a tax base that is broad, diverse, and expanding.
- Chuck said, " Chuck said that some towns create their own Type 1 SEQR list. Towns can make more restrictive guidelines but not more lax."
- Compiled draft list of objectives:
 1. Promotes the health, safety and welfare of the community,
 2. Preserve and maintain the character and beauty of the rural landscape of Westerlo
 3. Protects and promotes agricultural operations and farmlands within the Town of Westerlo, pursuant to Albany County ' Right to Farm law'.
 4. Protects and preserves existing open space and forested lands,
 5. Provides for orderly and sustainable growth on a suitable scale conducive to local road, utilities, waste and water systems, and infrastructure conditions,
 6. Adequately and sufficiently protects neighboring land uses from potentially objectionable aspects of new development through the use of Site Plan Review and Special Use Permitting processes,
 7. Promotes continued recreational opportunities,
 8. Protects and preserves existing water resources,
 9. Controls the location, size and scope of new development through the use of zoning tools such as incentive zoning, floating zones, and conservation easements.
 10. Improve and expand municipal infrastructure to support new development and encourage state of the art telecommunications infrastructure to spark business development and technology growth. (Note: Article 17 Section of the Local Law #1 of 1989- Wireless Communications Facilities)
 11. Promote commercial expansion, niche retail and specialty farming, along with

small technology companies, which will flourish with enhanced telecommunications infrastructure.

12. Address siting and planning of renewable and nonrenewable energy sources

Comprehensive Plan Committee Plan

This is an overall plan for the major tasks, who will do them, and when they will be done.

Step	Tasks	Who will do it	Timeframe	Notes
Plan to Plan	Form committee	Town Board	Done – Aug 2019	9 members; Dave Lendrum as chairman
	Choose CP consultant	Town Board (TB)	Done – Sept 2019; Barton & Lajudice (Chuck Voss)	Need to decide how to use the consultant
	Funding	TB and Nicole Ambrosio	On-going	\$5K in 2020 town budget; Nicole working on grants
Structure and schedule the process	Decide on the type of new CP to produce and create a high-level outline.	Comprehensive Plan Committee (CPC)	Before YE 2019	Create a new document. Model after Berne/Schodak
	Role of public in the CP development Community Workshop	CPC	 Community Workshop 1/15/2020	Encourage to attend CPC meetings. Surveys and focus groups.
	Identify other stakeholders who need to be involved	CPC	Before YE 2019	Ag & Markets, Albany County, Planning Board
	How to communicate with the TB	CPC & TB Dave Lendrum	Before YE 2019	Discussion at TB workshops
Gather and analyze data	Community wide survey.	CPC	Mid February	Consider costs and methods and who would do it.

	If doing a survey, design the survey and have it reviewed		Mid February	
	Decide on other forms of public input, and conduct sessions to identify strengths, weaknesses, opportunities, and threats (SWOT)	CPC and consultant	Decide by end of January and complete by end of May	Perhaps Fire Dept breakfasts, theme-based meetings
	Develop a profile and inventory of town resources <ul style="list-style-type: none"> • Demographic • Census info • Environmental • Water • Roads • Historical • Cultural 	If not done by the consultant, assign areas to CPC members	By end of May	Some info might exist in the old Comp Plan.
Identify main problems, issues, and concerns.	Use the analyzed data, and meet with the Town Board to focus in the main areas	CPC TB, and consultant	June	
Develop CP vision and goals	Once the vision is completed, establish goals and objectives	CPC and consultant	July - Aug	
Develop plans to address the needs	Write new text for the CP, including implementation plans	CPC and consultant	Sept - Nov	
Adopting the new CP	Public hearings and SEQR	CPC, TB, legal	Dec – Jan 2021	
	Formal approval by TB	TB	March 2021	