

# Western Orleans

## Comprehensive Plan Advisory Committee

### MINUTES

Wednesday, October 19, 7:00 PM  
Shelby Town Hall

4062 Salt Works Road  
Medina, NY 14103

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#### 1. Attendance

Katie Whipple	Jeffery Lyons	Jeffery Toussaint	Linda Fisk	James Bensley
Terry Fearby	Tom Fenton	William Bacon	Mark Hughes	Sarah Gatti
Chris Goyette	Dave Stalker	Kirk Myhill	Jim Simon	Rocky Navarro

#### 2. Overview

Below is a summary of the regular meeting of the Comprehensive Plan Advisory Committee (CPAC) meeting beginning at 7:03 p.m. and recorded by Sarah Gatti.

#### 3. Approval of Minutes

Chris Goyette made a motion for **APPROVAL** of the minutes from the September 21, 2016 regular meeting as submitted, seconded by Dave Stalker and carried unanimously.

#### 4. Organizational Items

Jim Bensley, Director of the Orleans County Department of Planning and Development (OCPD), initiated a conversation regarding the need to appoint a Chairperson and Vice-Chairperson to oversee the CPAC. It was noted that Jim Simon, of Yates, had volunteered to act as Chairperson. As no other nominations or dissenting views were noted, Mr. Simon retained his nomination. Jeffery Lyons, of Medina, indicated his willingness to serve as Vice-Chairperson. Linda Fisk made a motion for **APPROVAL** of **Jim Simon** as **Chairperson** and Jeffery Lyons as **Vice-Chairperson** of the Comprehensive Plan Advisory Committee for its duration, seconded by Mark Hughes and carried unanimously. Sarah Gatti, Planner at the OCPD, then noted the webpage was “up and running” and that all pertinent documents would be posted on this page; CPAC members were encouraged to check the webpage regularly. Rocky Navarro, Planner of the OCPD, summarized the activities conducted at the previous meeting of the CPAC.

## 5. Resident's Survey

Sarah Gatti provided a proposed distribution plan for the resident's survey. This survey would be sent to approximately 6,000 stakeholders, defined as both landowners and renters, in the Western Orleans study area. The source of this information is the Orleans County Real Property Database. Rocky Navarro explained the importance of a resident's survey as an inclusive tool to facilitate public participation and emphasized the importance of minimizing barriers regarding survey access and return. He then asked CPAC members for suggestions on the omission/revision/addition of questions from the existing 2001 survey. General consensus from CPAC members was to streamline questions where possible, simplify the vernacular used, and to add questions regarding topics that may not have been relevant in 2001. Jim Bensley suggested a press release may be necessary to increase public awareness of the importance of completing and returning the survey. The issue of the resident's survey was tabled pending further thought on the matter.

## 6. Housing Survey

Sarah Gatti distributed survey map guides to CPAC members representing the Villages of Lyndonville and Medina. The representatives were asked to meet with Sarah Gatti prior to their departure for an in-depth conversation on how to proceed with the housing survey. Rocky Navarro detailed the four housing condition parameters to be used in this survey.

## 7. CPAC Activity

Sarah Gatti summarized the results of the strength and weakness exercise conducted by the CPAC in September. Each municipality's strengths and weaknesses were reiterated; the most frequently appearing words in both categories were further detailed. Rocky Navarro then introduced two additional categories: opportunities and threats. These are external factors whereas strengths and weaknesses are those issues that lie within a community. CPAC members were asked to list one opportunity and threat affecting the community they represent. These opportunities and threats were then shared among CPAC members and Planning staff. OCPD Planners indicated this master list would be complete the SWOT matrix and be made available on the webpage.

## 8. Closing Remarks

Rocky Navarro provided a preliminary overview of the November meeting of the CPAC, including further issue identification and data collection. Representatives from Lyndonville and Medina were reminded to remain after the meeting to discuss the housing survey in detail.

## 9. Meeting End

Meeting concluded at 8:21 p.m.

