

# Western Orleans

## Comprehensive Plan Advisory Committee

### MINUTES

Wednesday, November 16, 7:00 PM  
Shelby Town Hall

4062 Salt Works Road  
Medina, NY 14103

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#### 1. Attendance

Charles Covell	Gabrielle Barone	Kirk Myhill	Mark Hughes	Sarah Gatti
Katie Whipple	Dave Stalker	Gary Watts	Jim Simon	
Jeffery Lyons	Jeffery Toussaint	Linda Fisk	Jim Bensley	

#### 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

Chairperson Jim Simon proposed a revision to the October draft meeting minutes; specifically, that it be clarified that both landowners and renters in the Western Orleans study area would be in receipt of the resident's survey. CPAC members were in agreement with this suggestion and Sarah Gatti, Planner at the Orleans County Department of Planning and Development (OCPD), stated she would amend the minutes as requested. Katie Whipple made a motion for **APPROVAL** of the minutes from the October 19, 2016 regular meeting as amended, seconded by Jeffery Lyons and carried unanimously.

#### 4. Preliminary Issue Identification

Sarah Gatti summarized the results of the strengths, weaknesses, opportunities, and threats (SWOT) exercise conducted by the CPAC during the months of September and October. Each municipality's opportunities and threats were reiterated while the most frequently appearing words in both categories were further detailed. At the request of Chairperson Simon it was explained that the SWOT exercise would inform issue identification and eventually aid in the formation of goals to be included in the Comprehensive Plan. OCPD staff provided a list of

issues as stated in the existing Comprehensive Plan. CPAC members were asked to examine this list to identify what issues remain relevant and what issues can be removed as the process moves forward. There was a general consensus that most issues should remain, the exception being the removal of the issue citing a “lack of motel.” An issue briefly discussed at previous CPAC meetings, lack of land zoned for industry in the study area, was further addressed through the future land use map. Jim Bensley, Director at the OCPD, provided a brief outline of what a future land use map is – a visual representation of how land use should develop in the future. CPAC members were asked for their input regarding the location of future industrial development. These suggestions were then indicated on the future land use map.

## **5. Resident’s Survey**

Sarah Gatti provided an update on the status of the resident’s survey explaining the revised timeline. CPAC approval, followed by municipal chief elected official approval, and preparation of the survey are all expected to take place in the remaining days of November and December; anticipated survey distribution is set for January with results tabulation to occur in late February and/or March. Next, two versions of the resident’s survey were presented to CPAC members. The first, version one, is a modernized version of the survey incorporating a simpler question format and containing 91 questions; the second, version two, is nearly identical to the original survey contained in the Comprehensive Plan, but incorporates CPAC comments and suggestions as stated at the October meeting. Version two contains 75 questions. Upon review, CPAC members agreed that while version one contains more questions, its formatting is superior as is its vernacular. CPAC members recommended minor revisions to version one that OCPD staff agreed to carry out before distribution. Sarah Gatti indicated she would send the revised survey as well as a draft cover letter, to be distributed with the survey, to CPAC members during the following week.

## **6. Closing Remarks**

Due to the busy holiday season, CPAC members and OCPD staff agreed to cancel the regular December meeting and resume sessions in January 2017.

## **7. Meeting End**

Meeting concluded at 8:36 p.m.

