

**Steering Committee Meeting
Joint Comprehensive Plan for Town of Chautauqua and Village of Mayville
Town of Chautauqua Municipal Building
2 Academy Street
Mayville, N.Y.**

January 31, 2023, 7:00 P.M.

Present: Scott Cummings, Chairman; Russell Boehner; Tom Carlson; Jessica Emhardt; Tim Hull; Julie Lescynski; Mary Schiller; Sharon Smead; Mark Smith; Zach Stahlsmith; Rick Syper

Absent: Sorena Gillkinson; Hank Navarro; Dan Roush

Scott Cummings called the meeting to order at 7:00 p.m.

1. Committee Member Introductions:

Scott gave a brief introduction of himself and a summary of the plan process, purpose, and benefits to the communities. The remaining members present of the Steering Committee then introduced themselves and included a quick description of their connection to the communities and experience they hope to use to assist with the development of the Comprehensive Plan.

2. Organizational Tasks:

Scott offered to serve as Chair to the Committee.

Russell Boehner made a motion to appoint Mark Smith as Co-Chair; seconded by Tom Carlson.
All Voted Aye

Sharon Smead will take minutes.

The Committee then determined that regular monthly meetings will be held on the third Wednesday of each month at 7:00 p.m. The meetings will be at the Town meeting room or the Carlson Center at Lakeside Park, whichever is available. This schedule will be flexible depending on what is required from the Committee in the future. The meetings will be held in person and any information relating to the work of the committee will be forwarded to members via email as early as possible prior to the next scheduled meetings.

3. Committee Member Role and Responsibilities:

The Committee decided that any member who misses two consecutive meetings or five cumulative meetings within a year without an excuse will no longer be a member.

Scott stressed the importance of the members keeping up with their review of materials and documents so that they can complete the tasks related to the Comprehensive Plan.

Any materials and/or information gathered that members would like to share with the Committee should be sent to Scott, Mark, or Sharon to be forwarded to the other members.

The Steering Committee has the power to recommend only to the Village and Town Boards to act on the Comprehensive Plan during its development and upon its completion.

4. The Town and Village have received a grant award of \$76,500 to complete the Plan:

10% matching funds have been approved by the Town and Village.

5. Status of Survey:

The first Comprehensive Plan survey developed by Barton & Loguidice was made available to the public during the end of 2022. The survey ended today with 426 responses (391 electronic, 35 hard copies) received. Barton & Loguidice will compile the data for the Committee to use for the Plan. The property tax rolls for the Town and Village were used to mail out postcards to all property owners along with a list of renters within the Village. The cost for this was approximately \$2,700, split between the Town and the Village.

6. Consulting Services for the Comprehensive Plan:

An RFQ (Request for Qualifications) may have to be prepared as part of the grant requirement from New York State. Scott, Mary Schiller, and Rick Syper will get together to prepare this document. Rebecca Wurster, County Planning and Development Department, also offered to assist with this process. The RFQ will be released for consulting firms to submit their proposals to provide their services for the Comprehensive Plan. Once these are received and reviewed, the Steering Committee will determine which firm should be recommended to the Town and Village.

7. Report of Committee Members:

As work progresses on the Comprehensive Plan, the Steering Committee will form sub-committees to focus on specific areas of the Plan. These sub-committees will report back to the Steering Committee. Scott and/or Mark will then keep the Town and Village Boards up to date on the progress of the Plan.

8. Public Input:

The key component to an accurate and effective Comprehensive Plan is the information obtained from the public, especially those who are “experts” in specific areas.

Some questions and issues were mentioned by those present from the public followed by discussion.

The use of social media was brought up and it was decided at this time that current information would be posted on the Town and Village websites. At some point, the chosen consulting firm will develop a specific website. Facebook isn't being considered at this time.

Chautauqua Institution has developed a Master Plan which should be looked at to interface with the Town and Village Comprehensive Plan. The Chautauqua Plan includes some development along Rt. 394 that will impact the Town and Village.

Complete Streets will be part of the Comprehensive Plan and currently has been supported by the Town. Also, some work has already been completed within the Village on this issue.

The Chautauqua Watershed Conservancy has completed an inventory of sites in the Town and the Chautauqua Lake Watershed that is available for reference.

Next meeting will be held on Wednesday, February 15, 2023, 7:00 p.m. at the Town meeting room, 2 Academy Street, Mayville.

The meeting was adjourned at 8:10 p.m.

Respectfully submitted,
Sharon M. Smead