

**Steering Committee Meeting
Joint Comprehensive Plan for Town of Chautauqua and Village of Mayville
Carlson Community Center
Lakeside Park
Mayville, N.Y.**

March 15, 2023, 7:00 P.M.

Present: Russell Boehner; Jessica Emhardt; Sorena Gillkinson; Tim Hull; Mary Schiller; Sharon Smead; Mark Smith, Co-Chairman; Zach Stahlsmith

Excused Absent Members: Scott Cummings, Chairman; Julie Lescynski; Dan Roush; Rick Syper

Absent Members: Tom Carlson; Hank Navarro

Mark Smith called the meeting to order at 7:00 p.m.

1. Mary Schiller made a motion to approve the minutes from the previous meeting held on January 31, 2023; seconded by Tim Hull. All voted aye, motion carried.
2. Project Update

Mark summarized the following pending steps: New York State will send our grant contract including our Work Plan. After it's signed there will be a Project Initiation meeting with our Project Manager, Melissa Keller, to go over all requirements. County Planner Rebecca Wurster will assist us with the preparation of a Request for Proposals to select the consulting firm that will be the best fit for our needs. Once chosen and under contract, our consultant will assist with the preparation of our Joint Comprehensive Plan.

3. Information and trainings

Between the previous meeting held in February and this meeting, several pieces of information had been forwarded to the committee members. They are:

- A. Full Survey including written comments from the submittals
- B. Link to a webinar "Off the Shelf and Into Action: Creating an Implementable Comprehensive Plan"
- C. Comprehensive Plan for Bemus Point (not available on their website)

There will be training on June 8th at Houghton College. One of the classes will be "Off the Shelf and Into Action...". The creator and presenter of this method of developing a Comprehensive Plan, Jim Pashek, will be glad to meet with any of us who will attend the training.

4. Vision/Mission Statement

Members present discussed the vision/mission statements they had reviewed from other communities and determined it would be more beneficial for us to develop a list of areas to focus on first. These areas will be found in the results of the survey.

5. Areas of Focus

Russell Boehner developed a list of areas to focus on from the survey results. They are as follows:

- A. Actions to preserve and enhance the sense of community
- B. Actions to preserve and enhance the rural character of the town and village
- C. Identifying and listing our parks, open spaces, waterfront access, trails, beaches, etc. so that we can better know what we have now and to better inform our decisions regarding what we envision for the future
- D. Actions to engage / support / enhance our relationship with the Chautauqua Institution, the Chautauqua Belle, the Pops and other past and present cultural and arts organizations
- E. Actions to promote the economic development of the town and village in a manner consistent with its rural character; including but not limited to street scape improvements, promoting local events (e.g., winter festival, ice fishing, proximity to multi-use trails, etc.), seeking out special designations (e.g. “tree city” status, dark sky status, “trail town” designation, etc.), revising zoning to promote small businesses, creating a robust social media presence intended to attract visitors to the area, etc.

Discussions regarding these areas involved members of the community who attended the meeting. Several examples of issues were brought up that will be addressed at later dates by sub-committees that will be formed to focus on specific areas. Steering Committee members are encouraged to find individuals who may be knowledgeable in any topic that will be included in the plan.

6. The next meeting will be held on Wednesday, April 19th, 2023, 7:00 p.m. at the Carlson Community Center, Lakeside Park, Mayville.

At the next meeting, the committee will continue to work on a list of areas noted in the survey results that we can begin focusing on.

7. Tim Hull made a motion to adjourn the meeting at 8:05, seconded by Zach Stahlsmith. All voted aye, motion carried.

Respectfully submitted,
Sharon M. Smead

