

Town of Canadice Comprehensive Planning Team

Meeting Minutes 1/11/2024 (Recording available on Town of Canadice YouTube Channel)

Attendees Present: Town Supervisor Christopher Vastola, Burch Craig (Planning Board Member), Dwight Uthe (Planning Board Member), Kaitlynn McCumiskey (Planning Board Vice Chair and Comp Plan Team Chair), Jeremy Fraim (Highway Superintendent), Mark Malmendier (Former Town Board Member & Citizen Representative)

Discussed successes and lessons learned from previous comprehensive planning processes. Mark Malmendier participated in the planning in the early 1990's and Supervisor Vastola participated in the process in the 2000's. Both were able to share detailed information to assist this team in implementing a process to be successful in this planning update.

Discussed importance of transparency, public outreach, and public participation to inform process and update document. Will draft language for print ads (Penny Saver & for display at library and Town Hall) as well as for multiple mailings to all addresses in the Town. Discussed need for public information meetings. All comprehensive planning team meetings are open to the public at any time and public participation is highly encouraged. Zoom meeting link is posted on the Town website. The need for 2 special public information meetings was determined in addition to regular meetings. One would be to elicit additional public input, have surveys available to fill out, and have discussions with residents and would take place earlier in the process. The second would take place once a draft document was substantially complete and would have a presentation portion to review with the public prior to submission to the Town Board for review.

Discussed survey for public input. Will be hosted online with printed copies available at Town Hall. Will include QR code link on all printed ads and mailings. Will review previous surveys and use many previous questions to gauge changes in community input and have the highest value information. Will review survey prior to second meeting.

Discussed email platform and updated webpage. New technologies exist now that were not available for previous updates. Budgeted for a new email platform that will kick off with the comprehensive plan updates but will be available to all Town officials and departments to better communicate with Town residents. Will create a new section on the website to house information about this team's progress and to assist the public in participating.

Discussed assistance available from Ontario County Planning Department. Ms. McCumiskey will work with Supervisor Vastola to execute a contract for the 40 hours of free technical assistance as well as setting a rate for any additional assistance that is needed. The team determined that the majority of assistance from the County will be in the form of mapping updates.