



Comprehensive Plan Steering Committee

Zoom Hybrid Meeting

Meeting Minutes

September 4, 2024

Approved: October 2, 2024

Committee Members Present: Elizabeth Weatherby, Roxanne Marino, Mo Klein, Karl Klankowski, Tai Basilius, Rose Hanson

Committee Members Present on Zoom: Katelin Olson

Committee Members Absent: Chair Ann DiPetta, Rebecca Schneider, Alison Weaver, Diane Cohen,

Quorum Present

Comp Plan Consultant Present: Matt Horn, Angelina White

Town Staff Present: Niels Tygesen, Mollie Duell

Members of the Public Present on Zoom: Kim Moore

Proceedings

Vice Chair Elizabeth Weatherby called the meeting to order at 5:30 pm at the Town Hall.

Approval of Agenda

Motion: Klein motioned to approve the agenda; Klankowski seconded.

Vote: Marino, aye; Weatherby, aye; Klein, aye; Klankowski, aye; Basilius, aye; Olson, abstain; Hanson; abstain.

Motion Carried.

Approval of Past Minutes

Motion: Klein motioned to approve the August 1 meeting minutes as written; Klankowski seconded.

Vote: Marino, aye; Weatherby, aye; Klein, aye; Klankowski, aye; Basilius, aye; Olson, aye; Hanson; aye.

Motion Carried.

Privilege of the Floor

Kim Moore introduced herself to the committee as the co-owner of Moore's Marine and mentioned she would be attending meetings regularly.

Old Business Items

Review and amend the draft Public Involvement Plan

Matt Horn introduced Angelina White, a planning associate at MRB. Horn spoke about the development of the Public Involvement Plan, noting that there are no expected major changes.

The committee reviewed the draft Public Involvement Plan and suggested minor clarifications.

Tygesen suggested that it would be best for the Town Board to review and formally approve the Public Involvement Plan.

Discussion ensued over the role of the Planning Board as a decision maker in the Town. Klein expressed that it is important to include the Planning Board since they reference the Comp Plan as a basis for decision making. Planning Board Chair Karl Klankowski suggested adding specified agenda items to

Planning Board meetings as things develop. Marino suggested adding language to also include the BZA as stakeholders.

Hanson spoke about parks and land owned by the state; Tygesen added he is unaware of any federally owned land in Ulysses.

Moore asked why some businesses are specified individually and others are grouped; Tygesen indicated that there is no significant reason and confirmed that the intent is to ultimately group businesses.

Motion: Klein motioned to accept the draft Public Involvement Plan; Marino seconded? 6:04

Vote: Marino, aye; Weatherby, aye; Klein, aye; Klankowski, aye; Basilius, aye; Olson, aye; Hanson, aye.

Motion Carried.

Olson spoke about the timeline for Town Board approval of the Public Involvement Plan. Discussion ensued over what the committee can work on in the meantime.

Website/Digital Media Public Presence

Marino asked about the strategy for informing residents about digital resources that are related to the comp plan once they are launched.

Tygesen stated that the current plan is to distribute a postcard notification to property owners with a link to the website.

Horn spoke about the options to house the documents on the Town website or consider launching a separate website specifically for the comp plan.

The committee considered the benefits of establishing a standalone website. Olson spoke about the existing communications policy and changes needed to allow a new website.

Motion: Klein motioned that the committee would prepare a memo for the Town Board recommending the implementation of a standalone website for the comp plan; Klankowski seconded.

Vote: Marino, aye; Weatherby, aye; Klein, aye; Klankowski, aye; Basilius, aye; Olson, aye; Hanson, aye.

Motion Carried.

The committee spoke about publishing photos on the website.

Horn spoke about the possibility of developing a mobile phone application.

The committee spoke about strategies for sourcing feedback from younger residents.

New Business Items

Draft plan for meeting topics and targeted outreach

Horn spoke about the upcoming agenda items and CPSC meetings.

Pending Town Board approval, a website launch could happen by end of September, followed by a mobile app in October.

Next Steps

Review Economic Base Report & Planning Foundations Report

The reports will be sent to committee members in the upcoming weeks.

Tygesen asked the committee members to expand communication and discussion using MS365 tools.

Marino spoke about future meeting length, suggesting that more than 1 hour could be needed to keep

things moving on the project timeline. The committee agreed that the meetings are expected to occasionally run to 7:00 PM at the latest.

Members Reports

Klankowski presented a map of parcels in the Town he created and spoke about subdivision trends in recent years.

Motion: Klein made a motion to adjourn; Klankowski seconded.

Vote: Marino, aye; Weatherby, aye; Klein, aye; Klankowski, aye; Basilius, aye; Hanson; aye; Olson, abstain.

Motion Carried.

Meeting adjourned at 6:49 PM.

A handwritten signature in black ink, appearing to read 'M. Duell', written over a horizontal line.

Mollie Duell

Comprehensive Plan Steering Committee Secretary