



**Comprehensive Plan Steering Committee
Zoom Hybrid Meeting
Meeting Minutes
October 5, 2023
Approved: November 2, 2023**

Committee Members Present: Chair Ann DiPetta, Elizabeth Weatherby, Tai Basilius, Diane Cohen, Rose Hanson, Mo Klein, Roxanne Marino, Rebecca Schneider, Alison Weaver

Committee Members Present on Zoom: Katelin Olson

Town Staff Present: Niels Tygesen, Mollie Duell

Members of the Public Present: Brian Richardson

Proceedings

Chair DiPetta called the meeting to order at 5:31 pm at Town Hall.

Approval of Agenda

Motion: Cohen made a motion to approve the agenda; Schneider seconded.

Vote: Basilius, aye; Cohen, aye; Hanson, aye; Klein, aye; Marino, aye; Olson, aye; Schneider, aye; Weatherby, aye; Weaver, aye; Chair DiPetta, aye.

Motion Carried.

Approval of Past Minutes

Marino added a clarifying detail about the RFQ deadline to the September 13 meeting minutes.

Motion: Klein made a motion to approve the amended meeting minutes from September 13; Schneider seconded.

Vote: Basilius, aye; Cohen, aye; Hanson, aye; Klein, aye; Marino, aye; Olson, aye; Schneider, abstain; Weatherby, aye; Weaver, aye; Chair DiPetta, aye.

Motion Carried.

Privilege of the Floor

No members of the public addressed the Committee.

Old Business Items

Community Visioning

Tygesen asked committee members to continue to send suggestions to the Town Planning staff between meeting dates.

The committee discussed strategies for surveying the community.

Hanson suggested distributing multiple surveys to residents, beginning with a broad questionnaire about general concerns in Ulysses.

Schneider suggested mailing surveys would be the best first step, but questions will need to be developed. Additionally, following up will increase participation.

Klein noted collecting surveys needs to be considered and suggested providing drop-off boxes in busy locations around town, as well as possibly collecting surveys through school.

Weaver asked if emailed surveys would be permitted; Klein noted email addresses would need to be obtained.

The committee discussed utilizing a QR code to conduct a survey digitally.

Schneider noted that many residents would not be familiar with using a QR code.

Marino noted that many communal places are in the north side of Ulysses.

The committee discussed strategies to distribute the survey, acknowledging postage would be expensive.

Discussion ensued over survey timelines and deadlines for completing the survey.

Schneider spoke about the Dillman method for surveys, suggesting surveys need to be sent repeatedly to ensure a higher response rate.

The committee discussed the audience for the survey, which could include residents, business owners who reside outside of the town, and Ulysses residents who are located in the Ithaca school district.

Olson spoke about the town's developing Youth Program and suggested recruiting young adults in the program to involve in committee operations.

The committee discussed strategies to develop and communicate ideas between meeting dates.

Chair DiPetta asked committee members to send 2-3 possible survey questions to the planning staff by next Thursday, October 12.

Schneider asked about legal requirements for sharing documents between meetings.

Olson explained that information would be available to the public upon request, but will not need to be automatically distributed.

2023 CPSC Member Training

The committee discussed the required trainings for committee members that must be completed by November 15, 2023

New Business Items

2009 Comp Plan Action Items Status

Tygesen distributed a document describing the status of Comp Plan action items to be reviewed by the committee.

The committee briefly discussed changes to action items since the 2009 plan was adopted. Some items are partially complete, while some are ongoing. Other items have been affected by broader changes, such as the zoning update.

Klein noted it would be difficult to determine precise timelines of what has happened; committee members discussed who could be contacted to provide more details on certain issues.

Tygesen asked committee members to email comments about the action items.

Chair DiPetta suggested maintaining a similarly formatted living document to track action items in the future, as well as providing an accessible version on the Town's website to inform residents.

Next Steps

The next Comprehensive Plan Steering Committee meetings are scheduled for Thursday, November 5, at 5:30 PM and Wednesday, December 13, at 5:30 PM.

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

Vote: Basilius, aye; Cohen, aye; Hanson, aye; Klein, aye; Marino, aye; Olson, aye; Schneider, aye; Weatherby, aye; Weaver, aye; Chair DiPetta, aye.

Motion Carried.

Meeting adjourned at 6:32 PM.

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

Mollie Duell

Comprehensive Plan Steering Committee Secretary