



TOWN OF WILTON

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2004 COMPREHENSIVE PLAN UPDATE COMMITTEE MEETING MINUTES SEPTEMBER 25, 2014

Meeting opens at 3:03 pm.

- 1) Introduction of Committee Members
 - a. Reminder to public attendees: no questions or comments will be entertained by committee until the required public hearings are held.
 - b. There is a webpage online for the Comprehensive Plan Committee with a link so that the public can submit their questions and comments. All questions will be delivered to Lucy Harlow who will track questions and responses.
<http://townofwilton.com/government/comprehensive-plan-committee/questions-and-comments/submit-a-question-or-comment/>
- 2) Overview: Presentation by Jaclyn Hakes, AICP, Director of Planning for M.J. Engineering and Land Surveying P.E.
 - a. Resource Team will include Mark Schachner, Town Attorney; Jaclyn Hakes and Sarah Quandt, consultants. Ryan K. Riper, P.E. is point person. Legal questions must be detailed and will be transmitted to Lucy who shall forward them to Mark Schachner, Esq.
 - b. Comprehensive plan is not zoning although it may influence zoning in that zoning law must be consistent with the comp plan.
 - c. Understanding land use patterns in community.
 - d. What's happened since 2004 comp plan was implemented?
 - i. Example: Exit 16 Linkage Study – incorporate into updated comp plan.
 - ii. Zones that have been eliminated,
 - iii. Traffic enhancements: intersections such as Jones Road and Rt. 50, when NYS comes through to do improvements – suggestions in comp plan have to be taken into consideration.
- 3) Process/Procedures:

Comprehensive Plan Committee is a “Special Board” developed by Town Board to review comp plan;

 - a. Special Board must hold a public hearing; Provide draft document for Town Board to consider adopting.
 - b. Town Board must also hold a public hearing, conduct SEQRA and refer to County for §239 M review prior to adopting plan or GEIS (Generic Environmental Impact Statement).
 - i. Rules of Procedure: Use of polling of committee members to define rules, procedures or take or delegate action and make decisions.

- 4) Scheduling of Meetings
Preferred day of week/time: Twice a month on Thursdays at 4 – 6 pm. October 9, October 23, November 6, November 20, December 4, December 18, January 8, January 22, 2015.
 - a. Timeframe: 4 months +/-.
 - b. Send out email with potential dates to committee members.
- 5) Scope of Action
 - a. Include studies, traffic enhancements and zoning changes; maps updated
 - b. Homework: Chapter 1 & 2 - think about 5 or 10 years out . . . the Town of Wilton will be . . . ?
 - c. Master document will have redlining and additions/changes (Lucy keeps master – then Jaclyn will provide updated chapter(s).
 - d. Online public polling. Create topics on which the committee wants feedback from the public. Jaclyn will provide polling service through Survey Monkey.
- 6) Recommendations: Website and public comment link can be announced at Town Board, Planning Board and Zoning Board meetings and can be advertised in local newspapers.
- 7) Tasks: Draft article for publishing in newspapers. Make flyer with summary of committee tasks with website/photos that says Comp Plan Committee will hold a series of meetings – first one on 10/9/2014, Contact Lucy Harlow for info or see website. M & J Engineering will produce drafts.

Next meeting: 10/9/14 at 4 pm.