

VILLAGE + TOWN OF PALMYRA COMPREHENSIVE PLAN

STEERING COMMITTEE REGULAR MEETING NOTES

October 7, 2024; 6:00 p
Town Hall

I. Review of Prior Meeting Notes

MRB Group

The Steering Committee received meeting notes as part of the agenda distribution. Members present confirmed that the notes were accurate, and Emma Falkenstein noted that the notes would be posted to the comprehensive plan website.

II. Planning Process Updates

MRB Group

Emma Falkenstein provided an update on the planning process to date. She indicated that the planning process is coming to a close with the development of the draft comprehensive plan. She noted that the agenda packet included the tentative State Environmental Quality Review (SEQR) schedule which outlines the next steps once the draft plan is complete.

Emma stated that following discussions with the Village and Town, the Town intends to be Lead Agency for the SEQR process with the Village as an Involved Agency. Emma noted that following Steering Committee approval of the draft plan, MRB Group will coordinate a draft plan presentation with the Village and Town Boards.

V. Draft Plan Review

MRB Group

Emma Falkenstein reviewed the draft comprehensive plan with the Steering Committee. She outlined the logic behind the draft plan structure. She stated that the goal of the structure is to enable any person to pick up the draft plan without any prior background and still be able to understand the background of how the plan was developed and easily

read the main content of the document. She noted that the plan structure includes an Executive Summary (which will be completed in the final plan), an Introduction Chapter about the purpose of comprehensive planning; the Strategic Framework Chapter which outlines the vision statement, planning principles, and priority policy areas; the Future Land Use Chapter; the Implementation Chapter which outlines how to action the plan; and the Community Inventory Chapter which provides background on the existing conditions in the Village and Town.

Emma noted that putting the Community Inventory Chapter at the back of the plan helps to place the important action items up front. The Steering Committee engaged in discussion about the draft plan, noting their approval of the chapter structure and presentation of materials.

Emma asked Steering Committee members to send her additional photos for final plan development. Following discussion, Emma encouraged the Steering Committee to review the draft plan more on their own time and send her any feedback by Monday, October 21st, 2024.

VI. Activity Prior to Next Meeting

MRB Group

The Steering Committee will review the draft plan and provide feedback. MRB Group will complete edits to the draft plan. MRB Group will coordinate a meeting with the Village and Town Boards to present the draft comprehensive plan.

VII. Next Meeting

Joint Village & Town Board Meeting – Draft Plan Presentation – November 25th, 2024.