

VILLAGE + TOWN OF PALMYRA COMPREHENSIVE PLAN

STEERING COMMITTEE MEETING NOTES

April 15, 2024; 6p
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 noted that the notes would be posted to the comprehensive plan website.

II. Public Engagement Update

MRB Group

Emma Falkenstein overviewed the Public Workshop #1 Report and the Community Survey Report with the Steering Committee. Emma stated that she thought the public workshop had a great turnout, and that overall, much of the feedback was very positive and consistent with Steering Committee discussions. She emphasizes the major themes of recreation, historic preservation, downtown revitalization, and community connectivity. Emma stated that much of the constructive feedback centered on the need to address blight, the need for small business support and economic development, code enforcement, and the lack of a grocery store. Steering Committee members expressed their support of the public workshop and were delighted to have so much public feedback.

Emma overviewed the Community Survey Report, noting a total of 261 responses, 35 of which were hardcopy responses. She emphasizes how much of the feedback from Public Workshop #1 was echoed in the survey responses. Overall, the main themes of the survey centered on the maintenance and expansion of recreational resources, historic preservation, downtown revitalization, code enforcement, housing, tourism, and retail and commercial expansion. The Steering Committee engaged in discussion regarding the findings, noting the similarities

between the major public engagement events. Emma noted that Public Workshop #2 would likely take place later in the summer.

Emma also noted that earlier in the day, she conducted a focus group to discuss infrastructure needs in the community. She stated that the meeting was attended by major infrastructure and public safety stakeholders in the Village and Town. She noted that the conversation was productive regarding opportunities to strengthen Palmyra's existing infrastructure, maintain and invest in its parks and outdoor spaces, and explore opportunities to enhance fire and public safety.

In particular, Emma noted that code enforcement is a major theme from the plan's public engagement, and necessitates additional conversations with the Village and Town Boards and Code Enforcement Officers regarding how the comprehensive plan can support a more "proactive" code enforcement methodology to address key code violation priorities. Emma stated that the implementation section of the plan will be able to address this priority in detail.

Emma encouraged the Steering Committee to think about potential community events where they might want to host a comprehensive plan table during the summer. She noted that pop-up events can help to spread the word about the comprehensive plan and reach people who otherwise might not attend more formal workshops. Steering Committee members mentioned Canaltown Days and noted they would think about other opportunities.

IV. Review of Planning Foundations Framework

Emma overviewed the edits she made to the "planning foundations framework," incorporating feedback from the workshop and survey. She noted that she made a couple of small edits to the vision statement, as well as created an additional priority policy area of "collaborative local governance". She noted that the additional policy area intends to address the need to build communication and partnerships between the Village and Town. Emma encouraged the Steering Committee to review the updates and send her any feedback.

V. Action Item Brainstorm

Emma noted that she has lots of ideas to work with from the public engagement events, as well as Steering Committee discussions as she begins to develop the implementation matrix. She noted that she will have a draft implementation matrix at the next Steering Committee meeting in June.

VI. “Confirmation of Direction” Overview

Emma informed the Steering Committee that MRB Group has scheduled a joint meeting of the Village and Town Boards to review the “planning foundations framework” of the plan. She emphasized how this meeting is a great opportunity to ensure Palmyra’s political leadership is supportive of the direction of the plan, as well as help them to feel included in the planning process. Emma noted that Steering Committee members are encouraged to attend the meeting to answer questions and provide their thoughts on the planning process.

VI. Activity Prior to Next Meeting

MRB Group

MRB Group will complete any edits to the Public Workshop #1 and Community Survey reports. MRB Group will complete focus groups/interviews to supplement the previous public engagement efforts. MRB Group will complete edits to the Planning Foundations chapter (Vision Statement, Planning Principles, Priority Policy Areas). MRB Group will prepare for the joint Village and Town Board meeting. MRB Group will begin to prepare the implementation matrix for the comprehensive plan.

VII. Next Meeting

“Confirmation of Direction” with Village & Town Boards – May 13th at 6:00 pm (location TBD)

Next Steering Committee Meeting – June 3rd at 5:30 pm at the Library