

## Town of Bristol

### 2016 Comprehensive Plan Update

#### Notes

April 28, 2016

Attending: Kris Monzel & Justin Steinbach, Co-Chairs, Dave Parsons, Joann Rogers, Donna Beretta, Carla Jordan, Elizabeth Smith, Ron Smith, Cat Cohen, Sandra Riker, Secretary, and Robert Green, Supervisor

Tonight's meeting was held at the Bristol Library. In the minutes from April 7<sup>th</sup>, I mentioned the Special Committee would be handing off their final document as recommendation to the Town Board. This is incorrect and they will actually make a recommendation to the Planning Board for their input and the Planning Board will be handing off the recommendation to the Town Board for approval and acceptance.

Handouts presented tonight were: Guide Star Going for Consensus, Not Robert's Rules from February 2008 shared by Kris Monzel. Comprehensive Planning from the Livable New York Resource Manual written by Linda King, Former Training Manager of Local Government (2007-2009) NY Department of State shared by Sandra Riker.

The Agenda for the evening provided an opportunity for the group to reintroduce themselves to each other and moved on to the:

#### Steering Committee meetings

- "Ground Rules"/how we'll work together. Kris said she would like to see the group work with consensus on all topics reviewed by the Group. In order to do this we would all work together to form one opinion in the end on a topic and if that could not be achieved in an evening the topic would be set aside and reviewed again at a later date. If an opinion cannot be reached then perhaps this could be set aside for review at a future update to the Comprehensive Plan.
- A meeting schedule was established for upcoming meetings-this will be put together and shared by Kris after the meeting. It was established Wednesday evening is a better fit for the group, these meetings can be held at the Town Hall where a projector, screen, easel and large paper can be supplied. The next meeting will be on May 18<sup>th</sup> at 6:30 pm.

#### Planning Process:

- Goals-
  - Establish a vision for the Town of Bristol and a plan for how we get there, each topic should have action items and projects and all must show sustainability for future use and implementation
  - Create good communications and agreement among all residents and stakeholders for the plan

- Create a plan that spans the election cycle because it has broad participation and buy-in
- Utilize the planning process as an opportunity to build trust and a culture of civility and goodwill among Bristol residents and stakeholders
- Road Map-timeframe
  - Justin suggested we should try to keep this in a 2 year time frame to help prevent “burn out” by Committee Members and Volunteers. This would also keep it within an election cycle and hopefully if there were changes in leadership they would also feel the plan being put together was worthwhile and adoptive.
  - Look into the background of the current Plan to see what is still viable and what has been accomplished. Somethings in the current plan have been completed or at the very least updated since 2007. These should not require as much attention as other parts of the plan that might need addressing. This should be looked at in the beginning and then again later for comparison with the new document being compiled.
  - Look at other plans for ideas regarding structure, format and structure so we can strife to put together a readable polished document.
  - Community Outreach-Public Kickoff Meeting, survey-online, mail, businesses and people we have not heard from via door to door
  - Education and guests-to help the Committee gather data

#### Communication

- Email vs other methods (Basecamp, etc.) committee members to log in and try different versions to see if there is one they would prefer to use
  - If costs are involved these expenses would need to be approved by the Town Board
- Internal vs External (invites, public, etc. and within the committee-topic)
  - Speakers
    - Historian
    - Assessor
    - Code Officer
    - ZBA input
    - Planning input
    - Outside Speakers
      - Business leaders in the Community
      - Dr. Bruce Gilman from Finger Lakes Comm. College
      - Val Knoblauch-Finger Lakes Visitors Connection
      - Office of the Aging
      - County Planning
- How to communicate with public: establish a website; utilize the town webpage, etc.

- Do we have a need for a paid outside consultant?-not covered
- Updates to the Boards-topic not covered
- “Pet Projects” or personal goals of the committee-not covered
- What do you hope to get out of this?-not covered

Respectfully submitted,

Sandra Riker  
Secretary to  
Steering Committee  
Comprehensive Plan Update