

Town of Chatham Comprehensive Plan Steering Committee

12/1/2004
7:00 PM to 8:25 PM
New Town Hall

Meeting called by: Mike Hart Type of meeting: Monthly meeting
Facilitator: Nan Stolzenburg Note taker: Rick Werwaiss & Bob Balcom

Attendees: Mike Hart, Kary Jablonka, Ira Marks, Van Calhoun, Bob Pollard, Roy Carwile, , Jean Rhode, Nan Stolzenburg, Mary Gail Biebel (8:00 PM), Bob Balcom (8:00 PM)

Audience Guests: Randi Walker & David Rubel

Agenda

| | | |
|---|--|----|
| Call to Order | Mike Hart | 2 |
| Adoption of 11/3/2004 Minutes | Mike Hart/Bob Balcom | 2 |
| Committee Report-Nat.Resources/Open Space/Environment | Chair-Kate Dunham/Roy Carwile | 5 |
| Committee Report-Economic Development | Chair-David Rubel, Liaison-Rick Werwaiss | 5 |
| Committee Report-Infrastructure | Temp. Chair/Mike Hart | 5 |
| Committee Report-Recreation/Arts/History | Chair-Julia Rubel, Liaison-Bob Balcom | 5 |
| Committee Report-Zoning/Land Use | Chair/Liaison-Van Calhoun | 5 |
| Committee Report-Demographics/Housing | Chair/Liaison-Ira Marks | 5 |
| Committee Report-Keep Farming | Chair/Liaison- Mary Gail Biebel | 5 |
| Ad Hoc Committees | Mike Hart | 5 |
| Town Board Liaisons | Kary Jablonka/Jean Rohde | 5 |
| Old Business-2005 Input Ideas | Mike Hart | 10 |
| New Business-Survey Tabulation Process | Mike Hart/Nan Stolzenburg | 10 |
| New Business-Randall Arendt | Mike Hart | 10 |
| Adjourn | Mike Hart | 1 |

**Committee Report-
Nat.Resources/Open
Space/Environment**

**Chair-Kate Dunham/Liaison 5
-Roy Carwile**

Discussion: Presentation at the November 11, 2004 Keep Farming Forum. There are two general pieces of information. Physical attributes are straight forward. 100 years ago only 10% of the Town was forested lands with 90% being farmed. Now about 50% of the Town is forested. The second major piece was a natural resources survey. It covered solid waste, air & water quality/quantity, pesticides/herbicides, and wildlife. Generally the farmers believe they are good stewards of the land and keeping the balance. Solid waste is an issue due to a lack of a storage facility. Wetlands are typically undisturbed. Soil conservation is well practiced. Creek management is an issue for produce growers. All dairy farms are inter-related and very fragilely inter-dependent.

Action items: Report coming from the subcommittee

Person responsible:

Deadline:

Roy Carwile

12/4/2004

**Committee Report-Economic
Development**

**Chair-David Rubel, 5
Liaison-Rick Werwaiss**

Discussion: No activity outside of Keep Farming. David Rubel asked about the future role of this committee. Nan Stolzenburg said that the Comp. Plan Committee would need work from this committee once we get to recommendations. David asked how people outside of the steering committee would be involved in goal & recommendation setting. Mike Hart said the topic was for new business.

Action items: None

Person responsible:

Deadline:

Committee Report-Infrastructure

**Temp. Chair/Liaison- 5
Mike Hart**

Discussion: Mike Hart is working on Joe Rickert to become a chair of this sub-committee. Nan Stolzenburg is gathering data from the State and County.

Action items: Mike to continue talking to Joe Rickert.

Person responsible:

Deadline:

Mike Hart

None

**Committee Report-
Recreation/Arts/History**

**Chair-Julia Rubel, Liaison- 5
Bob Balcom**

Discussion: David Rubel spoke about the Crellin Park Master Plan Committee. Judy Anderson is chairing. The committee is working on an overall master plan for recreation in the Town. They are offering to serve as a sub-committee to the Comprehensive Plan Committee. Nan Stolzenburg thought that this had been agreed upon at the last meeting. A question of whether or not the time frames would match up. Discussion ensued with the outcome of the Crellin Park Master Plan Committee not becoming a sub-committee but they would give the Comprehensive Plan their product. David Rubel will send a list of the committee members.

Action items: Kary Jablonka and Jean Rohde to follow up with the Town Board on coordinating with Crellin. Mike Hart to talk to Julia about the rest of the committee activity.

Person responsible: Kary Jablonka & Jean Rohde

Mike Hart

Deadline: 12/16/2004

1/5/2005

Committee Report-Zoning/Land Use Chair/Liaison-Van Calhoun 5

Discussion: Van Calhoun attended Pace University Land Use Training. He also attended senior housing and town center workshops. Van is also talking to Pace about training here with 5 or 6 surrounding towns. Bob Pollard is researching building permit data. Records won't show tax lots. There have been about 10 subdivisions to date. Nan Stolzenburg stated that she did not need that specific of data but general trends. The committee doesn't need to worry about mapping subdivisions. Nan needs the number of building lots that have been created.

Action items: Continue research on building permits.

Person responsible:

Bob Pollard

Deadline:

1/5/2005

**Committee Report-
Demographics/Housing**

Chair/Liaison-Ira Marks 5

Discussion: Ira Marks reports that they've had two meetings about the upcoming senior housing conversations. Carol Hegeman gave a presentation to them on senior housing. The first meeting will take place on 12/4/2004. They have done flyers and a press release. In-law apartments, multi-family housing are prospective concepts to address their needs. They want these meetings to serve as a prototype for other subcommittees. Kary Jablonka and Mike Hart urged them to keep the topic to senior housing. Any information brought to the conversations not relating to housing will be forwarded to the Comprehensive Plan Committee. Press releases were discussed and general consensus is that if the release appears to be advocating a position then it should come back to the full steering committee prior to release.

Action items: Press release and Web Pate Template

Person responsible:

Van Calhoun

Deadline:

ASAP

New Business-Survey Tabulation**Mike Hart/Nan Stolzenburg 10**

Discussion: Nan Stolzenburg reports that about 450 out of 3,185 surveys have been returned. General remarks about that being a good return were made by several members. Entering the data from the surveys is a time consuming task. Nan contracts with Preferred Data for data entry. The cost is about \$1.55/survey and the total should be in the \$900-\$1,200 range. The data is recorded in an EXCEL spreadsheet. Nan develops summary statistics and cross tab analysis. The cost could be pushed into the next budget year as there is not much left for 2004. To date only 4 surveys had been picked up at Town Hall. Mike Hart discussed problems with the data from the Board of Elections and Real Property Services. General discussion ensued whether problems impact the survey's validity. General consensus was that the rate of return was already statistically significant. It was determined that the committee needs to look for subset irregularities. It was agreed that one more press release should occur to elicit survey return. Mike requested a volunteer to look at the mailing list information. Bob Balcom volunteered.

| Action items: | Person responsible: | Deadline: |
|----------------------------------|---------------------|-----------|
| Data Entry of survey information | Nan Stolzenburg | 1/5/2005 |
| Mailing List Merge | Bob Balcom | 1/5/2005 |
| Press Release | Mike Hart | ASAP |

New Business- Randall Arendt.**Mike Hart****10**

Discussion: General discussion ensued regarding that currently is not the right time for training with Randall Arendt but need to have it be part of a general 2005 education push. Kary Jablonka remarked that there are lots of tools and strategies available regarding conservation planning including comprehensive education presentation to the community. He suggested the committee should consider doing a series of workshops which would create a meaningful context. Mary Gail Biebel emphasized that the minutes reflect that the Comprehensive Plan Steering Committee is accepting of all concepts related to planning. Van Calhoun suggested the creation of an Ad Hoc Education Committee. Nan Stolzenburg stressed that the big picture is the development of vision and goals and then proceed. She felt the committee would be more successful with that approach. She further remarked that education programs will be more useful if applied in context of vision and goals. Rick Werwaiss emphasized the need for scheduling. Nan suggested using the next meeting to decide on time frames and she will chart them out. Kary volunteered getting community education committee together.

| Action items: | Person responsible: | Deadline: |
|-------------------------------|---------------------|-----------|
| Community Education Committee | Kary Jablonka | 1/5/2005 |

New Business-Consultant Contract**Mike Hart/Nan Stolzenburg 10**

Discussion: This item was added at the end of the new business. A new contract with consultant Nan Stolzenburg will be discussed with Mike Hart and the Town Board.

| Action items: | Person responsible: | Deadline: |
|-----------------------------|---------------------|-----------|
| New Contract for Consultant | Mike Hart | ASAP |

Adjourn**Mike Hart****1**

Discussion: Motion to adjourn @ 9:55 PM was made by Kary Jablonka and seconded by Mary Gail Biebel. Unanimous.

| Action items: | Person responsible: | Deadline: |
|---------------|---------------------|-----------|
| | | |