

Town of Chatham Comprehensive Plan Steering Committee

1/5/2005
7:15 PM to 9:00 PM
New Town Hall

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

Attendees: Mike Hart, Bob Balcom, Roy Carwile, Mary Gail Biebel, Van Calhoun, Kary Jablonka, Ira Marks, Rick Werwaiss, Nan Stolzenburg
Audience: Randi Walker

Agenda

Call to Order	Mike Hart	1
Adoption of December 1,2004 Minutes	Mike Hart/Bob Balcom	2
Committee Report-Nat. Resources/Open Space/Environment	Chair:Kate Dunham, Liaison:Roy Carwile	5
Committee Report-Economic Dev.	Chair:David Rubel, Liaison:Rick Werwaiss	1
Committee Report-Infrastructure	Chair:TBD,Liaison:Mike Hart	1
Committee Report-Recreation/Arts/History	Chair:Julia Rubel, Liaison: Bob Balcom	10
Committee Reports-Zoning/Land Use	Chair&Liaison: Van Calhoun	2
Committee Reports-Demographics and Housing	Chair & Liaison: Ira Marks	5
Committee Reports-Keep Farming	Chair&Liaison: Mary Gail Biebel	5
Ad Hoc Committee-Education Matrix & Schedule	Kary Jablonka	10
Town Board Liaisons	Jean Rohde/Kary Jablonka	2
Old Business-Survey Status Report	Nan Stolzenburg	5
Old Business-Survey Statistical Analysis	Nan Stolzenburg	5
Old Business-Survey Findings & Conclusions	Nan Stolzenburg	0
New Business-Interpretation of suvey findings	Nan Stolzenburg	10
New Business- Identification & detailing of additional public input	Mike Hart/Nan Stolzenburg	0
New Business-Issue identification in terms of SWOT	Mike Hart/Nan Stolzenburg	0
New Business-Initial vision elements	Mike Hart/Nan Stolzenburg	0
Comments from the floor	Mike Hart	2
Adjournment	Mike Hart	1

Committee Report-Infrastructure Chair:TBD,Liaison:Mike 1 Hart		
<u>Discussion: The subcommittee had no activity thus no report.</u>		
Action items: None	Person responsible:	Deadline:
Committee Report-Recreation/Arts/History Chair:Julia Rubel, Liaison: Bob Balcom 10		
<u>Discussion: Bob Balcom reported that the subcommittee would begin to update the information regarding the mapping of historical homes and sites. A general discussion ensued regarding what was historical. Nan Stolzenburg informed the group that mapping of homes by construction date was easily done with GIS information. The committee then discussed on what parameters to use for mapping. Bob will request the subcommittee to recommend additions to the listing found in the current plan.</u>		
Action items: Recommendation of additional sites to current plan.	Person responsible: Bob Balcom	Deadline: 2/2/2005
Committee Reports-Zoning/Land Use Chair&Liaison: Van Calhoun 2 Committee Reports- Demographics Chair& Liaison: Ira Marks 5		
<u>Discussion: Van Calhoun briefly reported that the subcommittee will include Jack Schultze in the update discussion. Ira Marks reported that a community conversation was held with 40 people at the discussion. Several people currently owning homes voiced concern regarding selling their home (downsize) and having nothing to move to. Carol Hegeman did a great slide show regarding senior housing at the beginning of the conversation. The subcommittee is looking for someone to head the discussion regarding affordable housing. Another community conversation is planned for January 13, 2005. Community conversations are planned for February 12 and March 1.</u>		
Action items: Conduct and report on Jan. 13 comm. conversation regarding senior housing	Person responsible: Ira Marks	Deadline: 2/2/2005
Committee Reports-Keep Farming Chair&Liaison: Mary Gail Biebel 5		
<u>Discussion: Mary Gail Biebel reported that she visited the Glynwood Center (grant provider for Keep Farming). A training session with Joel Russell regarding the implementation of the next phase of the Keep Farming initiative is planned for February 10 from 5:30-9:30 PM. All Comprehensive Plan Committee members are invited. A press release regarding this meeting is going out. This would be the first of the public offerings for community education regarding planning. General discussion ensued regarding the second phase. Mary Gail noted that they will be requesting all Town of Chatham officials attend including Supervisor Jesse DeGroot.</u>		
Action items:None	Person responsible:	Deadline:

Ad Hoc Committee-Education Matrix Kary Jablonka & Schedule

10

Discussion: Kary Jablonka reported that he, Van Calhoun, Randi Walker and Deirdre Henderson met on 12/14 and 12/20/04. They created a draft Community Education Planning Matrix. General discussion about the matrix ensued. Kary requested that Sue Sennecah be asked to assist in community education. No motion was made but the committee enthusiastically agreed by consensus. Randi Walker will also help. Mary Gail Biebel noted that Keep Farming will educate on 2/10 regarding natural resources, infrastructure, economic development, open space and more. Nan Stolzenburg recommended that in all community education endeavors that three questions be answered prior to commencing; What is the goal? Who is the audience? When should they be educated? She remarked that the general public does best when they have something to respond to and that it may be more suitable to have some technical people come to talk to the subcommittee. A lively discussion ensued regarding how the committee should move forward with community education. Nan again emphasized that the need to focus on specific items or goals and then facilitate education. Van Calhoun remarked that the myth of the comprehensive plan will be created then will try to educate the public needs to be dispelled. Rick Werwaiss stated that the process is two phased – let the public know what is going on and then request input. Specific stakeholder groups need to be identified and engaged. The ad hoc committee was requested to continue working on the education matrix and schedule.

Action items: Modify Matrix and Schedule

Person responsible:

Deadline:

Kary Jablonka

2/2/2005

Town Board Liaisons

Jean Rohde/Kary Jablonka 2

Discussion: Kary Jablonka reported that he talked with Jesse DeGroot, Jean Rhode and David Rubel regarding the Crellin Park Committee. The Crellin Park Comm. will do town-wide recreation activities for the Comp. Plan and coordinate with the committee. Greenway application has been completed asking for \$10,000.

Action items: None

Person responsible:

Deadline:

Old Business-Survey Status Report

Nan Stolzenburg

5

Discussion: Nan reported that the data is being entered and should be done by the end of the month. She remarked that a normal rate of return is around 10%. Survey information is usually skewed toward people living in the community a long time. She is comfortable with the information from the surveys and other sources for plan development.

Action items: None

Person responsible:

Deadline:

Old Business-Survey Statistical Analysis

Nan Stolzenburg

5

Discussion: Nan discussed the types of summary data the committee could expect. She stated that the committee gives direction for what summary information they want. She stated that she will begin statistical analysis and hopefully have it done before the next meeting. She would send an email around to notify the committee on her progress.

Action items:

Person responsible:

Deadline:

Old Business-Survey Findings & Conclusions			Nan Stolzenburg	5
Discussion: Tabled				
Action items:		Person responsible:	Deadline:	
New Business-Interpretation of survey findings			Nan Stolzenburg	10
Discussion: Nan reported that the most time consuming task is compiling and grouping the comments. Information from the surveys can be differentiated into very evident areas and then other areas. From the data the SWOT can be developed. General discussion ensued regarding what to do with the information once it is completed. The general consensus was to give information to the sub-committees with specific instructions. Rick Werwaiss suggested that all sub-committees be brought together to disperse and discuss SWOT. More discussion regarding public dispersal of the information. It was decided that the information must come to the steering committee first before action be taken. Mike Hart suggested that next month's meeting be dedicated to the survey results only.				
Action items: Survey data analysis		Person responsible: Nan Stolzenburg	Deadline: 2/2/2005	
New Business- Identification & detailing of additional public input		Mike Hart/Nan Stolzenburg	0	
Discussion: Tabled				
Action items:		Person responsible:	Deadline:	
New Business-Issue identification in terms of SWOT		Mike Hart/Nan Stolzenburg	0	
Discussion: Tabled				
Action items:		Person responsible:	Deadline:	
New Business-Initial vision elements		Mike Hart/Nan Stolzenburg	0	
Discussion: Tabled				
Action items:		Person responsible:	Deadline:	

Comments from the floor			Mike Hart			0		
Discussion: None								
Action items:						Person responsible:		Deadline:
Adjournment			Mike Hart			1		
Discussion: Motion to adjourn Rick Werwaiss (Van Calhoun). Unanimous. 9:00 PM								
Action items: None						Person responsible:		Deadline:
Additional Information								