

**New Lebanon Planning Board
Comprehensive Plan Committee
Meeting Minutes
November 19, 2002**

The Comprehensive Plan Committee held a regularly scheduled session on November 19, 2002. The meeting was held in the New Lebanon Town Hall. Those in attendance were: M. Arthur, D. Clark, C. Dreyfus, D. Mieschonz, L. Poulton, P. Rawson, K. Ross, S. Roth, V. Steinberg, R. Tittlemore, J. Yurish. The group also welcomed new member K. Risdell. Consultant, Nan Stolzenburg was also present for this session.

The overall agenda for the session focused on:

- **A review of components of the Comprehensive Plan process.**
- **Status review of Committee member progress on assigned areas.**
- **Review of next steps.**

Component Review:

Discussion of the component review may be summarized as follows:

- **SCAN: (Data gathering)**
 - Workshops
 - Survey
 - Maps
 - Individual data gathering on assigned areas

- **FOCUS: (Analysis)**
 - Analyze workshop results
 - Analyze survey results
 - Review existing zoning regulations
 - Identify key issues resulting from the above analyses
 - Develop Vision statement
 - Begin setting strategies and recommendations

SCAN:

While many of the activities listed under SCAN (above) have been underway, a review of current status produced the following:

Workshops: The Public and Business workshops have been completed. Regarding the Seniors and Student workshops, K. Ross and D. Mieschonz reported that they have been in liaison with the Seniors group and school representatives and have indicated that these assignments will be completed by the middle of December.

Survey: J.Yurish reported that, to date, approximately 500 completed surveys have been returned (2174 were sent). It was agreed that the cut-off date for returns would be November 30, 2002. All returned surveys are currently being picked up at the Post Office and placed under safekeeping by Louise Waters, Planning Clerk. At the time of cut-off (on Dec. 2nd), the surveys will be transferred to N. Stolzenburg for tabulation and analysis. Nan has indicated that she will have the results of the analysis to the Committee by the time of the CPC's second meeting of 2003 (January 21st).

Maps: D. Clark indicated that he and his staff have prepared most of the GIS mapping needed for the Comprehensive Plan. He indicated that he stands ready to assist all Committee members with maps needed for their specific areas of analysis. Committee members should inform Doug regarding these specific needs.

Individual data gathering: N. Stolzenburg reviewed with, each member, the data requirements for each of the assigned areas (economics, tourism, traffic & transportation etc.). She answered questions from the members and provided insights regarding potential sources data. In regard to this data gathering effort, D. Clark suggested that the group utilize one person as the central repository for the profiles developed on each area. R. Tittlemore volunteered to act as this central repository. In this regard, it was agreed that all profiles developed between now and the end of December will be forwarded to R. Tittlemore by January 3, 2003. He will then provide a composite to the group in time for the January 7th meeting. Note: New member K.Risdell volunteered to work with K. Ross on Education. S. Roth volunteered to pick up Traffic & Transportation. V. Steinberg agreed to pick up the area of Government.

FOCUS:

In regard to the activities listed under FOCUS (above), most of these will take place during the month of January. N. Stolzenburg has agreed to perform analyses on the results of the workshops and the survey. She will then furnish the Committee with listings of key issues and potential strategies. This information will be made available to the Committee prior to the second group meeting of 2003, which has been scheduled for January 21, 2003. Ms. Stolzenburg has agreed to attend that meeting to answer question that the group might have and to help with determining next steps.

SUMMARY:

The calendar of activities/actions for the next two months is as follows:

November/December:

- Cut-off of survey returns (11-30-02).
- Deliver survey returns to N. Stolzenburg (12-02-02).
- N. Stolzenburg begin tabulation & analysis of survey results (during Dec.).
- Complete Seniors & Student data gathering (12-13-02).
- Continue data gathering on assigned areas & develop profiles (Thru Nov./Dec.).

January:

- Forward developed profiles to R. Tittlemore (by 1-3-03).
- R. Tittlemore provide composite of profiles (by 1-7-03).
- Comprehensive Plan meeting to review profiles (1-7-03).
- N. Stolzenburg provide analyses, key issues & potential strategies to CPC (before 1-21-03 meeting).
- Discuss key issues & strategies at CPC meeting (1-21-03).

Since everyone will be hard at work with data gathering, it was decided that the CPC would not formally schedule a meeting during December. Best wishes for a joyful & loving holiday season to all.

Respectfully submitted,

J.L.Yurish

