



TOWN OF CLERMONT COMPREHENSIVE PLAN & UPDATE OF LAND USE LAWS

CPULUL COMMITTEE KICK-OFF MEETING

Project Number: 2223230

Location: 1795 US-9, Germantown, NY 12526;

Town Hall

Date: July 11 2022

Time: 7:30PM

<u>Meeting Attendance [To Be Confirmed]</u>	
Committee Members	
Mary Howard	Committee Chair
Dawn Brownson	Town Board, ex-officio
Luke Kumburis	ZBA
Mary Louise Kalin	Park Committee
Bob Desmond	Town Board
Jennifer Phillips	Planning Board, Committee Secretary
Lindsey Lusher-Shute	Town Board
Evan Hempel	Town of Clermont
Nathan Hempel	Planning Board
Ben Peacock	ZBA
Greg Fingar	Town of Clermont
Jeff Scales	Climate Smart Communities Committee

Public	
Phillis Heiko	Former ZBA
Consulting Team	
Michael Allen	Regrowth Planning
Kyle Hatch	LaBella Associates
Matt Rogers	LaBella Associates

Meeting Scope: Kickoff Meeting

Meeting minutes from May accepted as presented.

Discussion:

Introductions:

- The Committee and Project Team (LaBella Associates and ReGrowth Planning) introduced themselves.

Scope and timeline

- Matt reviewed the organization of the Committee and Project Team, along with lines of communication and general project housekeeping items.
 - LaBella will prepare draft notes. The draft notes will be provided to Jennifer (Committee Secretary) who will review against her meeting notes. A final set of master notes will be prepared and distributed to the committee.
 - All emails to and from the Committee must go through Mary.
 - Mary will share agendas, meeting schedules, and project documents with the committee.
 - A discussion of how to share large files took place. Preference is to use Google Drive and Dropbox to avoid large files in email. A unique google account for this project will be created that everyone can log into. Members that do not use email will be accommodated with hard copies distributed through the Town Hall. The Town Clerk will be copied on all document emails.
- Matt discussed two potential grants opportunities.
 - As part of LaBella's professional services, LaBella proposed to prepare a NYS DOS Smart growth grant application and a Hudson River Valley Greenway Grant application.
 - NYS DOS has since clarified that to be eligible for Smart Growth funding for land use law updates, the Comprehensive Plan on which the land use laws would be based on must be adopted by Sept. 30 of 2022. Therefore, the Town is not eligible to submit for land use law funding.

- Based on clarification provided by NYS DOS, communities are eligible to apply for Comprehensive Plan funding while in the process of preparing a plan. Funding may be used to recoup project costs dating back to April 1, 2022. If the Town was to submit for Comprehensive Plan funding, the project team would have to be increased to add one or more minority or women-owned business (increasing the project costs), additional quarterly reports would be required, and the Plan would need to integrate the State's 15 Smart Growth Principles.
 - LaBella will prepare the Hudson Valley Greenway grant, due Sept. 2.
 - No decision was made on the Smart Growth Grant – decision to be made by Thursday, July 14th. [UPDATE: The Town has decided not to submit the Smart Growth Grant.]
- Matt reviewed the project scope and timeline. Copies of the project scope were provided to the Committee. The Timeline is included in the Public Engagement Strategy, also provided to the Committee. To reiterate here, Phase I of the project - "*Vision Clermont*, will help the Town understand current issues, gain information from the public, and clarify its vision, goals, and priorities for the future" (Working draft of the Town of Clermont Public Engagement Strategy, La Bella).
- All proposed meeting dates were approved, including October 10th which is Columbus Day.
 - The Committee agreed to move up the meeting start time to 7pm.
 - Approved future meeting dates are as follows:
 - Meeting #2: August 8
 - #3: September 12
 - #4: October 10
 - #5: November 14
 - #6: December 12
 - Future meetings for Phase 2 and 3 of the project will be set at a later date.

Data and Document Collection

- GIS Data:
 - LaBella will reach out to Columbia County for parcel data.
 - It was noted that Don Meltz at Columbia County may have zoning data layers.
 - [UPDATE: LaBella has received Tax Parcel Data from Columbia County. The County does not have zoning data layers. LaBella will recreate the Town's existing Zoning Map.]
- Past Plans and Existing Regulation Summary. The Committee discussed past planning and related documents:
 - A county water resource plan was mentioned as something to be reviewed.
 - Columbia County Land Conservancy has prepared a Natural Resource Inventory Plan: <https://clctrust.org/help/communities/nri/> and Data: <https://geodata-cc-ny.opendata.arcgis.com/pages/ccnri>
 - Much of the GIS data is available for download.
 - 2013 County Agricultural Plan
 - Scenic Hudson has planning documents that should be relevant, as they conserve a lot of land in the Town.
 - County Health Improvement Plan (CHIP) may have relevant recommendations.

- The Project Team will prepare a draft summary of all relevant plans and regulations for review at Committee Meeting #2.
- Noise ordinance and solar laws are separate from current zoning.
- Community Profile: The group discussed potential elements of the Draft Community Profile:
 - Some committee members are collecting data on electricity use, fuel sources, internet access, operable farms, short-term rentals, etc.
 - Mary will confirm with each Committee members they are still able to conduct the research and identify any additional profile elements that Committee members may want to address.
 - A goal of the Community Profile and Past Plan Summary is to help identify metrics/indicators that were measured in the plans which will be helpful to examine as benchmarks. "Where was the community then and where is it now?"
 - A question of how to track and identify renters vs owners came up. Michael suggested these residents can be captured through voter rolls and other private options that can be obtained for a small fee.
 - [UPDATE: The current voter mailing list has been received.]
 - Building permits and certificates of occupancy may be another source.
 - A Draft Outline of the Community Profile will be shared with the Committee for review.

Draft Engagement Plan

- A page on the Town's website will be dedicated to the Comprehensive Plan to allow the public view project documents, track the plan's progress, find upcoming events, and learn how to participate in the project.
 - Social media will also be utilized.
- Louise asked how local youths will be engaged. This group is a priority for engagement.
 - Clermont youth are split between three school districts. An event catered towards youth could be a good way to engage them.
 - Collaboration with schools will require more coordination and approval from each superintendent.
 - No final decision on how to engage youth was decided upon. This will require additional discussion.
- It was suggested we try to make sure engagement events are spread evenly through the Town in a geographic sense. Different geographies have different priorities, and we want to meet people where they are.
 - A map of event locations will be prepared to demonstrate the geographic reach.
- Some Committee members have offered to conduct Pop-up events along with "phone booth" style engagement (see below). The consultant team will help coordinate Pop-up events and attend one or more depending upon schedules. The consultant team will coordinate and conduct the larger Town Workshops. The first workshop will take place in early Fall.
- A discussion on potential locations/events to hold community engagement events took place:
 - Clermont State Park - ask about "phone booth" style engagement (Matt Davidson)
 - Firehouse - Steak Dinner in September

- Hettling Park
- Pop-up Halloween party at Tousey Winery
- Ongoing/perpetual engagement at the winery was recommended. Tousey Winery owner is on board, called it “phone booth” engagement.
 - Might be willing to offer incentives, provided the process is fun/engaging.
 - Will need to capture individual days of feedback.
 - Same process at the library and Town Hall were recommended. Town Hall is open Thursdays and Saturdays.
 - Hearty Roots will also offer ongoing feedback booths. A bigger popup event during their fall festival (mid-September)
 - Lasting Joy Brewery is now open. Mary will reach out to them.
- Project Team will develop a process for “phone booth” style engagement that can be used to train staff and individuals responsible for each location.
- To summarize the discussion, it was agreed that there will be three types of in-person engagement events in addition to focus groups:
 - Phone Booths – ongoing (as described above);
 - Pop-ups – event driven, meet people where they are. Project team will develop materials (sticky notes, stick on dots, note cards for additional ideas, opportunities for the public to express priorities), committee members will attend and manage. These events will be sooner – over summer or early fall;
 - Workshop – large project updates with engagement as the destination. Perhaps two events in one day (daytime and evening) to maximize attendance. Aim for mid-October.
- Brief discussion of also using a survey to collect community ideas. Could be link on Town website.
- The Project Team and Committee members will establish focus groups (referred to as “stakeholder interviews” in the Public Engagement Strategy document) for engagement and feedback sessions. The Project Team will train committee members to conduct. An initial list of potential stakeholders/focus groups was developed previously by the committee. A google doc may be used to allow committee members to suggest names of individuals. Final list will be confirmed at Meeting #2.
- The SWOT discussion was moved to Meeting #2. The Committee will be able to provide input on the Town's Priorities and SWOT through Google Drive.
- In response to a question, Michael explains that his work on the zoning code will take place in parallel to the community engagement and visioning by initially identifying areas of the Town code that may require updating. Once the new Comprehensive Plan is developed, the two efforts will converge so that the proposed zoning code changes will reflect the new Comprehensive Plan.

Next meeting: 8/8/2022 at 7:00PM

ITEM	ACTION ITEM	OWNER
1	Review past plans and current zoning/land uses to develop a summary of past/current planning efforts.	LaBella and Regrowth Planning
2	Develop a draft outline of indicators/metrics to be analyzed in the Community Profile	LaBella and Regrowth Planning
3	Identify availability, willingness, timelines of individual sites for community engagement efforts	Committee/LaBella
4	Create a list of focus groups/stakeholders and contacts in each	LaBella, Regrowth Planning and Committee
5	Create community engagement materials and training documents	LaBella
6	Google Drive Account for Committee documents and collaboration	LaBella

Meeting Adjourned: 9:05 PM

The preceding minutes represent the author's understanding of the matters discussed and decisions reached. The Committee will determine completeness and accuracy at their next scheduled meeting.

Respectfully submitted,
LABELLA ASSOCIATES, D.P.C.

Kyle Hatch, Planner, LaBella Associates

Matthew Rogers, Senior Planner, LaBella Associates

Cc: All Attendees