



Town of Poughkeepsie

1 Overocker Road
Poughkeepsie, NY 12603

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Date: Wednesday, February 26, 2020

Time: 5:00 PM

Location: Town Hall – 1 Overocker Road

Purpose: Comprehensive Plan Committee Meeting #17; Survey & Workshop Preparation

Comprehensive Plan Review Committee Attendance: Yvonne Laube, Carl Whitehead, Maribeth Rubenstein, James Challey, Daniel Salvatore, Ann Shershin, Bill Carlos (absent), David Silver (absent)

Consultant Attendance: Bonnie Franson, Adriana Beltrani

Town Staff Attendance: Kristen Taylor, Mike Welti

Members of the Public Attendance: Myrna Ross

AGENDA ITEM	NOTES	TASK
Welcome and Agenda Review	Mr. Welti reviewed the agenda with the CPRC.	N/A
Committee Business	N/A	N/A
Review Updated Public Participation Plan	<p>Ms. Franson introduced the Public Outreach and Participation Plan (POPP) which is important to frame the public outreach process for the comprehensive plan and is a necessary deliverable of the NYS Department of Environmental Conservation (NYSDEC) grant that is helping support the comprehensive review and update process. The POPP identifies the number of CPRC meetings that have occurred to date as well as proposed meetings and their general topic areas. The POPP also describes: the methods the CPRC will use to spread the word about the online survey such as flyers and email blasts; the proposed dates of the workshops and their general formats and topics; and includes a list of stakeholders and their contact information. Stakeholders consist of organizations and institutions that may be able to assist the CPRC in distributing information to their constituents and/or would be interested in attending workshops themselves.</p> <p>Ms. Franson explained that the goal would be to get the online survey marketed before the first workshop series and keep it open until after the second workshop series.</p> <p>The purposes of the workshop series were discussed. Ms.</p>	

	<p>Beltrani explained to the CPRC that the sustainability element will be the primary content of the second workshop series. She identified and explained the three E's of sustainability/sustainable development, which are Economy, Environment, and Equity. Ms. Beltrani also provided the CPRC with a few examples of possible policy recommendations that might strengthen all three E's. Ms. Laube added that there should be a sustainability component incorporated in economic development recommendations that keep local dollars in the local economy.</p> <p>When reviewing the stakeholder list, Ms. Laube pointed out that Mary Kay Vrba is retiring, NPV needs a different contact for Dutchess County Tourism.</p> <p>The CPRC discussed the workshops which are described in the public participation plan and presented some ideas and recommendations. Ms. Rubenstein noted that the public participation plan doesn't discuss accessibility as a topic even though it is going to be included in the workshop discussion. To that point, is there a way to make the meeting more accessible to those that can't attend via computers, laptops or phones? Perhaps a live stream with a chat or email option? It was discussed that the Office of the Aging may be able to assist with this. Someone could make a short video of each workshop station and put it on the Town TV, but this does not facilitate involvement in the workshop it is more of a recap. This was discussed and will be explored, but the approach needs to be effective from a logistical standpoint.</p> <p>Discussion of including a "kids corner", this is a simple and effective idea, NP&V can bring crayons and paper to set up a table for kids.</p>	<p><i>Town to identify a new contact at Dutchess County Tourism.</i></p> <p><i>Town to identify if the public workshops could be filmed.</i></p>
<p>Review and Discuss Draft Public Survey</p>	<p><u>Discussion of Survey Monkey Link:</u> The CPRC reviewed each survey question and provided feedback on which questions were set and which questions needed to be refined or revised. It was noted that the pull downs and long questions are clunky to interact with on the phone.</p> <p>Question 10 is missing a column for Rochdale, but in general the CPRC anticipates that the question will be too complicated and difficult to answer for the average respondent. Rewording the question to specify housing "in your neighborhood" was discussed, but ultimately it was determined that the question is unnecessary.</p> <p>The CPRC discussed the Town vision questions and asked that the order of several of the questions be changed in an effort to streamline the survey for responders, so as not to overwhelm them.</p>	<p><i>NPV to update the survey based on the comments received.</i></p>

	<p>The CPRC felt that Question 8 regarding what you think about residential growth in the Town was also a little tricky to answer, and relied too much on value judgements from people that might not really know the details of housing development in the Town. It was concluded that the question would be simplified.</p> <p>At the end of the survey in the text box that links to the CPRC website, NPV will add the dates of the upcoming workshops in an effort to attract more community members to the workshops.</p>	
<p>Outreach Materials; Discuss Dates for Public Workshops</p>	<p>CPRC recommends rewording flyer “Help Us Plan for Your Town’s Future!” and “Your Input is Important”. Fix the typo in the computer icon, add the word “of”. Given the card size, it is difficult to put a significant amount of information on it.</p> <p>The Town would look into a way to provide refreshments.</p> <p>Workshops are scheduled for 7:00 PM to 9:00 PM:</p> <ul style="list-style-type: none"> Monday, 3/30 at the Boardman Road Library Thursday, 4/2 at the Town Senior Center 	<p><i>The Town will identify the feasibility of providing refreshments at the public workshops.</i></p> <p><i>Flyers and Cards will be revised and reviewed by Town planning staff.</i></p>
<p>Poughkeepsie Day School; Additional Outreach</p>	<p>A book festival event is being held on Saturday, 4/4 at the Poughkeepsie Day School. It was discussed that a table should be set up with a laptop for attendees to take the survey.</p> <p>The CPRC will aid in distributing flyers and survey information cards to their groups around the Town.</p>	<p><i>A CPRC member will attend and set up the table for this event.</i></p>
<p>Discuss Draft Vision Statement and Recommendations</p>	<p>A few members had comments on the draft Vision Statement and recommendations. Ms. Taylor will scan Mr. Challey’s notes and send to NPV. Other comments or redlines should be emailed to NPV. Based on comments received, NPV will provide a revised vision statement and list of recommendations for next meeting. The comprehensive plan update sustainability component will continue to become more prevalent and ultimately be incorporated into these revisions and discussions as the vision statement, goals, and recommendations take shape.</p>	<p><i>CPRC to review the draft vision statement and recommendations and provide comments to the NPV team.</i></p> <p><i>NPV to review comments and update the vision statement and recommendations based on comments received.</i></p>
<p>Introduce Draft Existing Conditions Report</p>	<p>The CPRC has received a digital copy of the DRAFT Existing Conditions Report. The CPRC has been asked to review it and determine what additional information may be necessary. Ms. Franson explained that the existing conditions report is long because it is the basis for the Generic Environmental Impact Statement existing conditions chapter, and the GEIS is necessary to ensure that the SEQRA requirements are met prior to adoption of the Comprehensive Plan.</p>	<p><i>NPV will print and mail hard copies to the committee well in advance of next meeting.</i></p> <p><i>CPRC will review and provide input and revisions.</i></p>

CPRC Meeting Guests	The CPRC is still interested in having a meeting or portion of a meeting dedicated to a conversation with the three colleges, as well as IBM.	<i>The Town planning staff will follow up.</i>
Public Comment	Ms. Ross provided public comment. She noted that the last Comprehensive Plan mailed postcards to every resident in the Town. Mr. Welti commented that there isn't a budget for that. She also wanted to be sure that the colleges are not on break for the workshops, the CPRC did check the school schedules and classes are in session. She recommended that the questionnaire be short and to use small words in order to make it less work for the respondents. Close ended questions might not get the information you are looking for, she prefers open ended questions. Manna Jo Green should be added to the stakeholder list as a representative of the Clearwater.	N/A
Adjournment	The next meeting is at 5pm on March 26 th at Town Hall.	N/A

Thank you,

Michael Welti

Michael Welti, AICP
Director of Municipal Development

The Town of Poughkeepsie gratefully acknowledges the State of New York for providing funding support for the preparation of its Comprehensive Plan. The opinions, results, findings and/or interpretations of data contained herein are solely those of the Town of Poughkeepsie and do not necessarily represent the opinions, interpretation or policy of the State of New York.

Attachment A
Meeting Agenda



**Town of Poughkeepsie
Comprehensive Plan Review Committee (CPRC)
Committee Meeting #17
Wednesday, February 26, 2020 @ 5:00 PM
Town Hall Meeting Room**

Agenda

- I. Welcome and Agenda Review
- II. Committee Business
- III. Review Updated Public Participation Plan
- IV. Review and Discuss Draft Public Survey
 - a. CPRC to provide feedback about the survey monkey link sent by NP&V
 - b. Marketing/Dissemination of Survey
- V. Discuss Dates for Public Workshops
 - a. Review Draft Public Workshop Materials
 - i. Workshop Handout
 - ii. Station Boards/Maps
 - iii. Marketing
- VI. Discuss Draft Vision Statement and Draft Recommendations
- VII. Introduce Draft Existing Conditions Report
- VIII. Next Meeting March 25, 2020
 - a. CPRC to review the existing conditions report for discussion at the March meeting
- IX. Public Comment
- X. Adjournment

Comprehensive Plan Review webpage:
<http://townofpoughkeepsie.com/planning/cprc/index.html>

Committee email address:
CPRC@TownofPoughkeepsie-ny.gov

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