

Town of Canadice Comprehensive Planning Team

Meeting Minutes 9/12/2024 (Recording available on [Town of Canadice YouTube Channel](#))

Attendees Present: Kaitlynn McCumiskey (Planning Board Vice Chair and Comp Plan Team Chair), Jeremy Fraim (Highway Superintendent), Dwight Uthe (Planning Board Member)

Approved minutes for 8/8/2024 meeting.

Postcards went out the week prior. TO date, 70 responses were received to the survey. To date, 41 people signed up to receive emails from the Town.

Discussed the option to send a notice with the water bills. The team felt this was unnecessary as there will be two direct mailings to all property owners.

Discussed the contract with Ontario County. The original contract was over budget and the scope of work was beyond what this team needed assistance with. A draft updated contract has been created and will be reviewed by Ontario County Planning Department and forwarded to Supervisor Vastola for review and signature. The contract will span two budget years, some of the contract will be funded in 2024 and the remaining funds will come from the 2025 budget.

Reviewed next steps in the comprehensive planning update process, which includes choosing public engagement meeting styles and dates. An interactive/open house format was discussed. Ontario County Planning Department can provide assistance with determining the final format. In addition to a public engagement meeting, two public hearings will need to take place as part of the adoption of the plan. One to take place while in process, to allow residents to provide feedback prior to plan being finalized. A second public hearing will be held once the plan update has been finalized. Public hearings will need to be held in conjunction with a Town Board Meeting.

Tentative dates for public meetings discussed, 10/10 for the public engagement meeting during Comp Plan Team's regular meeting. The public hearing tentatively for 11/11 Town Board meeting. Will need to confirm with the Ontario County Planning Department if they are available and if we can get the postcards out in time. There is also a public meeting to discuss the upcoming County Road 36 bridge replacement on 10/17 that could be included in the next mailing.

The budget for 2025 was submitted to the Planning Board Chair to be submitted as part of the planning budget. Chair McCumiskey communicated that Supervisor Vastola wanted the budget to include a stipend for all members of the Comp Plan Team. Participants will be eligible for all meetings attended.

Reviewed sections 1. Purpose of a Comprehensive Plan and 2. Existing Conditions and discussed corrections, additions, and comments. Discussed final format of updated plan for adoption.