

Town of Waterloo Comprehensive Plan

Steering Committee Meeting 1 - Unofficial Minutes

March 4, 2014

1. Project Kick-off: The Committee was welcomed with thanks from Supervisor Westfall for participation in this important process and appreciation for serving the community.
2. Introductions / Attendance
Committee Members Present: Smith, Rodger, Altemari, Luce, Hannan, Habberfield (sitting in for Armstrong-Bruch), Butlak, O'Brien, Skinner
MRB Group Team Members: Nicoletta, Smith, and Sowards
Roles and responsibilities were discussed. Jim Cleere will serve as the Committee Chairman and central Point of Contact.
3. Contact Coordination
Names and contact information were verified, and the Steering Committee contact sheet will be posted on the Website for further reference.
4. Documentation
Committee members were presented with process planning notebooks by MRB Group. These will serve as reference materials utilized in all future meetings. The volume of anticipated documentation was discussed.
5. Process
Public / Open Meetings - the Steering Committee Meetings are not required to be public according to Open Meeting Law, however, the Supervisor and Board have requested that meetings be open to the public to encourage public participation in the process. It was determined that public comment will not be offered at regular meetings since there are public hearings planned during the process.
The process timeline was discussed and agreed upon by the committee. The timeline anticipates a 9-12 month process timeframe. The process will include the following areas of research and discussion: Community Assessment, Character of Community - Quality of Life, Community Engagement, Visioning, Plan Content Refining/Drafting, Legal Review Requirements, including review by the County Planning Board, and finally adoption by the Town Board.
6. Focus Areas to be included in Plan discussions, and, with approval by the Steering Committee upon review of the draft document, in the plan documentation: Agriculture, Land Use, Infrastructure, Traffic / Transportation, Local Government Services / Facilities, Housing & Education, Economic Development, Seniors / Students.
7. Protocols for the plan process were established including confidentiality of preliminary information, based on the belief that public sharing of information should be done once it has been verified and agreed upon by the steering committee. This avoids confusion created when information is shared prematurely.
The committee discussed the planning environment: members must feel free to actively participate, share commentary and to openly disagree,

but understand that the committee will maintain a respectful atmosphere. MRB Group will help facilitate discussion where disagreement is non-threatening and promotes greater understanding.

It was established that Jim Cleere, Committee Chairman, will serve as the central Point of Contact, and committee members should direct requests for information, especially those that might incur expenses, through Jim. No expenses by Committee members are authorized except those specifically directed by the Town Board.

8. **Website**
MRB Group unveiled the website created specifically for the Town for the Comprehensive Plan process. It includes the plan status, other announcements, and a "Progress Thermometer" and serves as a vehicle for communication by residents who want to share thoughts, comments, and questions with the Committee, but not necessarily at the podium at Board or Steering Committee meetings. It provides a convenient opportunity to participate in the process via internet. Search Engines will soon reference the website, following resident traffic to the site which generates "ranking" on search engines, making the website appear closer to the top of the search results list.
9. **Kick-off Question** - Committee members were asked to think about the character of the community, with the question, "What do you value most about living in the Town of Waterloo?"
10. **Next Meeting Date** - the next meeting date was established as Thursday, April 3, at 6:30 pm, in the Town Board Meeting / Court Room.