

November 18, 2024

Agenda for Comprehensive Planning Special Board (CPSB) 13th Meeting

6:30-8 pm, Mon 18 November 2024 at Jay Community Center and on Go-To-Meeting

Advance material: Agenda, Draft Minutes of meeting #12 (9 Oct 2024), Email Correspondence from John Pendergast (RE: My Neighbors 10 Nov 2024), AAPOA presentation inputs (13 Oct 2024), Draft Jay Newsletter Article (17 Nov 2024), Draft Report to County CR & DEC re Comp Plan Grant (17 Nov 2024), Draft Summary of Feedback from Open House #1 (AES NE 13 Nov 2024), Open House Narrative Summary T Rowland 14 Nov 2024), Jay Press Release re Survey (14 Nov 2024), Stakeholder Representational Analysis Memo for JAYCP v3 11 16 24 AR-H, Stakeholder Interview List Template v3 093024, Open House 1 Signup List to Get Involved (17 Oct 2024).

1. Open 13th meeting:

- call for additional agenda items and individual comments
- review and approval of minutes from 12th meeting (9 Oct 2024)

2. Correspondence & Inputs of Interest:

- Email from John Prendergast re Short Term Rentals
- Community inputs from AuSable Acres Property Owners Association memo
 - Intent of collating all inputs including those to come (survey, interviews, misc.) into a summary document to be prepared by AES NE, with submission of useful inputs beyond comp plan to town officials
- Sue Pulitzer provided me records of the Ausable Revitalization Committee from 2005-17
 - She offers to discuss the efforts with us if we wish.
 - The records are extensive and need review to determine what may be useful for us.
- Draft article for Town Newsletter
- Report of activity to Essex County Community Resources & DEC due in Dec (forthcoming)
- Initial billing & payments for AES NE & for reimbursement requests to County/DEC (forthcoming)

3. Open House Follow-up:

- Thank you to everyone for successful Open House and Community Survey
- Looking for edits & approval of AES NE Summary of Feedback
- Tim Rowland's AI narrative summary (copy provided also to town board members)
- What shall we share with the community and when?
 - recommend we put AES NE Summary on website
 - recommend we do a narrative summary similar to Tim R's after survey incorporating open house/other inputs as well and then put on website; possibly describe on JCN with link (in Dec)
- Thanks to Melinda for collecting feedback and lessons learned from Open House; thanks also to Adam and others for inputs on how to do better (e.g., post town wifi-password)
- We have an attendee list with email addresses: what do we want to do with it?

4. Community Survey:

- Survey closes 22 Nov; goal of getting results prior to our Dec meeting; over 200 survey responses so far

- Press release to remind everyone: kudos to Olivia
 - Adirondack Daily Enterprise article forthcoming
 - JCN reminder needed
- will need to collect and incorporate paper surveys (from town clerk and library)

5. Stakeholder & Group Interviews:

- Contract is for 10 stakeholder interviews (can be more than one individual each) and 6 focus group interviews; intent is for interviews from Nov-Jan; group interviews could be functional (e.g., ARVBA, agriculture, arts), geographic (e.g., AAPOA) or on another basis
- References: Memo and Template from Ann Ruzow-Holland for identifying possible stakeholders and for stakeholder analysis
- Discussion/Brainstorming: Suggestions on whom to interview and any input on substance for interviews to focus on?

6. Improving Website:

- New, better website name: planjay.com
 - also will be linked from town website, although links still be set
- New email for inputs: planjay@townofjayny.gov
- Google Account password to be distributed, and files to be populated
- Still improving the links and setup; Need photos of board members for town website
- Will need to update website after survey closes on 22 Nov
- Discussion: what information do we want to add to the website? (e.g., meeting minutes? meeting videos? contract extract? illustrative workplan? AES NE Open House Report? Tim R's AI summary?)

7. Way Ahead and Nominal Schedule:

- Upcoming: Close Survey (Nov); Interviews (Nov-Jan), Consolidate Inputs & Finalize Comp Plan Focal Topics and Issues (initial determination Dec; Final in Jan or Feb)
- Focal Topic Research: collect other relevant studies/documents (AES NE) (Nov-Feb); Conduct GIS, housing, land use & build-out studies (AES NE) (Nov-Feb); Working Group inputs too
- Prepare for Vision Workshop: Public inputs & topics; Community Profile (Existing Conditions); Research Summary
- Vision Workshop (April ?) followed by Working Group examination of implications
- Open House #2 (?) and public consideration of alternatives (May-Jul); second survey (?)
- Public hearing and Town Board consideration/decision & direction on vision (Aug)
- Working group and AES NE work on issues and drafting of plan (Sep-Mar)
- Open House #3 (?) and public consideration of comp plan draft (late Spring 2026)
- Rework on plan; reviews and approval processes for comp plan (Summer-early Fall 2026)
- Discussion on way ahead/nominal schedule
- Recommendations for additional public engagements?

8. Board Membership:

- New Members
- Open House #1 Want to Get Involved Sign-up Sheet Results
- Consideration for more CPSB members

9. Comments and Open Discussion:

10. Adjourn:

11. Next Meetings:

- Monday 16 December 2024: 6:30-8 pm at Jay Community Center and Go-To-Meeting
- Monday 20 January 2025: 6:30-8 pm at Jay Community Center and Go-To-Meeting