

October 15, 2003

## MEETING MINUTES – October 14, 2003

**SUBJECT:** TONAWANDA COMPREHENSIVE PLAN  
Comprehensive Plan Committee (CPC) Meeting

**ATTENDANCE:** Edward Umiker; George Melrose; Ray Sinclair; Robert Mayer; Dave Johnston; Roy Svensson; Kenneth Swanekamp; Lynne Sutherland; Steven Achramovitch; Robert Dimmig; Drew Reilly; Ellen Parker

- I. **Introduction:** Mr. Umiker made introductions and welcomed members who did not attend last meeting. The possibility of adding a committee member from the Chamber of Commerce is being explored. Mr. Umiker is also continuing to pursue the possibility of having the Village of Kenmore participate in the Comprehensive Plan project. He noted the importance of public involvement for the plan.
- II. **Public Information Meeting: Format:** Mr. Reilly led a brief discussion of the upcoming public information meeting. It will be held at the Hoover Elementary School, on Tuesday, November 18, at 7:00 p.m. (**Amendment:** The Meeting Date has been moved to Thursday, November 20 ) He noted that this meeting will be an open forum, where people will be able to voice their complaints, and let us know what they like about the Town, and where they feel there should be changes. We want to attract a cross-section of the community, in order to get out a wide range of issues and concerns. Drew noted that this is sometimes a difficult meeting for Town leaders, because they want to rebut misconceptions, but the point of the meeting is to get all the ideas out in the open.

**Publicity:** Wendel Duchscherer will work with Ed Umiker and Roy Svensson to get the word out about the upcoming public meeting. The Committee agreed on the following strategy:

- Articles in newspapers: WD will provide a press release to the Ken Ton Bee, the Metro Pennysaver, the Tonawanda News and the Record Advertisement. We will call Deirdre Williams at the Buffalo News and try to get an article about the project. We will also place a notice in the Community Events section of the Buffalo News.
- Posters: We will provide posters to put up in prominent locations in the Town. These include the libraries, schools, Town Hall, the Aquatic Center, the YWCA, the Senior Center, the VFW Post, the Golf Dome and the Lincoln and Brighton Park Arenas.
- Notices to Interest Groups: WD will prepare a notice to be mailed to Interest Groups. We will begin with the listing from the Ken-Ton Chamber of Commerce Web Site of organizations in the Town. It is believed that the Supervisor's Office also has a list of community organizations, which we will use. We will work with Roy Svensson on developing the list, and printing out the notices on Town letterhead.
- Website: WD will work with Roy Svensson regarding a notice on the Town website.
- Adjacent Communities: WD will send notices to Buffalo, North Tonawanda, Kenmore and Amherst to let them know of the meeting and this project.

- III. **Meetings with Departments and Stakeholders:** WD will be meeting with key Department heads and other stakeholders. In addition to Town Departments, the Committee decided we should meet with regional entities for their input. Ken Swanekamp will try to organize a joint meeting of economic development organizations (ECIDA, BNE, etc.) WD will try to put together a transportation oriented meeting with GBNRTC, NFTC and NYSDOT.

- IV. **Data and Inventory:** No changes to the data listing agreed to at the first meeting were made. It was noted again that some information initially listed in the RFQ will not be provided. For example, due to increased security concerns, there will be no information on location of utilities. Mapping has begun, and a draft map was shown to the Committee. The format of the maps will be to show data layers for the Town, and for the Village of Kenmore where readily available. In order to provide context, the maps will also show the street patterns of portions of the adjacent communities.
- V. **Special Interest Groups:** After the public meeting, WD will meet with three special interest groups as another level of public outreach. The list of groups will be determined after the Public Information Meeting. The Committee is encouraged to continue this effort with additional groups. For example, Committee members could volunteer to be speakers at luncheons.
- VI. **Issues/ Goals and Objectives:** An initial listing of issues and goals, based on the RFP and the discussion of the CPC at the first meeting was provided. It categorizes the comments into broad headings. This initial listing will be revised and added to, particularly as a result of issues raised at the public meeting. It will provide the basis for the Goals and Objectives to be included in the Plan document. The listing excludes comments or issues outside the scope of the Comprehensive Plan. For example, the Plan will not address a potential bridge to Canada. If a concrete proposal of that magnitude were to occur, it would require more extensive study that could be provided in a general plan for the entire Town.

Additional issues raised at this meeting include:

- Development and redevelopment of industrial sites to be shovel ready, particularly within the boundaries of the Empire Zone (will need to show Empire Zone boundaries)
- I-290 is projected to have significant traffic increases (10-20% or more) into the future, and it is likely additional improvements and upgrades to the roadway will be needed

The committee is encouraged to provide WD will additional comments and issues. It is noted that the focus of the Plan is primarily on things where the Town has some control. While it can be used as guidance by other entities (e.g. school districts, Village) it will be adopted as a Town Law, and will have a governmental focus.

- VII. **Next Steps:** The next meeting is scheduled for Tuesday December 9, 2003 at 3:00 p.m. at the Sheridan Parkside Community Center. This timing will allow WD to review the public meeting results, obtain much of the existing data, and meet with the Town Departments and Stakeholders. The availability of the room has been confirmed.

Respectively submitted,

WENDEL DUCHSCHERER

Ellen L. Parker, AICP