

January 14, 2004

MEETING MINUTES

SUBJECT: TONAWANDA COMPREHENSIVE PLAN
Project Status Meeting
Meeting Date: January 13, 2004

ATTENDANCE: Edward Umiker; George Melrose; Ray Sinclair; Roy Svensson; Robert Morris; Drew Reilly; Ellen Parker

We went over the status of the project, meetings that have occurred, and meetings that need to be scheduled. Based on the results of the discussion, we have agreed on the following:

I. Stakeholder Meetings:

A. Department Heads: The purpose of these meetings is to determine:

1. What written plans or documents are available
2. What issues or problems do they see from their perspective
3. What ideas or goals they have for the future

Action Items:

- Letters making this request went out to Departments
- QUESTION: Should this letter be sent out again as a reminder?
- The Town will send out a similar letter to Boards (ZBA, YB, etc.)
- Wendel Duchscherer will meet with three additional Department Heads: Brad Rowles, Highway; Mike Hazen, Building Inspector; Bob Dimmig, TTDC.

B. Other Stakeholders: Stakeholders meetings will be scheduled with Economic Development Stakeholders and Transportation Stakeholders

Action Items:

- The Town will create Letterhead for the Comprehensive Plan project
- Wendel Duchscherer (WD) will edit draft invitation letters per comments at meeting
- The Town will send out written invitations to stakeholders
- WD will make follow up phone calls
- QUESTION: we need to set date and place for the meetings.

C. Town Board

WD will meet with the Town Board to obtain their input into the project.

Action Items:

- Meeting has been scheduled for February 23 at 4:00 p.m.
- WD will create a package of information by January 29
- Town will copy and distribute packet to Town Board
- CPB members will be notified of the meeting on February 23, but this is not a CPB meeting, and attendance is not required.

- Packet will include
 - Update of project progress
 - Attachments (meeting minutes)

- Draft maps
- Goals and Objectives, formatted to encourage comments
- Some tables or charts summarizing main demographic trends

II. Special Interest Group Meetings

WD will meet with three groups, and members of the CPB will meet with additional groups in Town.

Action Items:

- WD will create a packet to be used at these meetings, that summarizes the project
- WD will contact Marietta LaFornara to schedule a meeting at the Senior Center
- WD, with assistance from George Dolce, will schedule a meeting with the Board of Directors of the Ken-Ton Chamber of Commerce
- Robert Morris will contact the Allied Commissioners of the Fire Districts to get on their agenda
- WD will contact individual CPB members to provide them with materials needed to meet with their groups.

III. Next CPB Meeting: Is scheduled for February 24, 2004 at 3 p.m. at the Sheridan Parkside Community Center. The room has been reserved.

IV. Next Public Meeting: the next public meeting will be held in the Spring of 2004.

V. Website: Wendel Duchscherer will work with the Town on getting materials ready for posting on the Town website. An introductory narrative, maps, meeting minutes and some preliminary data can be posted now. Goals and objectives will not be posted until after the Town Board meeting.

Respectively submitted,

WENDEL DUCHSCHERER

Ellen L. Parker, AICP