

Comprehensive Plan Committee

Meeting Minutes for Thursday, April 27, 2006.

Place: Bsmt Conference Rm, City Hall, Oneonta, NY

Members present: Barry Warren, Bill Youngs, Joe Ruffino, Jr, Gary Herzig, Vince Foti, Bob Lawson, Karen Sullivan, Karen Elting, Michelle Eastman, Maureen Hennessy, Andy Raus (Clark-Patterson Planner) & Kevin Kelly (Clark-Patterson Planner)

Meeting called to order by Barry Warren at 4:00 pm.

Minutes approved from the March 23, 2006 meeting.

Items discussed:

- I) Review of Community Survey:
- Andy reported that, when updating the survey, he tried to address all of committee members concerns that were emailed to him.
 - Barry asked if they could insert pictures on page 5, Residential & Commercial Development Patterns, Section H, that were more relevant to Oneonta.
 - There was discussion - do we really need pictures?
 - **Action:** Decision was made to REMOVE pictures/section H, and address development patterns in a different form (possibly in Section G).
 - METHOD of DISTRIBUTION: Clarke-Patterson responsible to supply the survey and City of Oneonta, responsible to distribute it.
 - Barry explained, to avoid a bias survey, the importance of a random distribution to obtain statistically significant results. He makes point, that it could be “ok” to not randomly distribute the surveys as long as we all understand the results, since data is not statistically relevant, most likely could not be used to formulate policy.
 - Andy pointed out that there will be “other tools in the box” (i.e. Community Workshop & Focus Group Sessions) not just this survey, used to formulate our final plan.
 - **Decision:** Need to distribute survey randomly. 450 surveys will be sent out to non student residences now. A second (new) survey will be developed for students; this survey will be put together using input/questions submitted by all of us to Barry who will work to develop the survey over the Summer. The survey will be on-line and distributed (in Fall 2006) randomly to 300 students.
 - The overall opinion/goal of the committee, seemed to be, an effort should be made to obtain statistically valid data.
 - **Action:** Consultant to have survey back to us for distribution by May 8th 2006 give or take a couple days.
 - **Action:** we (City of Oneonta) have to generate labels, stuff envelops & mail out with deadline to get responses back by June 9th 2006 then Consultants to organize/tabulate results.

II) Focus Groups.

- There will be 5 focus groups. By contract consultants will handle 3 and we'll be responsible for 2
- Five Focus Groups: 1) Quality of Life 2) Destination & Image 3) Administration & Gov't 4) Economic Health & Revitalization 5) Downtown
- Focus Group Size will be 10 people max
- Time Frame of focus group meetings: June 14th & 15th
- Meeting time will most likely be after working hours and meeting will last approx 2 hours. One meeting for each focus group.

- **Action:** committee members to email Jim Koury names of focus group participants. Important to get a diverse sample. Please supply ph # and addresses of your nominees so Jim does not have to hunt them down. Any information (i.e. what they do for living, background) regarding the people you are recommending could be helpful.
- **Action:** once we have list of participants they will randomly be allocated to one of five focus groups. Mayor's office will send out invitation letter to attend etc to these folks.
- **Action:** approx 3 weeks (July 5th) after focus group meetings, consultants to have reports back to us summarizing information.

III) Community Workshop

- Fall Event (September or October 2006) 10 pm to 3 pm
- Suggested to have maybe at OState or Hartwick with snacks, coffee, soda etc.
- Community invited to take part and it will involve:
- Andy will lead by : giving quick overview, in presentation form, of our project. Then there will be an "ice breaking" exercise via SWAT. Other interaction exercises (i.e. What type of car do you see your community as? What type of car do you want your community to be?). Then he will flash pictures of images during a Preferred Development Survey (PDS). Then will come Design Primer (what makes a great community?) Then break out to five groups for Land Use Urban Design where each group will focus on different aspects of City of Oneonta.
- AT END OF THIS DAY results will be put on wall for summary.
- **Action:** Barry asked if Andy could maybe give us an outline of what exactly the workshop was going to involve prior to.
- Following in months November & December will be draft of land use program.

Meeting Adjourned at 5:15 pm.

Respectfully submitted,
Vince Foti