

Town of Canadice Comprehensive Planning Team

Meeting Minutes 5/16/2024 (Recording available on [Town of Canadice YouTube Channel](#))

Attendees Present: Kaitlynn McCumiskey (Planning Board Vice Chair and Comp Plan Team Chair), Dwight Uthe (Planning Board Member), Jeremy Fraim (Highway Superintendent), Burch Craig (Planning Board Member)

Zoom Participants: Ryan Cahill (Citizen Representative)

Meeting minutes from 4/11/24 meeting reviewed, no corrections.

Discussed .org to .gov migration and how it relates to this planning process. An updated timeline of 4-5 weeks was provided. The .org email addresses and website will automatically redirect to the corresponding .gov addresses for one year. Will decide prior to distributing postcard which address to use on printed materials.

Discussed Ontario County Economic Development availability to host a public meeting on community housing needs and results of housing study. Discussed possibility of this meeting in conjunction with a public meeting for the comp plan and promotion of survey.

Reviewed the contract with Ontario County Planning Department. Discussed the availability of 40 hours of free technical assistance. Discussed what services this team needs based on the services listed on the contract. Due to the capability of the comp plan team and the characteristics of the town, the team feels that many of the services listed on the contract will not be necessary.

Discussion shared from the Town Board meeting about concerns regarding the ability of older residents to access digital survey or drive to library or Town Hall to pick up survey. Comp Plan Team has discussed accessibility and inclusivity extensively at previous meetings. The Team is concerned about the workload of a large volume of surveys being mailed and manually entered. Will explore including a phone number for residents who need assistance. The Team feels that it is a small minority of residents who do not have access to the internet or the ability to drive to pick up a survey. A balance will need to be found between the ability of this team to handle that workload and reaching majority of residents. Discussed purchase of signs to promote survey and ability in the budget to do a second mailing if desired.

Reviewed draft post card. Discussed minor changes to draft. Discussed different vendors for printing and services that they can offer. Discussed postage rates and timeline for increased rates in mid-July.

Final draft survey review, beginning on question 19. Went through questions and identified changes needed to language. Discussed where on website links to survey would be located.

Discussed next steps and timeline for survey and postcard distribution.