



Draft Community Outreach Plan

March 15, 2019

A. Purpose and Approach

The purpose of this community outreach plan is to ensure an open and transparent public engagement process that assures the opportunity for stakeholder involvement in all phases of the Village's Comprehensive Plan Review and Zoning Ordinance Revision. The Village of Trumansburg's Comprehensive Plan was adopted in February 2008. In 2019 the Village is beginning a thorough review of that plan to find out what, if anything, may have changed in the past ten plus years with respect to the community's resources and vision for the future. Once this Comprehensive Plan review phase is completed, a review of the 2012 Zoning Ordinance will take place to see what changes may be needed to keep the Ordinance aligned with the Comprehensive Plan. In the interest of meaningful dialogue with community members, the Village and EDR will identify outreach opportunities and use various means of communication to engage a wide range of stakeholder perspectives.

B. Key Project Team Partners

The Project team consists of the Village of Trumansburg, both elected and appointed officials, the Comprehensive Plan and Zoning Revision Committee (CPZRC), and project planning consultants to the Village - Environmental Design & Research, D.P.C. (EDR). Each will have responsibilities regarding public outreach, and all will work closely together to achieve the desired outcomes of their respective roles and tasks. Contact information for each of the Project team members are provided herein, as well as a brief summary of each team member's role.

Project Management and Staff Liaisons

The Village of Trumansburg is responsible for the day-to-day administration and project management and will serve as the principal point of contact for all inquiries from the community regarding the Project. EDR will be assisting Village officials and staff throughout the planning process to answer technical questions from the community, the CPZRC, as well as Village staff and other project stakeholders. In addition to the Village of Trumansburg, the Project team will work closely with staff from the Tompkins County Planning Department as needed.



Comprehensive Plan Review & Zoning Revision

The primary contact at the Village is:

Tammy Morse, Village Clerk

56 E. Main Street

Trumansburg, NY 14886

607-387-6501

clerk@trumansburg-ny.gov

CPZR Committee

Under the supervision of Mayor Hart, the mandate of the CPZR Committee is to, among other things, organize the public outreach process and forums that will drive the information gathering process for the revised Comprehensive Plan, as well as work closely with EDR as the planning consultant to the Village throughout the process. The Committee will also be the first group to review and offer edits and comments on draft documents created by EDR, before making recommendations to the Village Board, the public or other stakeholders. All questions regarding the Committee should be addressed to Mayor Hart at mayor@trumansburg-ny.gov.

The primary contact for the CPZR Committee is:

Jessica Giles

Chair, CPZRC

Village of Trumansburg, NY

C: 607-351-6418

The CPZR Committee will need to remain involved during this planning initiative and continue to meet on a regular basis, or as needed, dependent on project progress and specific needs. EDR anticipates attendance at up to 10 CPZR Committee meetings during the planning process. Approximately 8 of these will be during the review and revision phase of the Comprehensive Plan with the remaining meetings during the review and revision phase of the Zoning Ordinance. These meetings will be supplemented by conference calls among the team (CPZRC members and EDR) and via email correspondence as needed.

EDR anticipates that regularly scheduled Committee meetings (for example, currently the 2nd Thursday of each month) will be open to the public and interactive. EDR will facilitate key Committee meetings during the process that will be designed as working sessions to solicit meaningful feedback from a variety of stakeholders



Comprehensive Plan Review & Zoning Revision

in attendance. Local stakeholder groups and organizations may be specifically invited by the CPZRC to attend certain Committee meetings designed around important discussion topics. EDR will prepare meeting materials to educate and inform attendees about a variety of planning and zoning topics that will be determined in advance through consultation with the Committee. Members of the CPZR Committee, including one member from each of the three Village boards are as follows:

Name	Representing
Jessica Giles	CPZR Committee Chair, Planning Board Member
Ben Darfler	Village Board Member
Scott Sheavly	Zoning Board of Appeals Member
Tom Myers	Code Enforcement Officer, Zoning Officer
Steph Bailey	Resident, Community at Large Member
David Breeden	Resident, Community at Large Member
Rachel Giordano	Resident, Community at Large Member
Kathy Klemperer	Resident, Community at Large Member
Tom Pepe	Resident, Community at Large Member

EDR - Project Consultant Team

The EDR consultant team will provide professional planning services for the Village's Comprehensive Plan Review and Zoning Ordinance Revision. In terms of public participation, the consultant team will be responsible for co-facilitation of the public meetings with CPZR members and will have coordination responsibilities for outreach events as described in EDR's Scope of Services agreement with the Village.

The EDR consultant team is led by Jane Rice JD, AICP and Walt Kalina, AICP. These individuals are the primary points of contact for the Project at EDR. Primary contact information during this Project includes:

Jane Rice JD, AICP, Director of Planning – Project Manager and Principal in Charge - jrice@edrdpc.com

Walt Kalina AICP – Senior Project Manager - wkalina@edrdpc.com

Erica Tauzer AICP - Senior Planner - etauzer@edrdpc.com

Environmental Design & Research, D.P.C. (EDR)

217 Montgomery St., Suite1000

Syracuse, NY 13202

315-471-0688





Comprehensive Plan Review & Zoning Revision

C. Public Engagement Principles

Community outreach methods will build upon strong working relationships between the Village (elected and appointed officials), CPZRC members, and community stakeholders, and help to foster new relationships in the community where they may serve the purposes of the Project. Through each portion of the outreach process, the Project team will:

Listen to the ideas, concerns, and recommendations of community stakeholders, organizations, and interested and concerned citizens.

Educate residents, business owners, and local decision-makers of the purpose and need for the Comprehensive Plan and Zoning process and contemporary topics in community planning.

Communicate the implications of policy decisions and proposed implementation measures to the public.

D. Community Outreach Components and Tentative Schedule

This planning initiative will include a series of specific outreach opportunities designed to inform the public of the project purpose and process, and to solicit their feedback on project priorities and proposed recommendations. These meetings are in addition to CPZR Committee meetings that will also encourage public attendance. Community outreach events and platforms designed specifically for the project will include up to three public informational meetings. These public meetings will utilize information prepared by the Committee and EDR as well as information gathered from other recent planning initiatives and studies within the Village and adjacent municipalities. Each of these events and platforms are described in further detail below, along with an overall outreach schedule based on an approximate two-year planning process. Outreach formats, schedules and venues are subject to change as the project progresses and more specific needs become known.

Public Meeting #1: Tentatively expected to occur in Second Quarter 2019

Purpose: The purpose of this meeting is to familiarize the public with the planning process and to collect feedback relative to the review of the current comprehensive plan, inventory and analysis and policies. In addition, the first public informational meeting will also generate additional community contacts for notification of future meetings/events.

Format and materials: Public Meeting #1 will be formatted as an open house meeting with staffed stations (i.e. poster boards, or groups of boards) to facilitate personal attention and meaningful



Comprehensive Plan Review & Zoning Revision

dialogue with meeting participants. It is anticipated that the first public meeting will be held at a centrally located and convenient location, possibly Village Hall or a larger venue as available. The draft content of handouts, boards, and/or slides will be provided by the project consultant team to Village staff and the CPZRC approximately 2 weeks in advance of the meeting for review and comment. Following this review the materials will be finalized by EDR. Meeting materials may feature a mix of updated tabular data and maps describing the inventory and analysis of existing conditions (land use, natural resources, cultural resources, etc.) in the Village as well as draft revisions to vision statements, goals, and objectives as prepared by the CPZRC and EDR.

Notification: Public notice will be provided by the Village through local media, community message signs, the Village website, and existing email contacts available through the Village.

Public Meeting #2: *Tentatively expected to occur in Fourth Quarter 2019*

Purpose: The purpose of this meeting is to review the results of the feedback from the public relative to draft updated information identified as a result of the first public meeting and since then, up to this point in the process. This meeting will identify the updated inventory and analysis, revised vision statements, goals and objectives, and preliminary recommendations on Village land use policies and regulations, including amending the zoning ordinance as prepared by the CPZRC and EDR.

Format and materials: Public Meeting #2 will be formatted as an open house meeting with staffed stations (tables, display boards on easels) and will be held at a centrally located and convenient location. The draft content of handouts, boards, and/or slides will be provided by the EDR team to Village staff and the CPZRC approximately 2 weeks in advance of the meeting for review and comment. Following this review the materials will be finalized by EDR. Meeting materials may feature a mix of narrative and maps describing existing conditions, draft policies and recommendations.

Notification: Public notice will be provided by the Village through local media, community message signs, the Village website, and existing email contacts available through the Village.



Comprehensive Plan Review & Zoning Revision

Public Meeting / Hearing #3: Tentatively expected to occur in Second Quarter 2020

Purpose: The purpose of this meeting is to solicit feedback from the public regarding the preliminary draft of the updated Comprehensive Plan.

Format and materials: Public Meeting #3 will include a formal presentation to review contents of the updated Comprehensive Plan, a facilitated question and answer session, and poster boards and/or handout materials. The content of handouts, boards, and/or slides will be provided to the CPZRC in advance of the meeting for review and comment, prior to finalization. Meeting materials will feature a slide show, maps and/or other graphics describing the contents of the updated plan including an implementation plan with recommended actions.

Notification: Public notice will be provided by the Village through local media, community message signs, the Village website, and existing email contacts available through the Village.

Web-based communication platforms: Maintained throughout course of the project

Purpose: Additional means of communication regarding project updates, draft and final products/milestones, and related events to the community will be determined in consultation between EDR and the CPZR Committee. Web-based communication platforms could be used in distributing information to stakeholders (i.e. interested individuals and organizations) such as event reminders and links to project documents. A list of stakeholders and contact information will be compiled and maintained by the Village throughout the process.

Format and materials: Project information should be posted to the Village website to the extent as practical. Social media platforms could also be utilized by the Village and CPZR Committee to announce opportunities for public participation.

E. Media Contacts

Notice of meeting schedules and other project updates will be provided to local media contacts for distribution. Media contacts and coordination will be provided by the Village, and draft press releases prepared by the CPZR Committee and EDR will be provided to Village staff for distribution.