

## Outline for the Town of Ulysses Comprehensive Plan Review and Update project

### Overall Objective:

The Ulysses Town Board is committed to a review and revision of the 2009 Ulysses Comprehensive Plan with incorporation of sustainability elements, beginning in the fall of 2022 and continuing through approximately June of 2024. The Comprehensive Plan is an expression of the community's vision for the future; it provides a flexible and adaptive basis for prioritizing government decision-making and policies for growth, development, and protection of resources and community resilience. The Board is committed to authentic and continued, comprehensive public engagement as a key to a successful process and outcome.

Every comprehensive plan is unique for its community. In general, the scope of the plan and the process for development encompasses four broad topics:

- Existing conditions
- Goals and objectives
- Implementation strategies
- Future land-use map

### Key elements and assessments to be included in the Town of Ulysses Comprehensive Plan review and update:

- Community Character, to prioritize future growth (such as for businesses and housing) and land preservation (such as for agriculture or recreation) and Smart Growth principles to guide appropriate development for the Town
- Current infrastructure (for example water, electricity generation as per NYS goals, transportation) and whether it is meeting, or can meet future demands and how to incorporate these needs into future land use planning
- Demographics, and social equity, including the availability of and future need for affordable housing for young families and seniors
- Community resilience planning, to advance the communities goals while improving sustainability; identifying natural hazards and climate vulnerability and effective strategies to maintain essential services and minimize losses and recovery time
- Economic development needs and opportunities, including retail, tourism, agro-tourism, local farm products and markets, appropriate-scale businesses
- Parks and recreation needs and opportunities (for example community access playing fields, trails, open space preservation and natural areas)
- Preservation of special places (such as scenic vistas, historic places, environmentally significant areas for protecting water and air quality)

### Process:

The Town Board is responsible for determining the body responsible for preparing a draft CP update, and has the statutory authority for adopting a final Comprehensive Plan.

Following a model used by many small and mid-sized municipalities, the Plan preparation will be guided by a Comprehensive Plan Steering Committee (CPSC), with the assistance of the Town Planner and a Planning Consultant, and in regular communication with, and feedback from the Town Board. Public

input is critical to the comprehensive planning process and can be most useful early in the process, to help form the plans goals and recommendations. CPSC working with the Town Planner and Town Board, can schedule public workshops and forums to gain insight on the priorities and vision of the community.

The CPSC is a completely advisory special committee to the Town Board. Meetings of the steering committee will be noticed, open to the public, and recorded, minutes will be taken. There will be a page on the Town website for Comprehensive Plan Update project, to post information and keep the public updated.

The Town Planner, Town Administrative Staff, and Consultants will assist with plan preparation and the public participation process by providing research on issues as needed, interfacing with other local government agencies and organizations to obtain necessary data, helping organize the plan into a document, facilitating community outreach, and assisting with meeting state requirements.

#### Charge of the Comprehensive Plan Steering Committee:

(taken in part from Comp Plan timeline and DEC proposal notes presented at TB mtg 8/09/22)

The CPSC will meet regularly (1 x per month, with more or less, as needed depending on the stage of the project) working with the Town Planner and Planning Consultant (later stage) and with regular input from the Town Board to:

- do project visioning (focus on areas most in need of updating, consider sustainability elements that are key to incorporate) and identify strengths, weaknesses, opportunities, and threats currently and for the future
- chart the information needs, sources, and approaches to gathering necessary data and input
- help develop a Comprehensive Plan Update area for the Town website
- develop a public participation plan and identify stakeholders
- hold an initial public information meeting on the CP revision effort and goals and assist with subsequent public forums as update work progresses
- work on preparation of the draft CP update throughout the process, with assistance from the Town Planner and a Planning Consultant
- discuss and develop implementation strategy recommendations

#### Structure of the CPSC:

Up to 9 voting members -- It is likely that as the project progresses members often need to drop off, want to be left with a committee of 5 – 7 through completion

- 1 member from the Ulysses Town Board
- 1 member from the Ulysses Planning Board
- 1 member from the Ulysses Board of Zoning Appeals
- 1 member from the Ulysses Conservation and Sustainability Advisory Council
- 1 member from the local business community

- 1 – 2 members from the Ulysses agricultural community (seek breadth across agricultural interests and enterprises)
- 2 - 3 community members with strong interest in participating through the project and relevant experience or expertise; seek to have breadth of representation of different areas of the town, for example: lakeshore / water districts / Village / southern end of Ulysses toward Ithaca.

Liaisons:

- 1 Town Board member?
- Village Comprehensive Plan / Zoning committee?
- Other?

Timeline draft:

(as discussed for DEC CSC program grant application, approved by Town Board (oral agreement) at 7-12-22 mtg, and discussed at 8/08/22 meeting)

- Creation of the Comprehensive Plan Update Steering Committee (to occur prior to contract period): Sept – October 2022
- Initiate Steering Committee meetings (to occur prior to contract period): Nov & Dec 2022 (begin project visioning / charting of information needs, hopefully with Town Planner)
- Steering Committee meetings; initial Public Information meeting on Comprehensive Plan Revision effort and goals (held by SC with assistance from Town Planner): January - March 2023
- DEC Contract Negotiations: January - March 2023; develop & release RFP for consultant
- Prospective Consultant Outreach & Selection of Planning Consultant: April 2023
- Comprehensive Plan Update work with Consultant support: May 2023 – Jan 2024 - Draft Plan released, Public Forums
- Draft Comprehensive Plan released: Feb 2024
- Public Forum and Draft Plan Refinement: March – April 2024
- Comprehensive Plan Update Finalization: (includes NYS- required reviews April 2024 – May 2024
- Plan adoption: May – June 2024
- Implementation Strategy Initiated (to occur outside of contract period): Starting June 2024

Consultant funding request:

- May 2023 to May / June 2024 would be 13 – 14 mo of consultant work, to the draft plan (this is in line with the MRB timeline in their rough quote from earlier this year);

Collaborations:

- NYRWA (Source water protection study and protection plan)
- Tompkins County Planning and Sustainability Department
- Tompkins County Soil and Water Conservation