



VILLAGE + TOWN OF PALMYRA COMPREHENSIVE PLAN

STEERING COMMITTEE MEETING NOTES

**January 8th, 2024; 6p
Palmyra Community Library**

I. Review of Prior Meeting Notes

MRB Group

The Steering Committee received meeting notes as part of the agenda distribution. Members present confirmed that the notes were accurate, and Emma noted that the notes would be posted to the comprehensive plan website. Emma informed the Steering Committee that the comprehensive plan website is officially launched and linked to the Village and Town websites. She noted that she has started to receive sign-ups for plan notifications from residents via the website subscription button.

II. Community Inventory Update

MRB Group

Emma reviewed the draft Community Inventory document with the Steering Committee. She noted that she had received help from the

Village and Town historians to ensure the history and historical resources sections were accurate. She also stated that the Village and Town Clerks would review the document for accuracy. The Steering Committee engaged in discussion regarding the contents of the document and noted needed changes. Following the discussion, Emma stated that she would complete the edits for the Steering Committee to review at the February meeting.

III. Review of Vision Statements, Planning Principles, and Priority Policy Areas MRB Group

Emma provided an overview of how the vision statement, planning principles, and priority policy areas create what MRB Group calls the “planning foundation” of the comprehensive plan. She noted that together these elements create the decision-making framework that will guide Village and Town leadership.

Emma reviewed the draft vision statements with the Steering Committee, stating that the final vision statement will be important for visualizing what the community hopes Palmyra will look like 20 years in the future. Members commented that they would like the vision statements to be more specific to Palmyra and include more identifying language for the community. The Steering Committee expressed preferences for the longer and medium-length vision statements. Following discussion, Emma noted that she would work to incorporate all of the comments into new draft vision statements for the February meeting.

Emma overviewed the draft planning principles, noting that she decided to focus on the principles of connected, sustainable, fiscally responsible, and cultural stewards, due to the recurrence of these themes in past meetings. She stated that the planning principles are intended to communicate the values of Palmyra and help translate planning into action. The Steering Committee engaged in discussion and overall agreed that the four planning principles were a good fit for Palmyra’s comprehensive plan.

Emma reviewed the draft priority policy areas, stating that the intention behind these policy areas is to guide effort and resources when the Village and Town implement the plan. She emphasized how an important piece of comprehensive planning is making sure to “get the big things right and recognizing that not everything is a big thing”. Emma stated that

the organization of the priority policy areas was intentional to help lump like themes together. She noted that many of the themes could be stand-alone topics but that decisions will need to be made regarding what is a topic priority and what isn't. The Steering Committee engaged in discussion regarding the main topics of the priority policy areas. In particular, the Steering Committee discussed the priority policy area of sustainability and farmland conservation. Emma noted that protecting the rural character of Palmyra has been a recurring theme throughout the meetings and that the Steering Committee has also expressed interest in sustainability. Emma emphasized that there are distinctions between farmland preservation, sustainability, and natural resources conservation but that they are grouped together as they are the most alike of the other policy themes.

Following discussion, Emma encouraged the Steering Committee to review the priority policy areas in more detail at home and send her feedback.

IV. Public Engagement Update

MRB Group

Emma informed the Steering Committee that the planning process is in a good spot to begin preparing for the first public engagement event. She inquired about the best dates/times/locations to engage the community. Following discussion, the Steering Committee determined that Public Workshop #1 would take place on Wednesday, March 6th at 4:00 – 8:00 pm at the Palmyra Library. Emma noted that the public workshop would be a drop-in format.

The Steering Committee reviewed the draft community survey, making note of the key questions to keep and questions to remove. The Steering Committee emphasized having an approachable survey that targeted important questions but wasn't too long. Following discussion, Emma encouraged the Steering Committee to review the survey at home and send her comments.

V. Other Business

MRB Group

VI. Activity Prior to Next Meeting

MRB Group

MRB Group will take feedback from the community inventory discussion to complete edits to the chapter. MRB Group will complete edits to the vision statements, planning principles, and priority policy areas. MRB Group will update the community survey and begin preparations for Public Workshop #1.

VII. Next Meeting

Steering Committee Meeting – Feb 12th, 2024 – Town Hall

Public Workshop #1 – March 6th, 2024 – Palmyra Library