

*Town of York ~ Village Study Committee
Meeting Minutes ~ February 5, 2015
York Public Library – Community Meeting Room*

Present: Ron McAllister, Stu Dawson, Toni DeSoto, Gloria Gustafson, Chris Hartwell,
Joel Lefever, Dean Lessard, Dylan Smith, Robert Palmer, Scott Stevens, Lew Stowe

Absent: Jodi Merrill, Pete Smith,

Guests: Denis Lachman – TDRC
Lori Mitchell, Arthur Kyricos, Jean Scott – village property owners and merchants
Charles Szeniewski – Lieutenant, York Police Department

1. Chairman Ron McAllister called the meeting to order at 8:35 am.
2. In the interest of saving time, discussion and approval of the meeting minutes for January 15th and January 22nd was postponed until our next meeting.
3. Ron turned the meeting over to Denis who started out by providing a brief overview of our project status, principal issues, and remaining options for those who were attending our meetings for the first time. At this point, there was an active discussion of the proposed parking changes.
4. Denis reviewed a meeting that was held on January 30th with representatives from the police department and both fire departments which helped us better understand their needs relative to emergency vehicle movement and their preferences relative to lane widths and intersection design.
5. Denis also reviewed another meeting held on January 30th with representatives from the VFW and the American Legion which focused on the monument. After understanding the issues related to intersection design including traffic movement and pedestrian safety, they were amenable to the possibility of shifting the monument and promised to bring the issues back to their organizations.
6. Denis then addressed current planning for Event #3 on Saturday, February 7th. There will be seven work groups and they will be challenged to consider design issues for York Street in both directions from the intersection, including curb cuts, parking, pedestrian walkways, etc. After they are done, we will reveal our latest plans and compare how much their ideas coincide with ours.
7. Dylan pointed out that significant zoning changes are scheduled for the village area which are intended to support and enhance the potential of the Master Plan.
8. Denis described two different approaches to the design of the Master Plan document – a “minimalist” approach and a “comprehensive” approach. That led to a suggestion that it should be designed with an executive summary followed by “layers” of depth which allows for drilling down into more detail as needed. Things like FAQs and Appendices could be separate documents.
9. Dean suggested that we should maximize the use of graphics, charts and drawings in the Master Plan. At this point, he envisions a minimalist document with lots of pictures, bullet lists, high-level budget numbers that can carry the project forward for town approval and ultimately through schematic design, etc.
10. Ron proposed that substantive detail should be developed first and then an executive summary can be developed to provide a synopsis for high-level use.

11. Denis noted that it's important to understand who you are creating the Master Plan for. In his experience, many master plans are not destined to be turned into schematic designs right away, so they are not created in significant detail. In our case, he feels that a more comprehensive approach is needed with each topic (concept) going from "objectives" to "assessment" to "rationale" to "recommendations." Topics would include public participation, the intersection, parking, roadway, historic district, economics, etc.
12. Dylan pointed out that what we need to do is get the Master Plan completed by late spring so that we can have multiple hearings over the summer in order to get it included as "recommendations" in the Comprehensive Plan to be voted on in November. The Planning Board will also be working to complete the proposed zoning changes during the same time frame.
13. Robert noted that the Master Plan and its budget specifics must also come before the Capital Planning Committee for inclusion in the long-range capital plan.
14. Ron asked for and obtained assurances from Denis that, as partners in developing the Master Plan, the committee will have a chance to review drafts of the plan and suggest changes as needed.
15. Final wrap-up comments continue to be fairly positive. Everyone realizes that there's still a lot to do, but they are pleased with our progress. Dean announced that we finally have an official stamped survey of the village. Lew proposed that we continue to take steps to make one-on-one contact with key property owners who will be impacted by this project.
16. Our next regular meeting will be at 8:30am on Thursday, February 19th in the Wheeler Room at the York Public Library.

Meeting adjourned at 10:15 am

Respectfully submitted,
Peter Smith, Secretary