



# Southold Town Comprehensive Plan Update

## COMPREHENSIVE PLAN TEAM

### MEETING MINUTES

May 29, 2019 8:00am-9:15am

#### Attending:

Planning Board: Don Wilcenski, Marty Sidor, Jim Rich, Mary Eisenstein,  
Pierce Rafferty (videoconference)  
Planning Department: Heather Lanza, Mark Terry  
Government Liaison: Denis Noncarrow  
Assistant Town Attorney: John Burke

1. The Team reviewed the SEQRA Assessment forms Parts 1, 2 & 3 prepared by the consultant, who recommends a negative declaration. Everyone agreed the work was done well and that the consultant's work on this part of the project is complete.
2. The supporting SEQRA documents are ready for when the Town Board considers making their SEQRA Determination of no adverse impacts. Any other determination would require additional SEQRA documentation.
3. The Team reviewed some preliminary graphic design work on two of the actual chapters. Some discussion about photos and sources of photos ensued. Pierce offered to research sources of iconic photos of Southold that might be available to use in the plan. The Team will review photos the consultant uses as each chapter is presented.
4. The process going forward was discussed at length, and the following are the next steps the Team hopes to pursue:
  - a. Request permission from the Town Board to go out to the public as soon as possible (mid July), with informational meetings – generally hoping to be included in meetings that are already organized by other groups, e.g. civic association meetings and be 20 minutes or so.
  - b. Work on the process and steps to finish the plan at the next meeting.
  - c. Create a timeline outlining the timing of the process and steps.
  - d. Create an outline of the information meeting message:
    - i. What is a Comprehensive Plan
    - ii. Why is it important?
    - iii. What will it accomplish
    - iv. What it doesn't do
    - v. Process and steps to adoption and implementation
  - e. Hone the message about the plan intended for the public with the Town Board (request a joint meeting).
  - f. Public hearing timing was discussed – Planning Board must hold a hearing, and the Town Board must hold a hearing. Having the hearings somewhat close

*Comprehensive Plan Team Meeting Minutes, continued*

together (within a month) was thought to be a good strategy and most beneficial to the public and the process. The Team hopes to work this out in more detail with the Town Attorney and Town Board to pin down a process we can include in our informational meetings.