

MINUTES: Zoning Advisory Committee

DATE: January 29, 2024

TIME: 06:00 PM

Initiation/Kick-Off Meeting

IN ATTENDANCE

From MRB: Matt Horn, Lance Brabant, Shaun Logue. NYDOS: Melissa Keller. Village Manager: Shari Pearce. Code Enforcement Officer: Mark Mazzucco. Mayor: Joe Lee. Aimee Doser.

BOARD

Robert Reimer, Larry Speer, Harry Reiter, Kim Fay, Tony Geraci, Ignatius LaDelfa, Laura Pettine.

MEETING AGENDA

1. Welcome & Introductions
 - Committee & staff introductions around the room
 - MRB Group Overview – Matt Horn advised that they have a strong planning team, have done a lot of work around NYS, and worked on our (Village) comprehensive plan.
 - Meliss Keller, NYDOS, will be overseeing the whole process and grant.

2. Zoning Code Audit: Chapter 275
 - Matt Horn stated that the Advisory Committee will be their local intelligence, as the committee knows what pieces of the codes are not working, what new comes along, etc.
 - Matt Horn also states that MRB's job is to ensure that best practices are applied, putting legal/clear language in the codes, apply what the board is looking for and how it plays out in the streets. MRB will learn from the committee's input and preferences.
 - Expectations are to meet monthly, and Twelve (12) months from today have a code to present to the board of trustees for review.
 - MRB will present pieces of the project/codes to the committee along the way for input, not just the finished product at the end.
 - MRB will do a Zoning Code audit of current Village codes to identify gaps, and then draft pieces to share with the committee, as well as with the funding agency.
 - Then move into public forum and SEQR review.

3. Draft Community Outreach Plan (COP)
 - MRB plans to do the following for public engagement:
 - Ask questions of the general public, staff, and stakeholders
 - Will launch a link on the Village website in March for the public to view.
 - Discuss with the committee the best way to get information out to the Village residents.
 - Will host Two (2) public forums.
 - The company, Highland Planning, that will help with all of this, is part of the MWBE goals.

DISCUSSION

Shaun Logue (MRB) explained that his role will be working with the Comprehensive Plan to find the hiccups and trends, looking at any new issues, how we can entice and revitalize the codes/Village, and be transparent as possible for the Village and those using the code. MRB will make it very streamlined and will look for any inconsistencies. All work will be outlined in the Foundations report. They will cover all bases. Target completion date of April 2025.

Matt Horn (MRB) Explained his thoughts on how to get the public involved and what they need to be informed of such as What is zoning? Why are we looking at it now? What do we hope to accomplish by doing this? He wants to discuss how they will get the information out, such as, forums, visuals, discussions on what the residents like and dislike, introducing the website, and holding a stakeholders focus group involving major property owners and building owners within the Village of Hilton.

The Zoning Advisory Committee suggested sending out mailers, ads on social media, fliers at the public library, supermarket, or local pizza delivery boxes, mass emails, and messages printed on the water bills &/or tax bills to ensure that every Village resident sees the information. Emphasis on the water bill messages to ensure that only Village residents are participating.

Matt Horn (MRB) would also like to ask Business owners in the Village how they get information out to people, and their interactions with codes, permits, etc. in the Village.

NEXT STEPS

MRB will introduce Highland Planning next time. They will handle public engagements. Matt Horn stated that they will sit with Highland Planning to create a draft, will send it to the committee to get feedback at our next meeting, and have it checked by the NYDOS,

In March, MRB and the committee will take a tour of the Village and make a list of places where things are working really well and places where things have not developed as hoped or gone terribly wrong.

For homework: the committee is to take Two (2) pictures from within the Village – one of an area, business, or home that looks great and is doing well, and the other picture of something that just does not look right or like it functions well.

NEXT MEETING

Monday February 26th, 2024

Meeting will open with

- Review of photos,
- Review of draft of code findings,
- overview of Comprehensive Plan
- Introduction/Welcoming of Highland Planning.