January 29, 2026 Meeting Minutes
Comprehensive Plan Committee (CPC)

CPC Chair Chris Foss led this monthly meeting at Caroga Town Hall from 6:05 to 8:00 PM. Members present were: Chris Foss, Rachel Simonds, Anita Long, Jim Hale, Doug Purcell, and Jeremy Manning. Dave Cummings was unable to attend, and Kim Walker has been elected to the Town Board. Also present were EDR Senior Planner/Project Manager Susan Caruvana, EDR Planner Patrick O'Shea, Town Supervisor Jack Glenn, Supervisor Secretary & Assessor Leigh Anne Loucks, and Town Clerk Linda Gilbert.

1. Prior Meeting Minutes

- The Committee voted to approve October, November, and December 2025 meeting minutes. (See https://carogacomprehensiveplan.wordpress.com/meeting-minutes/)

2. Grant Updates

- NYS DOS Secretary of State Walter T. Mosley sent a letter to the Caroga Town Supervisor about the Town's EPF Smart Growth Community Planning Program Grant Round 15 CFA (#151664). Pending OSC approval, NYS DOS Office of Planning, Development & Community Infrastructure (OPDCI) will follow-up about the contract terms and conditions (i.e., work plan, MWBE goals, etc.).
- Reply went to OPD@dos.ny.gov for "SGCP Inquiry for CFA #151664" to notify of this 1/29 meeting.
- We await assignment of a **NYS DOS Project Manager (PM)** to revise and finalize a consultant RFP.
- The CPC has seen examples of other Town's consultant RFPs for Smart Growth comprehensive plans.
- Input about the draft RFP have been requested from the Comprehensive Plan Committee, 2025 Town Board, 2026 Town Board, Town Clerk, and Fulton County Planning. Note was made about the draft RFP not being shared publicly or released until it is edited and finalized with DOS.
- The Town of Caroga has been designated a **Pro-Housing Community**. Thank you to Leigh Anne Loucks for coordinating the paperwork to be part of this valuable program (see https://hcr.ny.gov/phc).

3. Planning Process Next Steps

- Chair Chris Foss introduced EDR's Susan Caruvana and Patrick O'Shea and invited them to facilitate discussion of Smart Growth planning next steps and 2011 recommendation review.
- They provided tables to guide the group's productive discussions (see tables on the next pages).
- Susan Caruvana emphasized traditional steps in NYS DOS work plans, noting experience with planning in Glens Falls (Warren Co.), Coxsackie (Greene Co), as well as Gloversville and Northville (Fulton Co).
- She reviewed #1-19 itemized steps or DOS "Tasks" (#1-4 Pre-Contract; #5-19 Contract Work Plan).
- She addressed questions about the **Public Participation Plan** (PPP). We aim for wide accessibly, adapted to residents' needs. The draft PPP will be reviewed/revised to align with DOS best practices. For example, events in 2026 will include flyers, interviews, focus groups, and workshops, including "information gathering" and "community visioning" (e.g., with maps, boards, sticky note input, etc.).
- While waiting for the DOS PM, the CPC can do two things. First, for prior **Local/Regional Plan Review**, the CPC can review and revise the list of initiatives and summarize them in relation to the DOS Template Checklist for Smart Growth concept alignment. Second, for the **Profile**, CPC can compile existing and preliminary data that has been collected and summarized to date, so that the consultant can prepare the Community Profile, including maps.

Phase 2: TOWN OF CAROGA COMPREHENSIVE PLANNING PROCESS (2026-2027)			
DOS Task	Title	Description	Next Steps
1	Project Initiation Meeting	Project kick-off meeting with DOS Project Manager (PM) to review Work Program.	DOS Project Manager will schedule meeting after contract has been signed.
2	Comprehensive Plan Committee (CPC)	Create a CPC.	CPC has been established.
3	Procurement of Consultant (if applicable)	Prepare RFP, establish Selection Committee, designate contractor.	EDR can assist with draft RFP. Edits might need to be made after DOS contract award is made.
4	Subcontract and Compliance with Local Procurement Requirements	Enter into a subcontract with the preferred consultant.	This takes place after DOS contract is signed.
5	CPC Meetings	Establish CPC meeting schedule.	Continue to meet as needed.
6	Community Participation Plan	Prepare a community participation plan that identifies roles, responsibilities, timelines, and logistics for interviews with stakeholders, community tours, public meetings, public hearings, and a webpage with links to announcements, presentations, and documents prepared over the course of the project. Include strategies for engaging hard-to-reach populations.	Review existing Public Participation Plan and, if necessary, revise to meet DOS workplan requirements. This task can be completed after the Town receives the DOS Work Plan.
7	Community Survey and Stakeholder Interviews	Develop a community survey to obtain an understanding of local conditions and issues and provide opportunity for public input. Identify and interview stakeholders to obtain additional relevant information and suggestions to inform the project.	Discuss with DOS PM whether or not the existing survey can be used to fulfill this task.
8	Review Local and Regional Planning Efforts and Ongoing Initiatives	Review of relevant local and regional planning efforts.	CPC could compile a list of past and current initiatives before the DOS contract is awarded.
9	Community Profile	Finalize community profile, complete with relevant maps, data, and analyses.	Compile existing community profile data that has been collected. The Community Profile, including maps, will be prepared by your consultant.
10	Community Workshops	Conduct two public workshops.	This task will be completed after the Town has entered into a contract with DOS.

11	Draft Comprehensive Plan	Compile a draft plan that includes strategies for Hamlet Infrastructure, Outdoor Recreation, & Economic Development.	This task will be completed after the Town has entered into a contract with DOS.
12	Review by Caroga Town Board, Comprehensive Plan Committee, and Planning Board	Submit the draft Comprehensive Plan to the local municipal board for review, comments, and recommendations to be addressed and incorporated into the plan prior to public review and initiation of the State Environmental Quality Review process.	This task will be completed after the Town has entered into a contract with DOS.
13	State Environmental Quality Review & Public Hearing	Prepare materials necessary for compliance with the State Environmental Quality Review Act (SEQRA).	This task will be completed by your Consultant Team after the Town has entered into a contract with DOS.
14	Fulton County Planning Board Review & Adirondack Park Agency Review	Submit the draft Plan to the county planning board for review and recommendation pursuant to Section 239-m of New York State General Municipal Law and address all comments received.	This task will be completed by your Consultant Team after the Town has entered into a contract with DOS.
15	Final Comprehensive Plan	Compile Final Comprehensive Plan and submit to DOS for review.	This task will be completed after the Town has entered into a contract with DOS.
16	Public Hearing and Local Adoption	Conduct a public hearing on adoption of the Comprehensive Plan, which shall be noticed in a local newspaper and publicized through other means and made available for public review at the office of the town clerk, local public library, and municipal website.	This task will be completed after the Town has entered into a contract with DOS.
17	Final Project Summary Report and Measurable Results	Final project closeout documents must be submitted within 60 days of the project completion date.	This task will be completed after the Town has finished the Plan.
18	MWBE Reporting	Comply with minority and women-owned business enterprise (MWBE) reporting requirements for all payments made to MWBE subcontractors using State funds.	Once the Town has a DOS contract, quarterly MWBE quarterly reports will need to be submitted.
		Submit project status reports every June	Once the Town has a DOS

Additional Items

	Recommendations	Implemented	Partly Realized	Not Relevant	Still Relevant
Strategies for Public Infrastructure, Outdoor Recreation, & Economic Development					
1A	Sherman's Park Community Center p.2 Town Center "near and around … Sherman's…Park"		P		S
2A	Road Reconfiguration ("Complete Streets") p.5 abandon S. Shore Rd at Sherman's & reconfigure Bath Ave.		P		S
3A	Streetscapes ("Complete Streets") p.6 widen NY-10/29A for sidewalks, bike lanes, landscape, etc.				S
4A	Bike Trails & Connections (Wheelerville Trails) p.7 build bike paths & infrastructure, including designated lanes/paths to downtown (e.g., DEC Campground, etc)		P		S
5A	Municipal Community Facilities (Clubhouse / Highway Garage / Town Hall) p.26-27, p. 40 "engineering evaluations" & needs to be addressed		P		S
6A	Fire Protection: Caroga Lake Volunteer Fire Company p. 44 "contracts with the Town" (Fire District)		P		S
7A	Downtown Revitalization p.57 "Town Center to create a strong…economy"		P		S

5. Action Items

- **Consultant RFP**. Comments are welcome. Please send input and edits to CPC Secretary. DOS will edit.
- **Local/Regional Plan Review**. CPC members will review & revise the list of relevant local and regional plans, and Susan Caruvana will share the DOS Template Checklist for Smart Growth Alignment.
- **Town Profile**. CPC members will pull together basic information and data available to date.

Next Meeting:

The next meeting will be 6:00 PM Thursday, February 26, 2026 at Caroga Town Hall.

Respectfully submitted,
Anita McMartin Long
CPC Member and Secretary
ComprehensivePlan@TownOfCaroga.com