

## Memo

Date: 3/17/2011  
To: Smithville Town Board  
From: Smithville Planning Board  
Subject: Comprehensive Plan

As a status update on the Comprehensive Plan, the Planning Board hereby reports that we have a document ready for the Town Board to review. The document can be found online at the following link:

<http://www.smithvilleny.com/cp>

The Town Board members are encouraged to review the proposed document and make notes on what they feel needs to be discussed or changed. The Planning Board invites the Town Board to a special meeting where details of the document can be discussed. We would also like to review with the Town Board, the next steps in the process of approving the document. These steps typically include the aforementioned Town Board review, public hearings, county review, SEQRA review, Town Board resolution, etc. A document available on-line called the "Guide to Planning and Zoning" document by James A. Coon outlines the suggested steps to implement a Comprehensive Plan for Towns in New York State. It is suggested that those steps be taken in the adoption of this plan.

Public input for this type of document is vital to its acceptance and success. The current, proposed document has some elements of public input in the form of the reporting of results of a Town survey done by the Planning Board several years ago. In more recent years, the Planning Board sought to create a separate committee to write the Comprehensive Plan. Several articles appeared in the Chenango American newspaper asking for volunteers from the community. There was no response to these articles, so the Planning Board and consultant, Benjamin Andrus wrote the document. Please note that a public hearing needs to be conducted within 90 days of receipt of the Comprehensive Plan.

May I suggest that the Planning Board and the Town Board meet to discuss this document (and steps required to adopt it) at the next scheduled Planning Board meeting, which is April 11 at 7 p.m. at the Community Center. If this date is not acceptable, please suggest a date that is agreeable to the Town Board.

Respectfully Submitted by the Town Planning Board

Timothy Hanna, Chairman