**Arcade Comprehensive Plan**
**Steering Committee**
**Meeting Notes**

**May 9th, 2023; 6:30 pm**
**Village Hall**

**I.    Review Prior Meeting Notes**

The committee received meeting notes as part of the agenda distribution. All members present concurred that the notes were accurate. Emma Falkenstein advised that MRB Group would add the meeting notes to the Comprehensive Plan website prior to the website launch in the coming weeks.

**II.   Finalize Public Engagement Strategy**

Roxanne Kise presented the draft Public Engagement Strategy.  The steering committee engaged in a discussion regarding key information distribution locations, specifically a list of manufacturing facilities in the town. The steering committee discussed target groups for round table meetings and identified veterans, arcade senior citizens, and merchants as key community groups. Roxanne noted that she will coordinate with Jennifer Kraft to make edits to the list of contacts and community groups in Appendix A of the Public Engagement Strategy. Roxanne will make final edits to the plan for final steering committee approval at the June meeting.

### III.   Review Website

Emma Falkenstein reviewed the Comprehensive Plan website with the group. The steering committee suggested coordinating with the Arcade Free Library to make sure they are aware of the website and can direct people to check out the comprehensive planning process. Additionally, the Mayor inquired about if the Village/Town would be able to keep the website following the completion of the Comprehensive Plan to keep the community informed about the implementation process. Emma indicated that she would coordinate with MRB Group regarding the website transfer procedure and cost of website maintenance prior to the June steering committee meeting.

### IV.   Initial Data Review

Emma Falkenstein presented the Economic Base Report and Community Resilience Report that *compiled past, present, and future demographic data and other information on the* Village and Town of Arcade. *The steering committee engaged in a discussion on the initial findings, making particular note of data points that deviated from expectations. Steering committee members provided insights on possible explanations for data points in Arcade that stood out from county and regional data. Steering committee members were encouraged to view current data as a starting point for the comprehensive plan and an opportunity to leverage revitalization efforts and grant funding.* The Mayor noted that she would gather additional real-estate data to *support the economic base report's housing findings.* Emma stated that she will incorporate the feedback from the committee and continue to work on Arcade's community profile to present to the group at the June meeting.

### V.   Schedule Public Forum

Roxanne facilitated scheduling the first public forum. The steering committee decided that the first public forum will be held on Tuesday, September 12 at 7:00 pm at the Village Board Room.

### VI.   Activity Prior to Next Meeting

Roxanne will finalize edits to the Public Engagement Strategy to receive final approval from the steering committee before sharing the plan with NYS. MRB Group will work to launch the comprehensive plan website prior to the June meeting and will coordinate with the Village and Town to publicize the website launch. The consultant team will continue to work on the community profile and incorporate feedback from the calibration of the initial data. The consultant team will begin coordinating the logistics for the first public forum. At the next meeting, the consultant team will facilitate a presentation on Smart Growth for comprehensive planning and review the community profile.

## VII.   Other Business

## VIII.   Next Meeting

June 13th, 2023 at the Arcade Village Hall.

NEW YORK STATE OF OPPORTUNITY. | Department of State