

TOWN OF MINA  
**PLANNING BOARD MINUTES**

**February 17, 2022**

**Planning Board Members Present:** Kris Gleason (Chair), Pat Cuneo, Jo-Ann Travis, John Shifler (via Zoom)

**Planning Board Members Absent:** None

**Others Present:** Don McCord (via Zoom); Ellen Shifler, Mina Code Secretary (via Zoom)

**Call to Order:** The meeting was called to order at 6:19 PM by Kris Gleason, Chair.

**Pledge of Allegiance**

**Legal Notice** of the meeting was acknowledged.

**Minutes** of the meeting of **1/12/22** were approved as presented upon motion by Pat Cuneo and second by Jo-Ann Travis.

**PUBLIC INPUT:** None

**PLANNING BOARD DISCUSSION ITEMS:**

1. COMPREHENSIVE PLAN

- Consultant Don McCord (Small Town Planning) led an extensive discussion on a proposed Comprehensive Plan timeline and draft survey prototype. Discussion highlights:
  - A 12-month timeline is planned but may be aggressive. Comprehensive planning often takes up to 18 months, from early survey development and focus groups, to Town Board approval. Mr. McCord recommends that the Planning Board finalize the Comprehensive Plan by December 2022/January 2023, with Town Board approval January 2023/February 2023.
  - Demographics from the 2020 census will not be available until June 2022.
  - Focus groups should occur in April, May, and June in order to include seasonal residents.
  - Should focus groups be homogenous or consist of mixed demographics (i.e., hamlet residents, lake community, rural population)? How should the broad Mina population be categorized?
  - Is it possible to conduct Zoom focus groups for out-of-towners?

- Tasks #1-6 of the proposed timeline should be completed by end of summer to include seasonal residents:
  - 1) Inventory / Analysis
  - 2) Focus Groups
  - 3) Survey
  - 4) Issue Identification
  - 5) Goals & Objectives
  - 6) Community Meeting
- Mr. McCord presented the Planning Board with a survey prototype. He encouraged the Board to expand response options from three to five to capture nuances of opinion.
- Constructing a survey to mirror a S.W.O.T. analysis (Strengths, Weaknesses, Opportunities, and Threats) is an option.
- Focus groups are conducted prior to the survey issuance in order to include a broader range of issues and community goals.
- The Planning Board responded positively to Mr. McCord's proposed timeline and survey draft.
- Don McCord will assist with focus groups (formatting questions and facilitating) and will meet separately with Rebecca Brumagin and Chair Kris Gleason on agenda, purpose, and structure of groups. It is important that momentum not be lost.

## 2. UPDATES: SOLAR ENERGY

- The Town of Mina Town Board has requested that the Planning Board's draft solar law be reviewed by the Town Attorney or another attorney well-versed in solar law.

## 3. UPDATES: CANNABIS

- Town Supervisor Rebecca Brumagin has requested that the Planning Board draft a matrix that clearly delineates zoning districts where cannabis dispensaries are not permitted.
- The Planning Board has previously recommended only the B-2 ("Commercial") district as allowable for cannabis dispensaries. This restriction would exclude all residential districts, all agricultural, and the B-1 ("Historic Business") district. **Pat Cuneo will prepare the matrix.**
- The Planning Board also discussed allowable hours of operation and raised two questions: 1) May the Town restrict hours of operation for any business? 2) Are all businesses within the Commercial district (B-2) required to observe the same hours?

4. NEXT MEETING: **Wednesday, March 9, 2022** at 6:00 PM.
5. Meeting was adjourned at 8:10 PM upon motion by John Shifler and second by Jo-Ann Travis.

Recorded by: Ellen Shifler, Code Secretary, Town of Mina