TOWN OF HUNTER, VILLAGE OF TANNERSVILLE, VILLAGE OF HUNTER
SMART GROWTH COMPREHENSIVE PLAN KICKOFF MEETING MINUTES
March 2, 2026

MEETING AGENDA

A kickoff meeting with the Core Team for the Smart Growth Comprehensive Plan was held on March 2, 2026, from 10:00-10:30am on Zoom with the following agenda:

1. Introductions
2. DEC Roles and DOS Roles
3. Multi-municipal Smart Growth Comp Plan
4. Coordinating the DEC and DOS Scopes
5. Housing Analysis
6. Progress Reports

ATTENDANCE

- Michelle Higgins, DEC, Environmental Program Specialist
- Gina DaBiere-Gibbs, DOS, Revitalization Specialist
- Sean Mahoney, Supervisor, Town of Hunter
- Marc Czermeryz, Committee Co-Chair
- David Kukle, Committee Co-Chair
- Susan Graham, Town of Hunter
- Allison Curran, Town of Hunter
- Margaret Irwin, River Street Planning & Development
- Christina Snyder, River Street Planning & Development

AGENDA ITEMS

- **Introductions**: Everyone introduced themselves. Margaret presented the meeting as an opportunity to surface any questions from the group since the shared comprehensive plan with funding from both DEC and DOS has allowed the Town of Hunter, Village of Tannersville and Village of Hunter to coordinate efforts.

- **Joint Effort**: The DEC budget encompasses the development of Catalyst Projects solely for the Town of Hunter. The three communities will plan together and although the plans will be linked, each municipality will have and adopt its own comprehensive plan at the end of the planning process.

- **Catalyst Projects**: The Catalyst Projects in Hunter will advance a major capital project, the reconstruction of the municipal center complex, providing planning, design and engineering resources. To date the Town has been awarded $1.25M in LGE and $1M in NBRC grants for capital costs. Tannersville WQIP provides $1.2M for relocation of highway garage.

- **Recurring Monthly Committee Meetings**: The team has identified the **third Tuesday of each month** as a potential time for recurring Comprehensive Plan Committee meetings. The date will be held and released if not needed. Meetings to be held in person at Town Hall with a virtual meeting link made available by Marc as needed. Meeting minutes to be shared along with progress reports to DEC and DOS.

- **Meeting Materials:** River Street will share a package of materials for the first committee meeting, including a draft survey and participation plan, a smart growth assessment form from DOS, and a SWOT analysis. For the draft survey the team is considering how to best survey the 3 communities at once. Marc will distribute these to the committee after the Core Team reviews.

- **Smart Growth Training**: Gina noted that a DOS Smart Growth Training is available for the municipality and the Comp Plan Committee is encouraged to take this before or just after the first meeting. It is approximately 45 minutes and is available on the DOS website under Additional Resources: https://dos.ny.gov/nys-smart-growth-program. It can also be played in YouTube from that link.

- **Community Workshops**: The first community workshop will likely take place in JUNE 2026, with the second in fall after the Action Plan is completed. Meetings will take place in person.

- **Community Outreach:** A wide range of community outreach platforms will include Town and Village websites, a dedicated Smart Growth Comp Plan website, social media channels, and a master contact database for emails. Other outreach will include flyers and posters, lawn signs, and press releases to local newspapers, radio and television stations. The team will ensure that a wide audience is reached including schools, young families, seasonal and full-time residents alike. David noted that a committee member is an administrator at the school so will be able to help ensure information reaches students, and that the Committee will rely on numerous local organizations that hold regular meetings to distribute information to their networks.

- **Housing Analysis**: Liz Kormos, a housing market analyst, was hired for the Town update to help Hunter adopt a Pro-Housing Community Law. The housing analysis can be presented at the first committee meeting for them to consider and then discuss at the April meeting.

- **Committee Meetings:** Marc noted the large membership of the CPC and that the Core Team will want to develop a plan for running these events smoothly.

- Michelle asked about the timeline for completing the plan, which is anticipated to be complete on or ahead of time (with the DEC closeout by July 2027).

- The Town will apply to DOS for smart growth award to update zoning in summer CFA round could start in 2027. Village of Tannersville may be looking for same. Would need to be completely different codes.

NEXT MEETING

First **Comprehensive Plan Review Committee Meeting** to be held on March 17, 2026, from 6:00-7:00 pm at Hunter Town Hall.