

Steering/Implementation Committee Meeting
Joint Comprehensive Plan for the Town of Chautauqua and Village of Mayville
Carlson Community Center, Lakeside Park
Mayville NY

February 18, 2026

Attendance: Pat Appelbe, Tom Carlson, Scott Cummings, Tim Hull, Julie Lescynski, Mary Schiller, Sharon Smead, Mark Smith. Excused: Brian Pender Absent: Sorena Gilkerson

The meeting was called to order at 6:30 pm. Sharon Smead officiated.

The participants utilized "Make Your Voice Heard", the Joint Comprehensive Plan for the Town of Chautauqua and Village of Mayville. Reference was made to the *First Implementation Meeting Draft Agenda* (pg. 123) and the *Start-Up Checklist* (pg. 9) as guides for the meeting agenda.

During the final steps of the development of the Joint Comprehensive Plan, it was recommended by the consultant staff of Pashek MTR that an Implementation Committee meet quarterly throughout the period that the Plan will be used, approximately five to ten years as it is considered a "living document". The purpose of the committee will be to evaluate the progress of the goals and objectives set forth in the Plan, advise and assist each municipality in continuing to move forward.

The Steering/Implementation Committee was formed with original Steering Committee members who wish to remain involved as they have the experience of developing the Plan and dedication to both communities. The list of these ten individuals, representing both the Town and Village, will be presented to each municipal board for approval at their March 2026 meetings.

It was determined by those present that it would be unnecessary for these meetings to be considered generally open for public comments as the Plan has been completed and adopted by both the Town and Village. However, there will be instances when others are invited to attend for their knowledge and expertise.

Nine areas in the *Start-Up Checklist* were discussed as follows:

1. Hire a consultant to jointly update the Town and the Village zoning codes
 - Status: in process by both municipalities. Town and Village are not planning a true joint update of their respective zoning codes. Entities are too different to make a joint update workable. The hope is that the same consultant will be hired by both so there is some feedback and consistency between the two codes.
2. Develop and adopt strong controls to prioritize environmental quality and community character
 - Pending zoning updates by each individual municipality.
3. Establish an inventory of community assets and businesses
 - Consider business community involvement to help develop a "guide" or "map"
 - The Chamber of Commerce will be requested to assist with this task.
4. Publish an on-line business start-up checklist
5. Develop a tree plan
 - In process with both the Village, Town, and the Tree Advisory Committee
6. Achieve qualification as a Tree City USA
 - In process with Town, Tree Advisory Committee, Village potentially to follow suit

7. Complete the pro-housing certification
 - In process with both the Village and Town; currently under review by NYS
8. Develop a position proposal, including a job description, salary range, and potential funding sources, for an Economic Development Coordinator, and seek approval from the appropriate governing body.
 - Discussed, there are several options; no action taken at this time
9. Monitor progress on the Barcelona to Chautauqua Trail Study
 - Pat will check on progress with the Chautauqua County Planning Department.

The 74 Water Street property was discussed. An Open Land Grant by NYS Department of Environmental Conservation would pay 100% of value for the land plus any additional costs to become a permanent part of the Mayville Lakeside Park as parkland. The Village has been in discussion with the County Grant writer and has reached out to the Bank through their real estate agent. The Committee unanimously agreed to chip in to pay for a second, updated appraisal by Holt Appraisers. Sharon will communicate this offer to the Village to determine how this can be accomplished.

Sharon Smead was nominated as chairperson for the committee by Scott Cummings and seconded by Julie Lescynski. Pat Appelbe offered to act as secretary. The committee was in agreement.

The Town will be making ten bound copies of the Joint Comprehensive Plan for the Town members of this committee, Town zoning office, and zoning revision consultant. Sharon will request the Village produce hard copies for the remaining Village members of this committee.

A follow-up meeting was scheduled for Wednesday, March 25, 2026; location pending. The meeting was adjourned at 7:40 pm.

Respectfully Submitted

Pat Appelbe