

COMMUNITY PARTICIPATION PLAN FOR THE TOWN OF COPAKE, NY Smart Growth Comprehensive Plan

1. PURPOSE

The Community Participation Plan identifies a variety of forums and outreach mechanisms to engage all interested persons in the development and preparation of the Copake Smart Growth Comprehensive Plan prepared by the Town of Copake, NY, the NYS Department of State (NYS DOS) and an appointed Comprehensive Plan Review Committee. All meetings will be advertised and are open to the public.

2. COMPONENTS OF THE PARTICIPATION PLAN

- Monthly Comprehensive Plan Review Committee Meetings (1st Monday of Each Month - Town Hall at 5:00 PM)
- Coordination meetings with NYS DOS, Consultant Team and the Town
- Outreach through various media in partnership with multiple organizations
- Three community meetings
- Interviews, if appropriate
- Presentation to the Town Board, if requested

3. CURRENT AND NEW PARTNERS

The Town is interested in broadening its stakeholder base. The following list will change, but to start key partners are:

- The Town of Copake administration and departments (As needed)
- Residents, tenants, property owners and merchants
- Town of Copake standing committees
- Community-Serving Organizations: School District, Library, United Way, Fire Department, EMS, etc.
- State Agencies: NYS DOS, DEC, OPRHP, DOT, HCR, DHSES, etc.
- State and Federal Legislative Delegations and Federal Agencies: EPA, NOAA, EDA, FEMA/HHS, Fish and Wildlife
- NGO's: Columbia Land Trust, Nature Conservancy, Trust for Public Lands, Open Space Institute, Trout Unlimited

4. KEY CONTACTS AND CORE TEAM MEMBERS

The Core Team includes the Comprehensive Plan Review Committee with Chairperson Jeanne Mettler and Supervisor Richard Wolf to manage the project, the Department of State, the Consultant Team and the NYS Department of State Coastal Resources Specialist assigned to the project, Matthew Smith. For the Consultant Team lead, River Street Planning, assigned staff include Margaret Irwin and Christina Snyder. This team will conduct web calls as needed.

TOWN OF COPAKE, NY – COMPREHENSIVE PLAN CORE TEAM ROSTER

Name	Richard Wolf, Supervisor	Jeanne Mettler, Chairperson	Lesley Zlatev, NYS DOS Project Manager	Margaret Irwin & Christina Snyder
Mail	Town Hall, 230 Mountain View Road, Copake, NY 12516	Town Hall, 230 Mountain View Road, Copake, NY 12516	99 Washington Ave. Suite 1010, Albany, NY 12231	4 Ridge Rd., Troy, NY, 12180
Title/ Firm	Supervisor	Chairperson	NYS DOS Coastal Resource Specialist	Principal/Planner River Street Planning (WBE)
Email	copakesupervisor@townofcopake.org ,	compplan2026@townofcopake.org	Lesley.Zlatev@dos.ny.gov	mirwin@riverstreet.org & csnyder@riverstreet.org
Phone	518-329-1234 Ext 1	914-715-2786	518.474.4457	518-441-1496 and 917-930-0306

5. COMPREHENSIVE PLAN REVIEW COMMITTEE MEETINGS

Suggested stakeholder groups were considered when forming the Review Committee. The Comprehensive Plan Review Committee’s responsibilities generally include:

- Providing valuable input on issues and existing local conditions.
- Attending regular committee meetings and public meetings.
- Informing others in the community about the process and how they can be involved.
- Reviewing reports, designs and other documents.
- Keeping elected officials and municipal officials informed about the planning process.
- Working with Town staff to complete tasks relating to the development of the Comprehensive Plan.

Membership: Review Committee members are listed below.

Public Participation: All meetings publicly noticed are open to the public.

TOWN OF COPAKE NY COMPREHENSIVE PLAN REVIEW COMMITTEE ROSTER CONTACT INFORMATION		
Name	Email	Phone
Brian Boom	brian.m.boom@gmail.com	917-885-0691
Brendan Cranna	brendancranna@gmail.com	518-929-0556
Julie Cohen	juliesteltjes@gmail.com	518-755-1188
Peter Doty	copake338@gmail.com	518-514-8226
Benedict Gedaminski	bfg1012@gmail.com	617-997-1554
Jeanne Mettler, Chair	Compplan2026@townofcopake.org	914-715-2786
Catherine Mikic	catherine.mikic@gmail.com	646-594-3194
Todd Proper	toddproper@gmail.com	
Stephanie Rabin	sgould13@msn.com	347-922-2149
Terry Sullivan	drterry4ny@gmail.com	518-365-6760
Alden Warner	aywarner@mac.com	917-734-3297
Supervisor Richard Wolf	copakesupervisor@townofcopake.org	518-929-0324

Notification: E-mail/phone call from Town Staff or Consultants.

Schedule: As needed to monitor progress and review interim and final documents and plans. Many identified members are also residents and small business owners.

6. IDENTIFIED AGENCIES/OTHER INTEREST GROUPS

Purpose: Ensure broad understanding of the purpose of the Comprehensive Plan and solicit input from affected stakeholders through agencies and organizations that meet their needs.

Outreach Partners: Identified by the Review Committee, NYS DOS, the Consultant Team, and appropriate others. The Town will partner with local community organizations and nonprofits to communicate engagement opportunities to their staff and consumers through save the date notices, flyers and posters. Partners will disseminate information through their networks using multiple media forms.

Outreach Efforts: Outreach efforts will include:

- Providing a call-in/phone option for meetings and engagement events and providing text reminders.
- Posting flyers and posters in gathering areas, community services and other locations as appropriate.
- Publicizing workshop on the website, the Town website, the Copake Connection and the Town Facebook page.

Notification: Members are notified of all meetings and may be surveyed or interviewed, as necessary.

7. COMMUNITY OUTREACH AND PUBLIC WORKSHOPS

Purpose: The Town will continue its ongoing efforts to reach out to and engage all residents, including affirmative outreach to low-income stakeholders by working with and through community organizations including housing, health, community and social service providers, workforce development agencies, senior centers, academia, sporting groups and faith-based groups. The Town will obtain input from community residents, stakeholders, and local governments as appropriate, regarding the elements and content of the Comprehensive Plan. This input will be gained through meetings, focus groups, and other regularly occurring organizational meetings and workshops. Three workshops will be held as required in the Town’s contract with NYS DOS. If the Town desires to conduct additional workshops the consultant will provide a Power Point Presentation and related outreach information necessary to facilitate this process.

Town of Copake NY Comprehensive Plan – Other Partners		
NYS DOS Stakeholder Representatives	Support Sources for the Comp Plan Review Committee	Other Potential Partners Based on Projects Selected
Local Government-Elected Officials, Staff, Departments and Standing Committees	NYS DEC, NYS OPRHP, NYS DOT, First Responders	<ul style="list-style-type: none"> • IDENTIFIED BY NYS DOS: Planning Board, Code Enforcement Staff, Town Clerk • NYS PARTNERS: ESD, Executive Chamber, DOH, NYSERDA, HCR, REDC and Others • FEDERAL PARTNERS: US ACoE, US DOA, US EDA, US EPA, US HUD, US Fish and Wildlife • NGO’S: The Open Space Institute, The Trust for Public Lands, Local/Regional Land Trusts, Trout Unlimited and Others
State and County Representatives with Jurisdiction Over Project Activities or the Project Area	County Planning, Soil and Water; IDA	
Neighborhood/Community Organizations, Local and Regional Non-Profits	Library, Faith Based Organizations, Heritage Areas/Historic Preservation Organizations, Copake Grange	
Residents and Property Owners	Town of Copake	
Businesses: Chambers of Commerce, Merchant Groups	Chamber of Commerce, Columbia County, IDA	
Tourism and Promotion Groups	I Love NY, Columbia County Tourism	

Participants: The public including interest groups identified above, individuals, and other community groups.

Graphics: NYS Department of State will be copied on all media. Upon request the Town can assist by providing draft materials such as save the date cards for mailing and emailing, language for an email blast, press release, flyers, and posters. Information will be shared on the project website.

8. PUBLIC RELATIONS NOTIFICATION

- Announcements on available websites
- Announcements on local radio stations include:
 - PYX 106 – 1203 Troy Schenectady Road, Latham, NY; 518-476-9799
 - 101.5 WPDH – 2 Pendell Road, Poughkeepsie, NY; 845-471-9734; Lisa.Montanaro@townsquaremedia.com
- Press releases to local media including:
 - Register Star (Hudson Valley 360) – 127 Warren St., Hudson, NY 12534: <https://www.hudsonvalley360.com/>
 - The Columbia Paper, Box 482, Ghent, NY, 12075; 413-212-0130; news@columbiapaper.com
- Paid notices in newspapers if necessary
- Flyers distributed at local events including Rotary luncheon, church bulletins etc., as needed
- E-mails to organizations of Review Committee members and organizations like the Chamber of Commerce, etc.

INTERVIEWS, FOCUS GROUPS, COMMUNITY AND STAKEHOLDER SURVEYS AS NECESSARY

Purpose: Plan and schedule focus group(s) with stakeholders including merchants to obtain their vision for the Town, input and feedback regarding elements of the project. This input will be shared with the Comprehensive Plan Review Committee members and NYS DOS.

Participants: A list will be developed based upon stakeholders identified by the Review Committee, NYS DOS and the Consultant Team. Participation may vary but will include people with interest or knowledge in the topics related to the Comprehensive Plan:

- Town Municipal Officials and Boards
- Town Elected Officials and Board Members
- Regional Chamber of Commerce
- Nonprofit organizations with a stake in downtown
- County Economic Development Offices
- County or Local Development Corporations
- County Industrial Development Agencies
- County Planning Departments
- NYS ESD, NYS Regional Councils

Notification: Telephone call, direct mail or email.

Schedule: Beginning in January 2025 with potential follow-up sessions.

9. CONSULTATIONS, DISCUSSIONS AND REPORTING

Purpose: Regular ongoing formal and informal communication between the Town, NYS DOS, the Review Committee, and Consultant Team for monitoring and smooth flow of tasks.

Participants: Town Supervisor, Town Clerk, the Review Committee, NYS DOS, representatives from Consultant Team.

Notification: E-mail among participants.

Schedule: As needed with meeting notes or audio recordings.