

# Town and Village of Delhi Joint Comprehensive Plan

## Steering Committee Meeting #2 Summary Notes

*Date & Time:* February 25, 2026 5:30 pm

*Location:* Zoom Video Conference

*Attendees:*

Comprehensive Plan Committee	Barton & Loguidice
Matt Krzyston – Chamber of Commerce	Robert Murphy, Jr., AICP Managing Community Planner
Deb Fleming – Town Resident	
Gideon Frisbee – Town Resident	Observing
Margaret Baldwin – Village Resident	Christina Viafore – Town Councilwoman
Jim Smart – Village Planning Commission	Kent Manuel – Deputy Commissioner, Delaware Co Planning
Emily Helck – Village Resident & Business Owner	Barb Sturdevant – Village Trustee
Marne Champlin – Town Resident & Business Owner	
Absent Committee Members	Absent
Tyler Hymers – Town Resident & Business Owner	Maya Boukai – Town Supervisor
Mary H Bonderoff – SUNY Delhi	
Jason Coleman – Town Resident	

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### Summary:

The meeting advanced work on the Delhi Town/Village Comprehensive Plan, reviewing kickoff notes and a SWOT analysis, confirming objectives and schedule, and outlining a community participation program tied to a draft community survey and an upcoming public kickoff in the second half of April. Participants refined the SWOT and community profile by identifying local organizations and assets—Friends of Recovery, Armano House, two ARC houses, local industry and agricultural strengths, American Legion recreational fields—and by noting infrastructure constraints including affordable housing shortages, health-care access gaps, limited cell coverage, and watershed/wastewater regulation issues; the group approved prior meeting minutes for posting and agreed to add the newly mentioned organizations and themes to project notes.

Discussion concentrated on the draft 22-question survey and its administration, with Bob Murphy explaining that the survey will be hosted on SurveyMonkey with Word and printed versions available at Town and Village Hall and that distribution and promotion are primary challenges. Committee members requested refinements—additional age and residency categories, absentee/second-home distinctions, comment fields, public safety and accessibility items, and a standalone agribusiness question—and debated wording on housing, farm pressures, renewable energy questions, and whether some items should vary by village versus town context. Timelines discussed include a tentative launch no earlier than March 16, outreach through an online mapper and pop-up events, a draft plan in Q4, and adoption hearings in Q1 2025.

### Meeting Chronology:

#### Opening, Attendance, and Technical Checks

The meeting opened with brief technical troubleshooting, confirmations of attendees (including Kent Manuel – Delaware County Planning, joining online), and light social remarks before the facilitator outlined the meeting's intent. Participants verified audio/video and noted a third-party recording extension appeared in Zoom that Kent said might be from his browser.

## Meeting Objectives and Agenda

Mr. Murphy reviewed three primary goals for the session: revisit the SWOT and kickoff notes, review the community participation plan, and examine the draft survey and promotion timeline. He emphasized keeping the overall project on schedule and shared his screen to present slides and timeline details.

\* The meeting agenda prioritized reviewing the SWOT, discussing a community participation plan, and finalizing a draft survey for launch and promotion

## Schedule and Project Framework

The group revisited the project schedule, confirmed the plan to prepare a draft community profile next month, and discussed using a public kickoff meeting in the second half of April as a capstone for issues identification before moving into visioning and action planning. The facilitator reiterated the three-part framework—where we are, where we want to go, and how to get there—as the organizing structure.

\* A public kickoff meeting is tentatively planned for the second half of April to present issues identification and begin visioning

\* The project will follow the three-part comprehensive plan framework: current state, desired future, and implementation steps

## Review of Kickoff Notes and Attendance Feedback

The facilitator asked for comments on the previously distributed kickoff notes; participants generally agreed the notes were complete but identified a few missing items to add. Christina raised Friends of Recovery and Armano House for inclusion, and the group clarified spelling and jurisdictional details for those services.

\* Participants identified specific community assets and services to add to the plan, including Friends of Recovery and Armano House and ARC of Delaware County houses

## Formal Approval of Minutes and Documentation Tasks

The committee moved and seconded the approval of the prior meeting minutes and agreed they should be posted on the town website. The facilitator committed to making the agreed change and sending the materials to Maya for posting, and noted he would add newly mentioned items to the working list and slides.

\* The prior meeting minutes were moved, seconded, and approved for posting to the town website

## Community Organizations and Venue Considerations

Participants identified local organizations (American Legion, Rotary, Shriners, fraternal lodges) and recreational assets as strengths, and suggested using neutral community venues like the American Legion hall for broad public meetings. The facilitator agreed to add these organizations to the asset list and noted their role in youth recreation and community gatherings.

## SWOT Themes — Housing, Infrastructure, Services, and Industry

The discussion returned to SWOT themes: the town's educational identity, proximity to natural assets, and industrial/agricultural strengths were listed as positives, while lack of affordable housing, limits in health-care services, cell coverage gaps, and watershed/wastewater regulatory constraints were flagged as issues. Participants noted tensions around campus housing and the need to address housing market impacts on families.

\* Housing affordability, health-care access gaps, cell coverage, and watershed/wastewater regulations were confirmed as principal issues to address in the plan

## Participation Plan and Timeline

Bob Murphy reviewed the community participation plan milestones and the engagement sequence, noting a community survey slated for next month, a public kickoff in late April, online interactive tools, pop-up events in late spring/early summer, and later stakeholder interviews and a draft plan leading to a Q4 open house and Q1 2025 adoption hearing.

\* The team plans to launch a 22-question community survey next month and hold a public kickoff meeting in late April.

\* The overall engagement timeline includes pop-up visioning (late spring/early summer), stakeholder interviews (late summer), a draft plan and community open house (Q4), and public hearings for adoption in Q1 2025.

## Draft Community Survey Discussion

### Survey Platform, Distribution, and Logistics

The team discussed the survey format and hosting on SurveyMonkey, availability of a Word version, printed copies at municipal offices, preamble and promotional flyer needs, and the central challenge of promoting the survey to maximize responses.

\* The survey will be hosted on SurveyMonkey with a Word version available and printed copies provided at Town and Village Hall as needed.

### Demographic and Residency Question Design

The group reviewed demographic questions covering respondent type (resident, property owner, business owner), tenancy versus ownership, age brackets (including suggested finer categories beyond 65+), and distinctions for absentee or part-time/second-home owners.

\* Demographic and residency questions will be refined to better capture age groups over 65 and absentee/second-home owners as distinct categories.

### Commute and Mobility Questions

The survey's commute and mobility items were reviewed, including commute-distance/time options, work-from-home/retired choices, and broader mobility/connectivity questions with Committee feedback to ensure handicap accessibility is included.

### Priorities, Concerns, and Investment Questions

The discussion covered items that influence residency or investment decisions, concern-ranking formats (e.g., not concerned to very concerned), desired local businesses and services (open-ended responses), and a question designed to prioritize taxpayer-funded investments.

\* Committee members requested adding comment fields, public safety, handicap accessibility, and consideration of a separate agribusiness question to the survey.

### Zoning, Business Support, and Agribusiness Inclusion

Participants noted that survey responses on desired businesses would inform zoning and infrastructure considerations rather than guarantee business attraction, and raised the need to include specific support or a dedicated question for agribusinesses.

#### Farming trends, land access, and diversification

Participants described long-term decline in local dairy farming and noted farm diversification into maple syrup, lavender, and other agribusinesses. They highlighted land affordability, second-home purchases, and conservation easements as major barriers for new farmers, and observed that it is uncommon for existing farms to be purchased and continued by other farmers.

\* The committee agreed farming is declining locally and that land affordability and conservation easements limit new farm startups.

#### Small-business support vs. agricultural needs

The group questioned whether standard small-business support options apply to farming and proposed creating separate agricultural-focused survey items or questions. Bob Murphy agreed to refine the framing and consider a separate agriculture category.

\* Members recommended separating agricultural-specific support questions from general small-business questions because standard business supports may not fit farming.

#### Housing priorities and survey wording (area vs. whole)

The committee reviewed housing priority options and debated whether respondents can select only one choice, how to present open-ended explanations, and how to distinguish local "area" versus Delhi "as a whole," noting sidewalks and other items may bias responses toward village residents. Suggestions included bolding "your area" and broadening choices to fit different geographies.

\* Survey options like sidewalks and traffic calming are village-focused and may not apply townwide, so choices should be broadened or contextualized.

\* Housing question wording needs clarity about "area" versus "as a whole" to avoid confusing village and town contexts.

#### Local amenities, programs, and item suitability

Members discussed which amenities and programs belong in area-level versus town-level questions, citing youth and senior programs, historical society activities, Bramley Mountain, and transit as examples that may be townwide or location-specific. They recommended adjusting item lists to reflect differing relevance across the town and village.

#### Open-ended questions and renewable energy framing

The draft includes open-ended questions about what makes Delhi unique and assets to preserve, followed by renewable energy questions about solar and wind. Members suggested combining question 19 and 20 by offering "none" as an option and then asking which renewable types respondents support.

\* Renewable energy questions should allow "none" and then ask which types respondents support to avoid having an ambiguous initial yes/no.

## Timeline, edits, and promotion plan

The consultant proposed a tentative survey launch no earlier than March 16 and asked for committee help with promotion and final edits, offering to continue edits by email and to delay the timeline if needed. Committee members requested advertising lead time and discussed reconvening to refine questions.

\* The consultant proposed launching the survey no earlier than March 16 and asked the committee to help with promotion and final edits.

### Action Items:

- \* Kent Manuel will share the Read AI extension results if the Committee requests to review them
- \* Christina Viafore will contact her neighbor to gather information about Armano House usage and report back
- \* Bob Murphy will add the newly mentioned organizations and assets (Friends of Recovery, American Legion, Rotary, Shriners) to the project list and slides
- \* Bob Murphy will send the revised minutes and slideshow to Maya for posting on the town website
- \* Bob Murphy will circulate Word versions of the survey to Committee members for feedback after the meeting.
- \* Bob Murphy will arrange for printed Word-version surveys to be available at Town and Village Hall as needed.
- \* Bob Murphy will follow up on distribution and survey promotion strategies after reviewing the full question set with the Committee.
- \* Committee members will consider and provide suggested refinements to demographic/age categories and absentee/second-home owner options in their feedback on the circulated survey.
- \* Bob Murphy will workshop options for supporting local businesses and clarify whether farming should be a separate survey category
- \* Bob Murphy will revise survey wording and add an open-ended explanation option to allow respondents to expand their choices
- \* Bob Murphy will target launching the survey no earlier than March 16 and prepare promotion materials, requesting committee help with outreach

### Key Questions:

- \* Is it appropriate to include "sense of community" as a vision element?
- \* Should public safety be included as a priority area for taxpayer-funded investment?
- \* What does "traffic calming" mean for the survey respondents?
- \* Should healthcare be included among local-area emphasis items or placed elsewhere in the survey?
- \* How long will the survey be open and when can the committee review the draft before launch?

# Town and Village of Delhi Joint Comprehensive Plan Update

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COMMITTEE MEETING #2

FEBRUARY 25, 2026

## Agenda

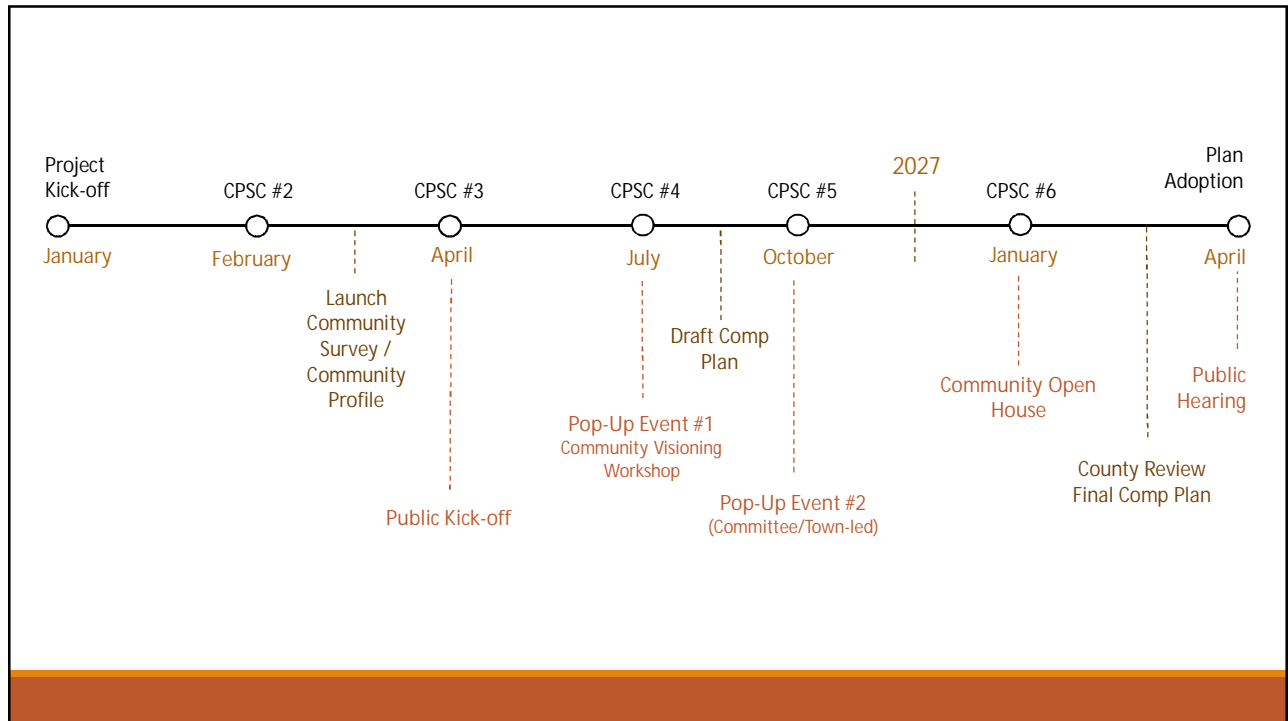
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1. Kick-off Overview
2. Community Participation Plan
3. Draft Survey Review and Process
4. Next Steps



# Kick-off Review

MEETING SUMMARY AND SWOT ANALYSIS



# SWOT Analysis

<p><b>Strengths</b></p> <ul style="list-style-type: none"> <li>Charm</li> <li>People want to be here</li> <li>Strong academics at all levels</li> <li>County Seat</li> <li>Cooperation between Town and Village</li> <li>Location, NYC Watershed</li> <li>SUNY Volunteers</li> <li>Local industries / Employment Opportunities</li> <li>Main Street / Court House Square</li> <li>Recreation Facilities</li> </ul>	<p><b>Weaknesses</b></p> <ul style="list-style-type: none"> <li>Cell service</li> <li>Housing availability</li> <li>Communication – all levels for all ages</li> <li>Water and sewer access</li> <li>Location, NYC Watershed</li> <li>Street infrastructure and safety</li> <li>Seasonal impact on retail</li> <li>Disconnect between SUNY and Village (getting students to Main Street)</li> <li>Affordability</li> </ul>
<p><b>Opportunities</b></p> <ul style="list-style-type: none"> <li>Better Town-n-Gown relationship</li> <li>Hotel, lodging, and SUNY hospitality program</li> <li>Affordable Housing</li> <li>Trout fishing tourism, Wedding venues and golf courses</li> <li>Chamber of Commerce</li> <li>NYC Watershed programs and funding</li> <li>ARC</li> <li>DCEC – co-op electric</li> <li>"Bubble" community facility at SUNY</li> <li>Reservoir Park waterfall</li> <li>Efficiency of Town and Village services</li> </ul>	<p><b>Threats</b></p> <ul style="list-style-type: none"> <li>Short-term rental and second homes</li> <li>Affordability for young families</li> <li>Land use regulations limiting housing affordability</li> <li>Limited bike and pedestrian infrastructure</li> <li>Lack of a community center for public</li> <li>NYC watershed regulations/proximity to NYC</li> <li>Tax-exempt lands</li> <li>Traffic Control</li> </ul>

The SWOT analysis for the two communities highlights the area's identity as an educational center, with convenient access to retail and recreation. Strengths include the existing co-operation between the Town and Village, the thriving Main Street, proximity to regional assets, and the Village's position as Delaware County Seat

However, the town faces several challenges, particularly around the physical disconnect between SUNY Delhi and the Village, poor cell service coverage, and a lack of affordable housing. Housing affordability is a growing concern across the county, likely driven by the prevalence of vacation homes.

Despite these weaknesses, the two communities have opportunities to leverage their natural assets and relationships with local organizations to enhance commercial corridors and recreational opportunities.

Threats include the prevalence of short-term rentals / second homes, affordability for young families, and NYC watershed land-use regulations that limit housing availability. These insights will inform strategies that reinforce Delhi's strengths while proactively addressing growth, infrastructure, and quality-of-life considerations.

# SWOT Themes

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# Community Participation Plan

## Community Participation Plan

### Components and Timeline:

- Community Survey (March 2026)
- Public Kickoff Meeting (April 2026)
- Visioning Public Engagement (April - July 2026)
  - Online Interactive Tool
  - Visioning Pop-up Event #1
- Actions Public Engagement (July-Oct 2026)
  - Online Interactive Tool
  - Stakeholder Interviews
  - Pop-up Event #2 (Committee-led)
- Community Open House / Committee Public Hearing (Nov 2026-Jan 2027)
- Joint Public Hearing between Town / Village Boards (Feb-Mar 2027)



# Community Survey

## 22 Question Survey

- Collects demographic information to know who the survey is reaching (Residents, Visitors, Business Owners, etc)
- Respondents help identify:
  - Regional strengths and weaknesses;
  - Assets that can be leveraged;
  - Long term investment goals;
  - Housing priorities
- The survey will be hosted on [surveymonkey.com](https://www.surveymonkey.com)



## What are the best ways to disseminate the survey to the local population?

- Government social media pages, municipal websites, local gathering spots, etc.
- Who can be a "point person"?

# Survey Distribution

## Ideas for promoting the survey to residents

- Notification in local news publication;
- On municipal websites;
- Municipal social media pages (Facebook, Instagram, etc.);
- Partner with local businesses to hang/post informational flyers;
- Partner with SUNY Delhi;
- At the planned pop-up events;
- Any other ideas?



## Stakeholder Lists

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How should we establish stakeholder groups?

- Two or three focused topic areas
- Examples: housing, tourism, transportation, health care, economy, etc.

Committee Task:

- Assemble a list of interested people, their affiliations, and contact info by **March XX**



## Document Structure

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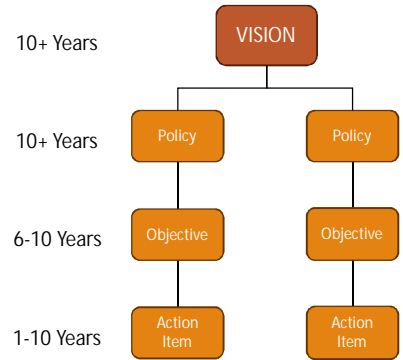
# Vison and Policy Framework

**Vision:** A general statement describing the aspiration of Delhi; an end towards which all actions are aimed

**Policy:** A statement supporting the vision; addressing a particular area or issue facing Delhi

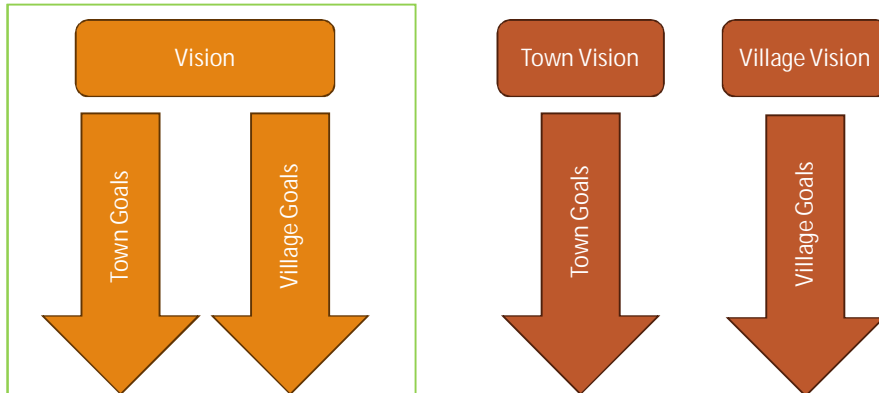
**Objective:** A measurable activity to be accomplished in pursuit of the policy; refers to a specific aspiration which is reasonably attainable

**Action Item:** A specific proposal to do something that relates directly to accomplishing an objective; it can take the form of a plan, project, or program



# Vision Statement

As discussed in the kickoff meeting there are a couple routes that the plan can take: a shared overarching vision or individual visions.





# Next Steps

OUR TASKS AND YOURS

## General Project Timeline

Task	Timeline
Launch Survey	March 16 – April 3
Develop First Draft of Vision/Goals	April 10
Committee Meeting #3	Early April
Public Info Meeting	Late April
Visioning Public Engagement	April – June
Actions Public Engagement	July – Sept
Draft Plan	Fall

# Next Steps

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## B&L Team

Launch Survey (March 16 – April 3, 2026)

- Create Survey Flyer (March 6)

Continue to refine Community Profile

- To be distributed to Committee (Mid-March)

Collect results from Survey

Draft Vision and Goal Framework

Draft Online Engagement Tool Feedback

- to be discussed at Committee Mtg #3

## Committee

1. Promote Survey
2. Send photos of area for inclusion in document
3. Build Stakeholder List

## Next Committee Meeting

Early April – April \_\_, 2026

## Public Info Meeting

Late April – April \_\_, 2026