



CITY OF ONEIDA
Department of Planning &
Development



MEMORANDUM

To: Kyle Lovell, City Manager, Mayor and Members of the Common Council

From: Steve Vonderweidt, MBA Director of Planning and Development

2/2/2026

Re: Comprehensive Plan Committee – Overview and Proposed Membership

The Comprehensive Plan Committee will serve as an advisory body to support the development of the City of Oneida's Comprehensive Plan, which is being completed as part of the City's Downtown Revitalization Initiative (DRI). The Comprehensive Plan is being prepared by Barton & Loguidice, in coordination with City staff, and will establish a long-term framework to guide future growth, land use, housing, economic development, and quality-of-life initiatives.

The Committee's role is to assist City staff and the consultant team by providing local insight, reviewing materials, participating in discussions, and helping facilitate public engagement throughout the planning process. The Committee will not make final policy decisions but will help ensure the Comprehensive Plan reflects community needs, Smart Growth principles, and the City's long-term goals while aligning with DRI objectives.

Committee members are expected to serve for approximately one year, corresponding with the duration of the Comprehensive Plan development process.

Staff has completed outreach, vetting, and individual conversations to assemble a proposed Comprehensive Plan Committee that reflects a broad range of perspectives, backgrounds, and lived experiences. Committee members were selected in accordance with New York State Department of State (DOS) program preferences and guidance from Barton & Loguidice regarding the formation of a successful and balanced advisory committee. Selection criteria emphasized diversity of viewpoints, collaborative approach, availability, and willingness to engage constructively in long-range planning discussions. The proposed committee includes an equal balance of men and women (five men and five women).

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Council referrals were welcomed and carefully considered, and staff appreciates the time and thought Council members put into suggesting potential participants. In addition to meeting the desired mix of perspectives, proposed members were selected from among those who responded to outreach and confirmed their interest and availability to actively participate. The goal is to convene the Comprehensive Plan Committee and begin meetings in mid-month.

Staff respectfully submits the following proposed Comprehensive Plan Committee membership for Council approval.

Proposed Comprehensive Plan Committee Members

(All addresses: Oneida, NY)

- Jose Alvarez
- Erin Belanger
- Robin Bienkowski
- Brian Bortree
- Thomas Feola
- Andrea Hitchings
- Dan Jones
- Angel Barahmeh
- Chelsey Lewin
- Brandon Parry

WAIVE RULE TO ACCEPT AGENDA ITEMS

RESOLUTION 26-

Moved by Councilor
Seconded by Councilor

RESOLVED, that per Resolution 08-180 adopted by the Common Council on August 19, 2008, the provisions of the procedure to accept agenda items are hereby waived.

Ayes: _____

Nays: _____

Absent: _____

MOTION RESULT: Passed Failed

A RESOLUTION ESTABLISHING THE CITY OF ONEIDA COMPREHENSIVE PLAN COMMITTEE,
DEFINING ITS PURPOSE, AND APPOINTING MEMBERS

RESOLUTION 26-

Moved by Councilor
Seconded by Councilor

WHEREAS, the City of Oneida is undertaking the preparation of a Comprehensive Plan as part of the City's Downtown Revitalization Initiative (DRI); and

WHEREAS, the Comprehensive Plan is being prepared by Barton & Loguidice, in coordination with City staff, and will establish a long-term framework to guide future growth, land use, housing, economic development, and quality-of-life initiatives; and

WHEREAS, it is in the best interest of the City to establish an advisory committee to assist City staff and the consultant team with local insight, review of draft materials, discussion, and public engagement during the Comprehensive Plan process; and

WHEREAS, City staff has completed outreach, vetting, and individual conversations to assemble a proposed Comprehensive Plan Committee that reflects a broad range of perspectives, backgrounds, and lived experiences, consistent with New York State Department of State (DOS) program preferences and consultant guidance;

NOW, THEREFORE, BE IT RESOLVED, by the Common Council of the City of Oneida, Madison County, New York, as follows:

1. Establishment.

The Common Council hereby creates and establishes the City of Oneida Comprehensive Plan Committee ("Committee").

2. Purpose and Role.

The Committee shall serve as an advisory body to support the development of the City's Comprehensive Plan as part of the Downtown Revitalization Initiative (DRI). The Committee's role shall include:

- providing local and community-based insight;
- reviewing planning materials and draft documents;
- participating in discussions and meetings throughout the planning process; and
- assisting with public engagement efforts to help ensure the Comprehensive Plan reflects community needs, Smart Growth principles, and the City's long-term goals while aligning with DRI objectives.

The Committee shall not have final decision-making authority and shall make recommendations only as requested by City staff and/or the consultant team.

3. Membership.

The following individuals (all addresses: Oneida, New York) are hereby appointed as members of the City of Oneida Comprehensive Plan Committee:

- Jose Alvarez
- Erin Belanger
- Robin Bienkowski
- Brian Bortree
- Thomas Feola
- Andrea Hitchings
- Dan Jones
- Angel Barahmeh
- Chelsey Lewin
- Brandon Parry

All Committee members are expected to serve for approximately one year, corresponding with the duration of the Comprehensive Plan development process.

4. Administration.

The Committee shall work in coordination with City staff and Barton & Loguidice, and meetings shall be scheduled by City staff.

Ayes: _____

Nays: _____

Absent: _____

MOTION RESULT: Passed Failed