

## CHAPTER 7: PLAN UPDATE PROCESS

The Comprehensive Plan of the Town of Torrey is designed to serve as a guide for Town boards and officials when they engage in the decision making process regarding land uses in the Town. In addition, the Plan will act as the basis for the Town's zoning law. Therefore, the Plan must be routinely maintained to reflect changing conditions in the Town such as new development; changes in state and federal regulations; shifts in public needs, interests and concerns; and the availability of information from outside sources such as watershed reports, county-wide and region-wide studies, and federal and state agencies such as the United States Census Bureau and the New York State Department of State.

### 2015 Revision

The Town of Torrey Planning Board will oversee an annual review of the Comprehensive Plan that will ensure the plan is maintained and remains up-to-date.

Table 7.1 outlines the annual Update Process.

**Table 7.1 Annual Comprehensive Plan Update Process**

Target Date	Responsible Party	Action
<b>Year Round</b>	<b>Planning Board</b>	<b>Maintain a list of potential revisions to the Comprehensive Plan. Board members will add notes and suggestions to the list based on experiences with implementing the plan and their observations and findings that come about as a result of their routine functions.</b>
<b>January</b>	<b>Planning Board</b>	<b>Review list of potential revisions and determine if there is sufficient reason to update the plan. If it is determined that an update is not appropriate at this time, continue maintaining the list of potential revisions.</b>
<b>February</b>	<b>Planning Board, Town Board, Zoning Board of Appeals</b>	<b>If the Planning Board determines that a revision is appropriate, the Planning Board will host a meeting with representatives of the Town Board and ZBA to discuss the suggested revisions. The Planning Board will keep a record of the comments and suggestions from the other two boards.</b>
<b>March</b>	<b>Planning Board</b>	<b>If it is decided to proceed with a revision, the Planning Board will host a public hearing at the monthly Planning Board meeting. At the public hearing the Planning Board will briefly review the progress made since the last revision and explain the reasoning behind the suggested revisions. The attendees will then be given a chance to ask questions and offer suggestions.</b>
<b>April - May</b>	<b>Planning Board</b>	<b>The Planning Board will prepare a draft of recommended changes to the plan.</b>
<b>June</b>	<b>Planning Board, ZBA</b>	<b>The Planning Board will review the draft revision with the ZBA and consider any comments they have.</b>
<b>July</b>	<b>Town Board</b>	<b>The Town Board will review the draft revision. If the Town Board approves of the draft revisions, they will schedule public hearing to review the</b>

		<b>draft.</b>
<b>August</b>	<b>Town Board</b>	<b>Hosts public hearing.</b>
<b>September</b>	<b>Planning Board</b>	<b>Incorporates any comments and suggestions from the Town Board based on the public hearing into the draft and submits a final draft to the Town Board.</b>
<b>October</b>	<b>Town Board</b>	<b>Reviews and adopts revisions to Comprehensive Plan</b>