

February 27, 2025 Meeting Minutes
Comprehensive Plan Committee (CPC)

CPC Chair Chris Foss led this monthly meeting at Caroga Town Hall from 6:00 to 7:00 PM. Committee members present were: Chris Foss, Rachel Simonds, Anita Long, Doug Purcell, and Jim Hale. Dave Cummings and Jeremy Manning were unable to attend.

1. Prior Meeting Minutes

- The committee waived reading and accepted 11/26/2024 monthly meeting minutes.

2. Old Business

- Vice Chair Rachel Simonds, who is administering <https://carogacomprehensiveplan.wordpress.com> and Survey Monkey, noted that the Town now has an active subscription to Survey Monkey.
- With unlimited surveys, the Survey Monkey tool can be used by the Comprehensive Plan Committee as well as other Town of Caroga groups, such as Wheelerville Trails and the Tourism Committee.

3. Public Survey 1 Questions

- Via email, Committee members reviewed questions to create *cpc_survey_draft5_01-05-2025.pdf*.
- At this meeting, Committee members also discussed additional wording and question changes.
- *cpc_survey1_draft6_02-07-2025.pdf* will add “anonymous” to the survey header on page 1.
- *cpc_survey1_final.pdf* will also include:
 - an updated return date (e.g., May 1, 2025) and Survey Monkey QR Codes on pages 1 and 4.

4. Public Survey 1 Launch Preparation

- The Committee agreed about a plan to design and print about 2,000 postcards.
 - Postcards will include information from the page 1 survey header to invite survey participation.
 - Postcards will be mailed to each Caroga taxpayer address and be placed at local businesses.
 - The Committee discussed different postcard options for:
 - paper color (e.g., yellow, orange, white) and
 - postcard size (e.g., standard 5.5 x 4.25” or large 6 x 9”).
 - Questions exist about printing costs with Fulton County, Miller Printing, and/or Derby Printing.
 - Questions remain about postage costs with a presorted-bulk mailing by the Town.
 - Postcard stamps are 56¢. Bulk metered, imprinted, or precanceled options cost less.
 - Presorted precanceled stamps for a nonprofit sending 1,642 cards is 43.5¢ (\$714.27).

5. Action Items

- (1) Chris Foss will speak to Linda Gilbert and Scott Henze about printing and postage options.
- (2) Rachel Simonds will create the form on Survey Monkey and generate a QR Code.
- (3) Anita Long will (a) draft a postcard template and also (b) print the 1,642 address labels.

6. Next Meeting

The next meeting will be Thursday, March 27, 2025 at 6:00 PM.

Respectfully submitted,
Anita McMartin Long
CPC Member and Secretary