

PATHWAY TO OUR FUTURE

GUILDERLAND COMPREHENSIVE PLAN



TOWN OF GUILDERLAND

COMPREHENSIVE PLAN UPDATE COMMITTEE MEETING SUMMARY

Purpose: Comprehensive Plan Update Committee (CPUC) Meeting #11
Date and Time: July 24, 2024, 7:00 pm
Location: Guilderland Town Hall, 5209 Western Turnpike, Guilderland, NY
Attendees: See Below

Agenda Item	Discussion	Key Decisions & Outcomes
Welcome	<p>Chair of the Comprehensive Plan Update Committee (CPUC) Cody Betton welcomed Committee members, Town staff, and members of the public. Mr. Betton introduced Jaclyn Hakes (MJ Engineering), who provided an overview of the meeting agenda, including:</p> <ul style="list-style-type: none">• Project Update• Outstanding Discussion Items for Preliminary Draft Comprehensive Plan Version 2• Discussion of Committee Public Hearing/Public Review Draft Plan• Next Steps• Public Comment	None
Project Update	<p>Ms. Hakes (MJ) provided an update on the Comprehensive Plan Update process, drawing attention to the upcoming steps and future Public Hearing required prior to the adoption of the Plan Update.</p> <p>Ms. Hakes reiterated that the Public Hearing would function as the fourth public meeting for the Comprehensive Plan update process. The</p>	MJ will hold a pop-up event prior to the Public Hearing.

<p>Project Update (Cont'd.)</p>	<p>Public Hearing is a requirement, per Town Law 272-a of New York State.</p> <p>The plan next goes to the Town Board, who will work to formalize it. The Town Board must go through a series of procedural steps to adopt the Plan, including another public hearing, compliance with SEQR, County Planning, and referral to the local planning board.</p> <p>Ms. Hakes concluded the update by mentioning the possibility of a CPUC meeting in August, but this is dependent on the Committee's needs.</p>	
<p>Outstanding Discussion Items for Preliminary Comprehensive Plan Version 2</p>	<p>Jaclyn Hakes (MJ) presented the outline of the Plan.</p> <p><i>Introduction</i></p> <ul style="list-style-type: none"> • Overview • Planning Process • Public Engagement • Plan Organization • Challenges & Opportunities • Vision • Goals <p>Following the Introduction, each of the six identified themes are addressed in separate sections:</p> <ul style="list-style-type: none"> • <i>Agriculture</i> • <i>Business, Employment & Fiscal Resources</i> • <i>Environment, Climate Change & Resiliency</i> • <i>Neighborhoods & Housing</i> • <i>Parks, Recreation, Open Space & Historic Resources</i> • <i>Transportation & Mobility</i> <p>Each of the above theme sections feature:</p> <ul style="list-style-type: none"> • Goal(s) • Relevant Town-Specific Data • Key Priorities via Input • Connection to Town Character • Tables/Maps • Recommendations 	<p>MJ will address edits and suggestions made by the CPUC.</p>

<p>Outstanding Discussion Items for Preliminary Comprehensive Plan Version 2 (Cont'd.)</p>	<p>Following the six theme sections, there are sections covering:</p> <p><i>Governance</i></p> <ul style="list-style-type: none"> • Boards/Committees/Departments of the Town • Infrastructure/Utilities • Recommendations <p><i>Implementation</i></p> <ul style="list-style-type: none"> • Overview • Recommendations • Implementation Table <p><i>Priorities Map</i></p> <p><i>Appendices, including:</i></p> <ul style="list-style-type: none"> • Public Meeting Materials • Community Survey Data • CDRPC Demographic Report • Transportation Council Report • CPUC Meeting Summaries <p>Ms. Hakes stated that all sections of the working draft have received feedback. The second version of the document included tracked changes for ease of review.</p> <p>DRAFT INTRODUCTION CPUC Comments Received:</p> <ul style="list-style-type: none"> • Minor text edits/clarification. <p>Reviewers: All CPUC members</p> <p>No additional comments from the Committee were received.</p> <p>DRAFT AGRICULTURE CPUC Comments Received:</p> <ul style="list-style-type: none"> • Provide a clear definition of steep slopes. • Discuss future development regarding infrastructure between municipalities. <p>Reviewers: Jim Abbruzzese, Dominic Rigosu, Stephen Wilson</p> <p>Ms. Hakes shared that the previous B-7 recommendation was modified.</p>	<p>MJ will address edits and suggestions made by the CPUC.</p>
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<p>Outstanding Discussion Items for Preliminary Comprehensive Plan Version 2 (Cont'd.)</p>	<p>Recommendation A3 was revised to include a feasibility study in coordination with the Village of Altamont to explore the feasibility of a water interconnect. The interconnect would provide redundancy for the drinking water in the Village and those surrounding the Village.</p> <ul style="list-style-type: none"> • Language to counter potential impacts was added to identify any development that could potentially happen following the water interconnect. <p>One CPUC member questioned the water line addition to the Village of Altamont.</p> <p>Ken Kovalchik, the Town Planner, explained that the Town of Guilderland and the Village of Altamont have recently discussed this waterline extension. Altamont has limited water sources in comparison to Guilderland.</p> <p>The recommendation outlines restricting pipe size to limit growth of development. A feasibility study would examine what would be the smallest pipe size to provide that redundancy without opening the area for expansive development.</p> <p>Recommendation A-10 updates the definition of steep slopes.</p> <p>Mr. Kovalchik noted that the current definition requires a water course at the slope's toe. However, the Town should be mindful of steep slopes in general.</p> <p>DRAFT BUSINESS, EMPLOYMENT & FISCAL RESOURCES</p> <p>CPUC Comments Received:</p> <ul style="list-style-type: none"> • Recommendation edits and modifications to descriptions. • Minor content clarifications. <p>Reviewers: Elizabeth Lott, Jim Abbruzzese, Richard Brustman</p> <p>Ms. Hakes suggested that the Planning Board be able to approve signage if they were already</p>	<p>MJ will address edits and suggestions made by the CPUC.</p>
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<p>Outstanding Discussion Items for Preliminary Comprehensive Plan Version 2 (Cont'd.)</p>	<p>reviewing an applicant to expedite the process related to recommendation B3.</p> <p>B7 reinforces language for businesses aligning with neighborhood character.</p> <p>The CPUC requested an example for the B-9 recommendation.</p> <p>A committee member suggested that if a building has been vacant for an extended period, the applicant be required to restore the structure to its original condition in regard to recommendation B-2.D.</p> <ul style="list-style-type: none"> Ms. Hakes responded by suggesting the addition of the following phrase to the recommendation: Any waiver should require that sites and structures are in accordance with the applicable code and any prior approvals. <p>DRAFT ENVIRONMENT, CLIMATE CHANGE & RESILIENCY</p> <p>CPUC Comments Received:</p> <ul style="list-style-type: none"> Minor Text edits/clarification. <p>Reviewers: Caitlin Ferrante, Stephen Wilson, Lisa Hart</p> <p>No additional comments from the Committee were received.</p> <p>DRAFT NEIGHBORHOODS & HOUSING</p> <p>CPUC Comments Received:</p> <ul style="list-style-type: none"> Minor content clarifications. Recommendation edits and modifications to descriptions. <p>Ms. Hakes (MJ) began by expressing that housing tenure is challenging for towns to regulate. Limiting specific types of housing can be difficult legally as well.</p> <p>Mr. Kovalchik shared that Guilderland was designated as a pro-housing community on July 1, 2024. Indicating support for a variety of housing opportunities and types.</p> <p>Mr. Kovalchik elaborated on the pro-housing designation.</p>	<p>MJ will address edits and suggestions made by the CPUC.</p>
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<p>Outstanding Discussion Items for Preliminary Comprehensive Plan Version 2 (Cont'd.)</p>	<ul style="list-style-type: none"> • Multiple past projects were reliant on grant funding and this designation makes future projects more competitive for securing grants. • Mr. Kovalchik clarified that this designation calls for streamlined processes but does not exclude the Town from regulations like SEQR. • Most multifamily housing projects are treated like PUD applications which is a long and lengthy process, applicants must go to the Zoning Board and Planning Board. It is legislative approval versus a use by right. <p>One committee member clarified that a streamlined process would require a change in the Code.</p> <p>Ms. Hakes suggested highlighting these thoughts for streamlining within the Comprehensive Plan.</p> <p>The Committee agreed to include a recommendation (D-1) to assist individuals or developers interested in providing affordable housing, senior housing, etc. as well as identifying potential grant opportunities.</p> <p>After much discussion about allowing 2 family homes in single residence zones, the Committee agreed to leave recommendation D-3 as is for Public Review.</p> <p>DRAFT PARKS, RECREATION, OPEN SPACE & HISTORIC RESOURCES</p> <p>CPUC Comments Received:</p> <ul style="list-style-type: none"> • Minor Text edits/clarification. • Update information regarding Town Arborist. <p>Reviewers: Lisa Hart, Cody Betton, Dominic Rigosu</p> <p>Ms. Hakes noted that more information about the parks was added while still including a description of the Town Arborist.</p>	<p>MJ will address edits and suggestions made by the CPUC.</p>
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<p>Outstanding Discussion Items for Preliminary Comprehensive Plan Version 2 (Cont'd.)</p>	<p>DRAFT TRANSPORTATION & MOBILITY CPUC Comments Received:</p> <ul style="list-style-type: none"> • Recommendation edits and modifications to descriptions. • Minor text edits. <p>Reviewers: Richard Brustman, Caitlin Ferrante, Tara Cristalli</p> <p>Ms. Hakes mentioned that figure numbers had to be edited and expanding public transit along Western Ave.</p> <p>One CPUC member suggested that recommendation F-10.a. should clarify that it is intended to take traffic off Rt. 20.</p> <p>This member also suggested moving the mention of roundabouts from F-10 to F-12 since the value of roundabouts is on County and Town roads. The Committee agreed with this edit.</p> <p>Ms. Hakes suggested a recommendation calling for continued consistent coordination and partnership with Capital District Transportation Authority (CDTA) and other transportation organizations like the Capital Region Transportation Council (CRTC).</p> <p>DRAFT GOVERNANCE CPUC Comments Received:</p> <ul style="list-style-type: none"> • Minor Text edits/clarifications. • Formatting. <p>Reviewers: Town Staff</p> <p>One Committee member suggested that all sections call for a high level of service like in recommendation G-2.</p> <p>DRAFT IMPLEMENTATION CPUC Comments Received:</p> <ul style="list-style-type: none"> • Minor Text edits/ clarification. • Formatting. <p>Reviewers: All CPUC members</p> <p>MJ softened visuals of the initial map for the escarpment and viewshed area.</p>	<p>MJ will address edits and suggestions made by the CPUC.</p>
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Outstanding Discussion Items for Preliminary Comprehensive Plan Version 2 (Cont'd.)	Ms. Hakes clarified the distinction between H-1 and G-1 t	MJ will address edits and suggestions made by the CPUC.
Discussion of Committee Public Hearing/Public Review of Draft	<p>As the comment period came to a close, Ms. Hakes inquired about the Committee's thoughts on scheduling the Public Hearing.</p> <p>The CPUC felt comfortable scheduling the Public Hearing and publishing the Public Review Draft soon.</p> <p>Ms. Hakes then elaborated on Public Meeting #4 / Committee Public Hearing</p> <ul style="list-style-type: none"> • This hearing will be formally noticed by the Town along with typical publicity by MJ. • Hard copies of the draft will be available at the Town library, Town Hall, senior center, and other locations. • Brief introductory presentation by MJ. • Written public comment period following close of public hearing. • Summary of Public Comments/ Consideration of Plan Edits. 	None
CPUC Open Discussion	CPUC members had no further comments.	None
Next Steps	<p>Jaclyn Hakes (MJ) provided an overview of the next steps in the Comprehensive Plan Update process:</p> <ul style="list-style-type: none"> • Refinements to Version 2 Draft. • The Public Review Draft will be available for at least 4 weeks for the Public. • September 10th 2024, for Public Hearing. • Tentatively October 10, 2024 – CPUC #12 for review of Public Comment. 	MJ will prepare a Public Review Draft, flyers for the public hearing, a large poster of the flyer, and hard copies of the draft.

<p>Public Comment</p>	<p>Committee Chair Betton opened the floor to public comment.</p> <p>The following comments were provided by members of the public present:</p> <p>The first commenter, a Town resident, supports the modification to the ADU restriction. They also suggested contacting municipalities to see how allowing two dwellings in single residence areas worked.</p> <p>Another member of the agreed with having an Action Plan, they proposed one-year checkups. They also recommended that any zoning changes and variances include the phrase “in accordance with the Comprehensive Plan.”</p> <p>The final commentor suggested the Altamont Village Hall as another location to post the Public Review Draft. They also expressed general concerns about increased density and the danger of fire hazards.</p>	<p>None</p>
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This meeting summary conveys our understanding of the items discussed and agreements reached at this meeting. Please forward any additions, corrections, and/or questions to my attention.

Submitted by:

Melia Hema MJ Engineering and Land Surveying, P.C.

cc: Consultant Team, Comprehensive Plan Update Committee, Town of Guilderland, File

Comprehensive Plan Update Committee (CPUC)

Name	Present
James Abbruzzese	<input checked="" type="checkbox"/>
Dominic Rigosu	<input checked="" type="checkbox"/>
Tara Cristalli	<input checked="" type="checkbox"/>
Richard Brustman	<input checked="" type="checkbox"/>
Caitlin Ferrante	<input checked="" type="checkbox"/>
Cody Betton	<input checked="" type="checkbox"/>
Lisa Hart	<input checked="" type="checkbox"/>
Stephen Wilson	
Elizabeth Lott	<input checked="" type="checkbox"/>

Town Representatives & Planning Support

Name	Present
Ken Kovalchik	<input checked="" type="checkbox"/>

Consultant Team

Name	Affiliation	Present
Jaclyn Hakes, Project Manager	M.J. Engineering	<input checked="" type="checkbox"/>
Kevin Schwenzfeier	M.J. Engineering	<input checked="" type="checkbox"/>
Melia Hema	M.J. Engineering	<input checked="" type="checkbox"/>