

TOWN OF GUILDERLAND

COMPREHENSIVE PLAN UPDATE COMMITTEE

MEETING SUMMARY

Purpose: Comprehensive Plan Update Committee (CPUC) Meeting #1
Date and Time: November 7, 2022, 7:00 pm
Location: Guilderland Town Hall, 5209 Western Turnpike, Guilderland, NY
Attendees: See Below

Agenda Item	Discussion	Key Decisions & Outcomes
Welcome & Introductions	<p>Guilderland Town Supervisor Peter Barber welcomed Committee members, Town staff, consultants, and members of the public to the first meeting of the Comprehensive Plan Update Committee (CPUC).</p> <p>Jaclyn Hakes (MJ Engineering) provided a brief overview of the meeting agenda before initiating a round of introductions for the consultant team, Town staff, and members of the Committee.</p> <p>MJ Engineering and Land Surveying, P.C., the lead consultants assisting the Town with the Comprehensive Plan Update process, was represented at the meeting by:</p> <ul style="list-style-type: none">• Jaclyn Hakes• Sarah Starke Hesse• Jesse McCaughey <p>Members of the Town of Guilderland leadership and staff present at the meeting included:</p> <ul style="list-style-type: none">• Supervisor Peter Barber• Jessica Montgomery• Ken Kovalchik• Mansi Parmar	None.

<p>Welcome & Introductions (Cont'd)</p>	<p>Members of the Comprehensive Plan Update Committee in attendance:</p> <ul style="list-style-type: none"> • James Abbruzzese • Dominic Rigosu • Tara Cristalli • Richard Brustman • Caitlin Ferrante • Cody Betton • Lisa Hart • Stephen Wilson <p>CPUC Member Elizabeth Lott joined the meeting via telephone.</p> <p>Jaclyn Hakes (MJ) noted that subconsultants Ellen Pemrick and Nan Stolzenburg would also be assisting during the Comprehensive Plan Update process.</p>	
<p>Comprehensive Planning 101</p>	<p>Jaclyn Hakes (MJ) gave an overview of the rationale for and the components of a Comprehensive Plan to establish a common foundation for the work of the CPUC.</p> <p>Ms. Hakes noted the legal framework for Comprehensive Plans in New York state is Town Law – Article 16 §272-A, which reads:</p> <p><i>“town comprehensive plan” means the materials, written and/or graphic, including but not limited to maps, charts, studies, resolutions, reports and other descriptive material that identify the goals, objectives, principles, guidelines, policies, standards, devices and instruments for the immediate and long-range protection, enhancement, growth and development of the town located outside the limits of any incorporated village or city.</i></p> <p>Ms. Hakes noted the core features of a Comprehensive Plan:</p> <ul style="list-style-type: none"> • A blueprint for the future of a community • Broad in nature • Addresses community-wide topics • A document, maps, illustrations that... 	<p>None.</p>

<p>Comprehensive Planning 101 (Cont'd)</p>	<ul style="list-style-type: none"> ○ Evaluate the current conditions ○ Identify the desired future conditions ○ Determine recommendations ○ Describe how to implement <p>Ms. Hakes noted that communities make plans for:</p> <ul style="list-style-type: none"> ● Population changes ● Economic growth ● Roads ● Community character ● Property values ● Tax base ● Schools ● Environmental protection ● Transit ● Recreation ● Pedestrian safety ● Sewage disposal ● Water supply <p>Ms. Hakes provided an overview of Comprehensive Plan components, including:</p> <ul style="list-style-type: none"> ● Evaluation of existing conditions ● Identification of a Town-wide Vision ● Goals/guiding principles ● Recommendations & action items ● Implementation steps ● Public & stakeholder input <p>Ms. Hakes also noted several important caveats of what a Comprehensive Plan is <i>not</i>:</p> <ul style="list-style-type: none"> ● Zoning ● Parcel specific ● A venue to address individual projects currently under review 	
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<p>Comprehensive Planning 101 (Cont'd)</p>	<p>Ms. Hakes noted that the existing Comprehensive Plan for the Town of Guilderland was adopted in 2001. Changes since that Plan adoption include:</p> <ul style="list-style-type: none"> • Demographics • Municipal budgets • Economic conditions • Societal changes • Technological advances • Single-issue/focused plans completed <p>Ms. Hakes outlined the following steps in the process of updating a Comprehensive Plan:</p> <ul style="list-style-type: none"> • Town Board establishes a Committee • Committee works to update the Plan • Committee Public Hearing (required) • Committee advances updated draft to Town Board for consideration • Town Board approval process initiated – Public hearing, GML 239-m (County Planning Review), State Environmental Quality Review Act (SEQR) <p>The scope of the Comprehensive Plan Update includes:</p> <ul style="list-style-type: none"> • Project initiation and management • Public participation • Community profile, goals and strategies • Draft Plan Update • Final Plan Update and adoption process <p>Ms. Hakes presented an overview of the milestones of the Comprehensive Plan Update process, which included:</p> <p>Fall 2022</p> <ul style="list-style-type: none"> • CPUC Kick-Off • Initiate Community Profile & Inventory 	
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<p>Comprehensive Planning 101 (Cont'd)</p>	<ul style="list-style-type: none"> • Public Participation Plan • Project Website & Branding <p>Winter 2022-23</p> <ul style="list-style-type: none"> • 1st Round Public Engagement • Town Board Update • Community Profile & Inventory • Vision/Goals <p>Spring 2023</p> <ul style="list-style-type: none"> • 2nd Round Public Engagement • Town Board Update • Strategies & Recommendations <p>Summer 2023</p> <ul style="list-style-type: none"> • 3rd Round Public Engagement • Town Board Update • Draft Plan <p>Fall 2023</p> <ul style="list-style-type: none"> • 4th Round Public Engagement • Draft Plan <p>Winter 2023-24</p> <ul style="list-style-type: none"> • Final Comprehensive Plan • Adoption of Plan <p>A CPUC Member asked if the Committee would have access to past planning documents. Jaclyn Hakes (MJ) answered that links to past planning documents would be available via the project website as well as through the Town of Guilderland Planning Department web page.</p>	
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<p>Roles & Responsibilities</p>	<p>Jaclyn Hakes (MJ) provided an outline of the roles and responsibilities of the following groups:</p> <p>Comprehensive Plan Update Committee</p> <ul style="list-style-type: none"> • Review materials • Provide insight and direction • Project ambassadors <p>Town Staff</p> <ul style="list-style-type: none"> • Review materials • Assist with logistics • Institutional insight <p>Consultant Team</p> <ul style="list-style-type: none"> • Technical assistance • Facilitate/administer process <p>Jaclyn Hakes (MJ) noted that the Committee may wish to designate a Committee Chairperson to facilitate future steps in the planning process.</p>	<p>CPUC Members will consider whether to designate a Chairperson at the following CPUC meeting</p>
<p>CPUC Interactive Exercise</p>	<p>Jesse McCaughey (MJ) led a brief interactive exercise to elicit CPUC input on notable challenges and opportunities in the Town of Guilderland.</p> <p>CPUC Members offered the following list of challenges facing the Town of Guilderland:</p> <ul style="list-style-type: none"> • Balancing growth with preserving Town character and environmental assets • Changing demographics, leading to changes in housing demand/needs • Water/sewer infrastructure/service • Water quality • The need to engage the whole community in planning process 	<p>CPUC will continue to share thoughts and ideas with MJ Team.</p>

<p>CPUC Interactive Exercise (Cont'd)</p>	<p>CPUC Members offered the following list of perceived opportunities in the Town of Guilderland:</p> <ul style="list-style-type: none"> • Excellent parks • Improved walkability and bikeability • Significant Open Space resources • Opportunity for “nodality” in development to improve/diversify transportation options 	
<p>Public Participation</p>	<p>Jaclyn Hakes (MJ) provided an overview of the planned public participation elements:</p> <ul style="list-style-type: none"> • Project website, social media outreach • Stakeholder group meetings • Public workshops (4) – In-person? Hybrid? • Community Survey (online) • Student Engagement • Pop-Up Activities (2) • Comprehensive Plan Video • Branding & Marketing Initiative <p>Key features of the public engagement approach include:</p> <ul style="list-style-type: none"> • Using a variety of platforms to encourage input and involvement throughout the process • Four (4) rounds of engagement events at key project milestones • Ongoing opportunities for public feedback via project website (under development) • Opportunities for public comment at CPUC meetings • Town Board updates <p>A CPUC Member noted that it is important for the public to be engaged throughout the process so that ideas and input can be incorporated at early stages.</p> <p>Jaclyn Hakes (MJ) mentioned that updated information on the Comprehensive Plan</p>	<p>MJ to prepare draft Public Engagement Plan</p>

<p>Public Participation (Cont'd)</p>	<p>Update process will be posted so the public can be informed about engagement opportunities.</p> <p>A CPUC Member noted that COVID has changed the dynamics of public meetings, with many now preferring to engage remotely/virtually rather than in-person.</p> <p>A CPUC Member asked whether there would be subcommittees to address particular topics and also whether there would be an alternate/co-chair in addition to the Committee Chair, in case the Chair is unavailable or unable to serve in the future.</p> <p>Jaclyn Hakes (MJ) answered that there will likely be subcommittees and that those subcommittees could meet during the alternating month between CPUC meetings. Ms. Hakes asked the CPUC to consider the idea of naming a co-chair in addition to a Committee Chair.</p>	
<p>Next Steps</p>	<p>Jaclyn Hakes (MJ) provided an overview of the next steps in the Comprehensive Plan Update process:</p> <ul style="list-style-type: none"> • Identify a CPUC chair • Establish a regular meeting schedule • Prepare a Public Participation Plan • Prepare Draft Project Website & Branding Materials • Initiate Comprehensive Plan “Report Card” 	<p>CPUC Members selected the 2nd Tuesday of every other month as a regular meeting date. The next CPUC meeting is scheduled for Tuesday, January 10, 2023 at 7:00 PM</p>
<p>Public Comment</p>	<p>There will be a dedicated time for public comment at each CPUC meeting. The following comments were provided by members of the public present.</p> <p>A member of the public noted the value of the neighborhood plans that have been drafted since the 2001 Comprehensive Plan,</p>	

<p>Public Comment (Cont'd)</p>	<p>particularly the clarity of the language in those neighborhood plans.</p> <p>A representative of the Town Planning Department suggested that the “Report Card” exercise, which involves reviewing the progress that has been made on the goals laid out in the 2001 Comprehensive plan, should include focused/neighborhood plans, as well.</p> <p>Jaclyn Hakes (MJ) thanked all those in attendance and closed the meeting.</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:

Jesse McCaughey, 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	<input checked="" type="checkbox"/>
Elizabeth Lott (via phone)	<input checked="" type="checkbox"/>

Town Representatives & Planning Support

Name	Present
Supervisor Peter Barber	<input checked="" type="checkbox"/>
Jessica Montgomery	<input checked="" type="checkbox"/>
Ken Kovalchik	<input checked="" type="checkbox"/>
Mansi Parmar	<input checked="" type="checkbox"/>

Consultant Team

Name	Affiliation	Present
Jaclyn Hakes, Project Manager	M.J. Engineering	<input checked="" type="checkbox"/>
Sarah Starke Hesse	M.J. Engineering	<input checked="" type="checkbox"/>
Jesse McCaughey	M.J. Engineering	<input checked="" type="checkbox"/>