

TOWN OF GUILDERLAND

COMPREHENSIVE PLAN UPDATE COMMITTEE MEETING SUMMARY

Purpose: Comprehensive Plan Update Committee (CPUC) Meeting #2
 Date and Time: January 10, 2023, 7:00 pm
 Location: Guilderland Town Hall, 5209 Western Turnpike, Guilderland, NY
 Attendees: See Below

Agenda Item	Discussion	Key Decisions & Outcomes
<p>Welcome & Agenda</p>	<p>Jaclyn Hakes (MJ Engineering) welcomed Committee members, Town staff, and members of the public before providing a brief overview of the meeting agenda:</p> <ul style="list-style-type: none"> • Committee Chair/Co-Chair Discussion • Existing Conditions Highlights • Public Engagement Overview • Next Steps • Public Comment 	<p>None.</p>
<p>Committee Chair/Co-Chair Discussion</p>	<p>Although the Comprehensive Plan Update Committee is not required to have a Chairperson, the potential benefits of having a Chair or Co-Chairs was discussed during the first Comprehensive Plan Update Committee meeting, held on November 7, 2022.</p> <p>Jaclyn Hakes (MJ) noted that the role of a Committee Chair/Co-Chair would be to:</p> <ul style="list-style-type: none"> • Lead CPUC Meetings and the Required Public Hearing, with assistance from the consultant team. • Participate in monthly Coordination Calls with Town Staff and the consultant team 	

<p>Committee Chair/Co-Chair Discussion (Cont'd)</p>	<p>Committee members agreed that the Chair position should be filled. Jaclyn Hakes (MJ) asked if there were any Committee members who had an interest in serving as Chair or Co-Chair. The Committee requested time to communicate and set a goal of selecting one or more Chairpersons in advance of the next scheduled CPUC meeting in March 2023.</p>	<p>Committee members will communicate and decide on a Chair/Co-Chair, who will be named at the next CPUC meeting in March 2023.</p>
<p>Existing Conditions Highlights</p>	<p>A key component of a Comprehensive Plan is representing the existing conditions within the Study Area, so that an accurate baseline can be established for setting future goals.</p> <p>Jesse McCaughey (MJ) provided a preliminary overview of existing conditions in the Town of Guilderland in the following categories:</p> <p>Demographics</p> <ul style="list-style-type: none"> • Population = 36,976 (2021 estimate) • 2010-2020 population increase 4.4% • Percentage of College Age (18-24) and Older Adult (65+) residents in Guilderland higher than state and national figures. • Lower percentage of School Age (5-17) and Young Adult (25-44) residents in Guilderland. • Race/Ethnicity • Majority of Guilderland’s residents identify as White. • Those who identify as Asian represent approximately 10% of Guilderland population. • Slightly lower percentage (4%) of those who identify as Two or More Races than Peer Towns of Bethlehem, Halfmoon, and Rotterdam (NY) • Guilderland median household income = \$94,606 (2021 dollars) • An estimated 5.2% of Guilderland residents have incomes below the federal poverty line 	

Housing

- There was a 23.4% increase in the number of housing units between 1980 and 1990
- The percentage increase in the number of housing units has declined each of the last three decades.
- There is a downward trend in the number of permits for single-family residential construction in the period from 1990-2020
- The average annual number of single-family residential construction permits from 2011-2020 was 52.5
- There is an upward trend in permits for multi-family residential construction
- There is a notable increase in multi-family residential construction permits in the period from 2016-2020
- Approximately 32.4% of housing units in Guilderland are renter-occupied

Mapping

Study Area Map

- The Study Area is the entire Town of Guilderland. Does not include Village of Altamont.
- 58 square miles (37,621 acres) total
- Adjacent municipalities include: City of Albany, Town of Bethlehem, Village of Voorheesville, Town of New Scotland, Town of Knox, Town of Duanesburg, Town of Princetown, Town of Rotterdam, Town of Colonie, Village of Colonie, and the Village of Altamont.

Land Use Map

Most Prevalent Existing Land Uses

- Residential – Low Density: 35.5%
- Vacant Land: 15.6%
- Agricultural: 14.9%
- Parks & Recreation: 13.9%

	<p><i>Zoning Map</i> 16 Zoning Districts + 2 Residential Overlays Largest Zoning Districts</p> <ul style="list-style-type: none"> • RA 3 – Rural Agricultural • RA 5 – Rural Agricultural • R 15 – Single-Family Residential <p><i>Parks, Recreation & Conserved Lands Map</i></p> <ul style="list-style-type: none"> • Parks (Local, County, State): 1.5% of land area • Outdoor Recreation (primarily golf courses): 5% of land area • Conserved Lands (including Pine Bush Protected Lands): 6.5% <p><i>Environmental Constraints Map</i></p> <ul style="list-style-type: none"> • Known Wetlands (including NWI and DEC): 5.5% • 100-Year Floodzone: 9% • 500-Year Floodzone: 1% • Steep Slopes (>15% grade): 17.5% <p>A Committee member noted that it may be helpful to investigate Occupancy (i.e., owner-occupied vs. renter-occupied) of single-family and multi-family housing, to see if rates differ. The Committee member also noted the potential influence of UAlbany student housing on both Occupancy status and age demographics in the Town of Guilderland.</p> <p>A Committee member noted that wetland definitions and/or regulations may change in the future and that the time horizon of the Comprehensive Plan Update could factor in future changes.</p>	<p>The consultant team will provide the Committee with presentation slides and mapping files for closer review and future reference. Materials will also be uploaded to the Project Website for access by member of the public.</p>
<p>Public Engagement Overview</p>	<p>Jaclyn Hakes (MJ) updated the Committee on Public Engagement activities, including:</p> <p>Ongoing Activities</p> <ul style="list-style-type: none"> • Draft Public Engagement Plan • Project Website • Project Promotional Video <p>Upcoming Activities</p> <ul style="list-style-type: none"> • Stakeholder Group Meetings 	

	<ul style="list-style-type: none"> • Public Open House & Visioning Workshop • Online Community Survey <p>Jaclyn Hakes (MJ) asked for Committee input on a set of proposed stakeholder categories:</p> <ul style="list-style-type: none"> • Local & Regional Partners • Environment, Sustainability & Recreation • Business & Economic Development • Arts, History & Education • Neighborhood & Community Organizations <p>A Committee member noted the importance of including <i>Agriculture</i> among the category themes. The Committee expressed that <i>Agriculture</i> fit within Business & Economic Development most closely.</p> <p>Committee members expressed that meetings can be difficult to attend for business owners and recommended offering an option to attend (or submit input) virtually.</p> <p><i>Public Open House & Visioning Workshop #1</i></p> <p>Jaclyn Hakes (MJ) explained that an in-person Open House format allows participants to come and go as their schedule allows. The Committee expressed support for the format.</p> <p>It is anticipated that the Public Open House & Visioning Workshop #1 will be held in late February or early March 2023. The consultant team will coordinate with Town staff to select a date/time for the event. The consultant team will prepare a Summary of the event, which will be shared with the Committee.</p> <p>Jaclyn Hakes (MJ) provided details on the planned Online Community Survey:</p>	<p>Agricultural stakeholders will be included in stakeholder group discussions.</p>
--	--	---

	<ul style="list-style-type: none"> • Online via Survey Monkey • Advertised via press release, project website, public workshop, pop-up event • Participants can access on mobile devices • Consultant Team prepares summary of survey response highlights • Hard copy paper surveys can be made available, if necessary <p>The Online Community Survey will launch to coincide with the Public Open House & Visioning Workshop #1 and will remain open for responses for 4-6 weeks.</p>	
<p>Next Steps</p>	<p>Jaclyn Hakes (MJ) provided an overview of the next steps in the Comprehensive Plan Update process:</p> <p>CPUC Members will review:</p> <ul style="list-style-type: none"> • Public Engagement Plan • Existing Conditions Mapping • Comp Plan Report Card <p>The consultant team will:</p> <ul style="list-style-type: none"> • Schedule Public Open House & Visioning Workshop • Prepare Online Community Survey • Schedule Stakeholder Group Meetings <p>Next CPUC Meeting – March 14, 2023 at 7:00 p.m.</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 spoke in favor of including information on Guilderland Public School District statistics, including rates of free/reduced lunch and race/ethnicity information. The speaker encouraged outreach to residents of every income level, age, religion, and employment sector during</p>	

<p>Public Comment (Cont'd)</p>	<p>the Comprehensive Plan Update process. A suggestion was made to compare Guilderland’s existing conditions to those of nearby Colonie. The speaker encouraged using the public library and the public school system to help disseminate information about how to engage with the Comprehensive Plan Update effort. Lastly, the speaker noted that translating the Update project materials may increase accessibility for some Guilderland residents.</p> <p>Another member of the public noted that the Town website has data limits that can make the uploading of photos/video difficult. The speaker encouraged the project team to engage with school-age students in Guilderland, as they represent the future of the Town. The speaker stressed that “quality of life” issues – e.g., the provision of Town services – should be featured in the Comprehensive Plan Update. Lastly, the speaker noted the importance of considering the margin of error when using statistics that are based on estimates.</p> <p>Jaclyn Hakes (MJ) thanked all those in attendance and the meeting was adjourned.</p>	
---------------------------------------	---	--

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"/>

Consultant Team

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