



COMPREHENSIVE PLAN UPDATE

MEETING SUMMARY

Purpose: Comprehensive Plan Update Committee (CPUC) Meeting #1
Date and Time: February 2, 2023, 6:00 pm
Location: Town Hall, 2 Halfmoon Plaza Halfmoon, NY 12065
Attendees: See Below

Agenda Item	Discussion	Key Decisions & Outcomes
<p>Welcome & Introductions</p>	<p>Richard Harris, CPUC member and Committee Chair, welcomed attendees.</p> <p>Jaclyn Hakes, project manager, MJ Engineering and Land Surveying, P.C. initiated introductions.</p> <p>Members of the Committee in attendance:</p> <ul style="list-style-type: none"> • Richard Harris, AICP • Jeremy Connors • Steven Kucskar • Nancy Morris • J. Daniel Wojcik • Joseph Landy • Deborah Curto • Paul Hotaling • Donald Roberts • William Herman <p>Additional attendees included:</p> <ul style="list-style-type: none"> • Paul Marlow, Town of Halfmoon <p>MJ Engineering and Land Surveying, P.C., the lead consultants assisting the Town with the Comprehensive Plan Update was represented at the meeting by:</p> <ul style="list-style-type: none"> • Jaclyn Hakes, AICP • Nora Culhane Friedel 	<p>N/A</p>

<p>Welcome & Introductions (Cont'd)</p>	<ul style="list-style-type: none"> • Jacob Landis <p>Jaclyn Hakes (MJ) provided an overview of the agenda and then restated the project team.</p>	<p>N/A</p>
<p>Comprehensive Planning 101</p>	<p>Jaclyn Hakes (MJ) reviewed Article 16 §272-A regarding town comprehensive plans and described what a comprehensive plan is (and is not), when to update a plan, and the process to update a plan.</p> <p>A comprehensive plan is a document, maps, illustrations that:</p> <ul style="list-style-type: none"> • Evaluate the Current State • Identify the Desired Future State • Determine Recommendations • Describe how to Implement <p>Comprehensive Plans are a consensus-driven land use tool that provides a vision for the community, a foundation of decision making, and establishes a set of short- and long-term goals. These plans are recommended to be updated regularly.</p> <p>To update the plan the process is as follows:</p> <ul style="list-style-type: none"> • Town Board establishes a committee • Committee to update the plan • Committee Public Hearing (required) • Committee to advance updated draft to Town Board for consideration • Town Board approval process (required items) <ul style="list-style-type: none"> ○ Public Hearing ○ GML 239-m – County Planning Review ○ State Environmental Quality Review Act (SEQR) 	<p>N/A</p>
<p>Scope, Schedule, and Approach</p>	<p>Jaclyn Hakes (MJ) then walked the Committee members through the project approach. The three-pronged project approach starts with understanding the existing state, mapping out where the community wants to be and finally identifying steps for implementation.</p> <p>Nora Culhane Friedel (MJ) in turn discussed the public engagement components of the process in detail:</p> <ul style="list-style-type: none"> • Project website (soon to be launched) • Stakeholder group meetings 	<p>MJ will share website link with CPUC once website is live.</p>

<p style="text-align: center;">Scope, Schedule, and Approach (cont.)</p>	<ul style="list-style-type: none"> • Public meetings (6 total) • Online community survey • Pop-up activities • Web/social media outreach <p>Comment cards will be made available at every meeting/engagement session – CPUC members agreed that project team members will also prioritize sending commentors to the website to submit a form that way. CPUC member suggested utilizing QR code for comment card. The team will maintain sign in sheets at each meeting as well.</p> <p>CPUC members stated that the Town is interested in total transparency throughout this process for the public.</p> <p>Jaclyn Hakes (MJ) resumed discussion of approach and covered project scope tasks.</p> <ol style="list-style-type: none"> 1. Project Initiation and Management 2. Public Participation 3. Community Profile, Goals, and Strategies 4. Draft Plan Update 5. Final Plan Update and Adoption Process <p>A schedule of milestones was reviewed: (of note this schedule is subject to change)</p> <p>Winter 2023:</p> <ul style="list-style-type: none"> • CPUC kick off (meetings every other month) • Initiate community profile and inventory • Public participation plan • Project website and branding <p>Winter-Spring 2023</p> <ul style="list-style-type: none"> • 1st round of public engagement • Town board update • Community profile and inventory • 2nd round public engagement • Vision/goals <p>Spring 2023</p> <ul style="list-style-type: none"> • Town board update • 3rd round public engagement • Strategies and recommendations <p>Summer-Fall 2023</p> <ul style="list-style-type: none"> • 4th round public engagement • Town board update • Draft plan 	<p>MJ will continue to provide physical comment cards (with QR code to website contact form) at all meetings as well as sign in sheets.</p>
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	<p>Winter-Spring 2024</p> <ul style="list-style-type: none"> • 5th round public engagement • Draft plan • 6th round public engagement <p>Summer 2024</p> <ul style="list-style-type: none"> • Final comprehensive plan • Adoption of plan 	
<p>Roles & Responsibilities</p>	<p>Jaclyn Hakes (MJ) described 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 • Public Engagement <p>Community</p> <ul style="list-style-type: none"> • Be engaged! 	<p>N/A</p>
<p>CPUC Interactive Work Session</p>	<p>Nora Culhane Friedel (MJ) led an interactive exercise to elicit committee input on key challenges and opportunities in the Town of Halfmoon.</p> <p>Committee members offered the following list of challenges facing the Village:</p> <ul style="list-style-type: none"> • Road design • Traffic • Loss of open space/preservation • maintaining and promoting agriculture • Lack of childcare • Keeping “that Halfmoon feeling” • Cost of development (GEIS) • Aging infrastructure • Emergency services are impacted by growth/cost • Senior transportation • Identity crisis re: neighboring municipalities – numerous zip codes <p>Committee members offered the following list of opportunities in the Village:</p>	<p>Committee to continue to share thoughts and ideas with MJ Team.</p>

	<ul style="list-style-type: none"> • Businesses, big, medium, and small • Jobs • Identity/branding • Developing a “downtown”/”hub” • Attractiveness/proximity/timing (“not too late”) • Responsible development • Voluntary conservation and partnerships • Solar farming/bio energy/etc. • Public engagement encouraged at all levels • Conducive environment for dialogue re: projects • Reimagine route 9/236/146 • Close knit town 	
Next Steps	<p>Jaclyn Hakes (MJ) provided an overview of the next steps in the process:</p> <ul style="list-style-type: none"> • Confirm a regular meeting schedule <ul style="list-style-type: none"> ○ 1st Wednesday of Month • MJ to prepare Public Participation Plan <ul style="list-style-type: none"> ○ CPUC members suggested public outreach efforts including but not limited to, utilizing the local newsletters, senior meetings, and farmers market • Initiate Data Collection & Analysis 	<p>Committee Members selected the 1st Thursday of the month every other month as a regular meeting time.</p> <p>The next CPU & LWRP meeting is scheduled for Wednesday, April 6, 2023 at 6:00 PM</p> <p>MJ to send Calendar Invitation and share materials in advance of next meeting.</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:
Nora Culhane Friedel, MJ Engineering and Land Surveying, P.C.
cc: Consultant Team, Comprehensive Plan Update Committee, Town, File

Comprehensive Plan Update Committee (CPUC)

Name	Present
Chair: Richard Harris	<input checked="" type="checkbox"/>
Jeremy Connors	<input checked="" type="checkbox"/>

Paul Hotaling	<input checked="" type="checkbox"/>
Steven Kucskar	<input checked="" type="checkbox"/>
William Herman	<input checked="" type="checkbox"/>
J. Daniel Wojcik	<input checked="" type="checkbox"/>
Joseph Landy	<input checked="" type="checkbox"/>
Donald Roberts	<input checked="" type="checkbox"/>
Nancy Morris	<input checked="" type="checkbox"/>
Deborah Curto	<input checked="" type="checkbox"/>
Lyn Murphy	
Michael Moran	
Peter Bardunis	

Town Representatives & Planning Support

Name	Present
Paul Marlow	<input checked="" type="checkbox"/>

Consultant Team

Name	Affiliation	Present
Jaclyn Hakes, Project Manager	M.J. Engineering	<input checked="" type="checkbox"/>
Nora Culhane Friedel	M.J. Engineering	<input checked="" type="checkbox"/>
Jacob Landis	M.J. Engineering	<input checked="" type="checkbox"/>