



COMPREHENSIVE PLAN UPDATE

MEETING SUMMARY

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

Agenda Item	Discussion	Key Decisions & Outcomes
Welcome & Introductions	<p>Richard Harris, CPUC member and Committee Chair, welcomed attendees.</p> <p>Nora Culhane Friedel, 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 • Deborah Curto • Paul Hotaling • Donald Roberts • William Herman • Michael Morand <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>	N/A

<p>Welcome & Introductions (Cont'd)</p>	<ul style="list-style-type: none"> • Jaclyn Hakes, AICP • Nora Culhane Friedel • Jacob Landis <p>Nora Culhane Friedel (MJ) provided an overview of the agenda and went around the room allowing for each member to provide an introduction.</p>	<p>N/A</p>
<p>Project Scope and Schedule Updates</p>	<p>Nora Culhane Friedel (MJ) took the Committee through the project schedule. The current phase of the project is Winter-Spring 2023:</p> <ul style="list-style-type: none"> • 1st Round Public Engagement • Town Board Update • Community Profile & Inventory • 2nd Round Public Engagement <p>2nd Round Public Engagement consists of two parts. First is Focus Group meetings. Second is another public workshop.</p>	<p>N/A</p>
<p>Public Participation Update</p>	<p>Nora Culhane Friedel (MJ) provided a public participation update.</p> <p>On March 23, 2023, an Open House and Visioning Session was held from 6:00 pm-8:00 pm.</p> <ul style="list-style-type: none"> • Over 40 residents, property owners, business owners, and other stakeholders participated. • 11 interactive stations set up around the room • Boards and Guide has been posted to the project website planhalfmoon.com • Meeting summary will be posted to the website which includes the ideas and issues raised. <p>Nora Culhane Friedel (MJ) reiterated that planhalfmoon.com is the “hub” for the Comprehensive Plan Update. The website has all the items that the committee and public may review and is regularly checked and updated. The public is still encouraged to sign up for mailing list updates by providing their contact information through the website planhalfmoon.com.</p> <p>Nora Culhane Friedel (MJ) discussed that the Open House and Visioning Session identified some common <i>challenges</i> including:</p> <ul style="list-style-type: none"> • Traffic and speed in Town • Increase in development in Town • Loss of wildlife and habitat 	

<p style="text-align: center;">Public Participation Update</p>	<p>Nora Culhane Friedel (MJ) discussed that the Open House and Visioning Session identified some common <i>opportunities</i> including:</p> <ul style="list-style-type: none"> • Halfmoon Community Identity • Walkable/ links to greenspaces • Grocery and food retailers <p>Nora Culhane Friedel (MJ) updated the committee on all ongoing public outreach.</p> <ul style="list-style-type: none"> • Project website planhalfmoon.com • Online Community Survey (launched during the 1st Visioning Session) • Comment Forms (physical copies and through the website) <p>Nora Culhane Friedel (MJ) described the Community Survey to the Committee. Committee members are encouraged to spread the word through their personal and professional networks.</p> <ul style="list-style-type: none"> • Online platform, hard copy versions available at Town Hall • 110 responses as of 4/6/23 • Advertised through a press release, the project website, Town of Halfmoon website, and 1st Public Workshop • Participants can access via mobile devices • Consultant team will prepare a summary of the survey response highlights. <p>Nora Culhane Friedel (MJ) asked the Committee if there was a possibility of reaching a consensus for a closing date for the survey.</p> <p>The Committee collectively decided that the Survey will close May 6, 2023.</p> <p>Richard Harris (TOH) stated he will update the Town website with information for taking the survey by May 6, 2023.</p> <p>Nora Culhane Friedel (MJ) introduced what the Committee can expect regarding upcoming activities:</p> <p><u>Focus Group Meetings – TBD</u></p> <ul style="list-style-type: none"> • Topic Based • Potential Groups: <ul style="list-style-type: none"> ○ History, Culture, and Community Organizations ○ Transportation and Infrastructure ○ Recreation, Open Space, and Agriculture ○ Neighborhoods and Housing 	<p style="text-align: center;">Survey will remain live until May 6, 2023</p>
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<p>Public Participation Update</p>	<ul style="list-style-type: none"> ○ Local and Regional Partners <p>Nora Culhane Friedel (MJ) asked the Committee what other groups they might like to see involved. Committee members brought up:</p> <ul style="list-style-type: none"> ● Emergency Services ● Youth Sports Organizations ● School Districts (including pre-schools) ● Highschool age students ● College-age students ● Large & small businesses <p>Jaclyn Hakes (MJ) described how the Focus Group meetings are conducted. All Committee members are encouraged to join as many meetings as they like, but it is not a requirement of the Committee members to be present at Focus Group meetings.</p> <p>Focus Group Meetings are targeted workshops, typically 60 minutes during the workday. A list of potential people, organizations, or groups will be provided to the Committee prior to any scheduling of meetings. The meetings will be for 12-15 people via Zoom. It will not be recorded so that the project team can have a candid conversation. Notes will be taken and MJ will summarize what has been learned.</p> <p><u>Public Workshop #2 – TBD</u></p> <ul style="list-style-type: none"> ● Facilitated, in-person, topic-based speed round table discussions with the MJ team. Each table session will be 5-10 minutes. ● Each group will answer a series of questions based on the table topic, then will rotate to the next table after a set period of time <p>The Committee decided that sometime in May is best for this activity.</p>	<p>Focus Group lists will be provided to the Committee for input prior to the scheduling of any meetings.</p> <p>Committee would like to see Public Workshop #2 in May</p>
<p>Existing Conditions Highlights</p>	<p>Jaclyn Hakes (MJ) described what will be discussed during the Existing Conditions Highlights portion of the meeting.</p> <ul style="list-style-type: none"> ● Demographics <ul style="list-style-type: none"> ○ Population ○ Age ○ Household income ○ Housing ● Mapping <ul style="list-style-type: none"> ○ Zoning ○ Land Use ○ Parks, Recreation, and Conserved Land ○ Environmental Constraints 	

<p style="text-align: center;">Existing Conditions Highlights</p>	<p>Jaclyn Hakes (MJ) discussed population demographics. The population of the Town of Halfmoon, according to the 2020 Census, is 25,662. A table comparing Halfmoon to surrounding Town's and NYS was provided.</p> <p>Jaclyn Hakes (MJ) discussed age demographics. A comparison of Halfmoon to NYS and the US was provided. The table was based on age group percentages of the total population.</p> <ul style="list-style-type: none"> • Halfmoon has a lower percentage of college-age residents than NY and the nation • Halfmoon has a higher percentage of its population in the 45-64 age category than NY and nation <p>Jaclyn Hakes (MJ) discussed Household income. A table with the percentage of Halfmoon population that make certain incomes was provided. The Median Household Income in the Town is \$98,610 (US Dollars).</p> <p>Jaclyn Hakes (MJ) described tables that provided a comparison of Housing Unit Type % for Halfmoon, Saratoga County, and NYS. A second table was provided to show the comparison of Owner Occupied vs Renter Occupied.</p> <ul style="list-style-type: none"> • According to the 2020 Decennial Census, 94.6% of housing units in Halfmoon were occupied, with 5.4% vacant • 48% of housing units in the Town are single family detached <p>Jaclyn Hakes (MJ) then showed a population comparison between Halfmoon and surrounding Saratoga County Towns. The Town of Halfmoon experienced a 19.2% population increase between 2010 and 2020.</p> <p>Jaclyn Hakes (MJ) described Zoning based on the Draft Zoning Map.</p> <ul style="list-style-type: none"> • 15 Zoning Districts; 4 overlay districts • Nearly 30% of the Town is A-R (agricultural-residential) • 26% of the Town is R-1 (Residential) which is the same as A-R in terms of minimum lot sizes and uses. • Nearly 17% is Planned Development District <p>Jaclyn Hakes (MJ) described Land Use based on the Draft Land Use Map.</p> <ul style="list-style-type: none"> • 33.5% of the land is classified as Residential- Low Density • 26% of the land is vacant • 10% of the land is agricultural 	
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<p style="text-align: center;">Existing Conditions Highlights</p>	<p>Jaclyn Hakes (MJ) described Parks, Recreation, and Conserved Lands based on the Draft Parks, Recreation, and Conserved Lands Map.</p> <ul style="list-style-type: none"> • Parks, recreation and conserved lands make up over 631 acres within the Town • Outdoor recreation is 1.4% of the total Town <p>Jaclyn Hakes (MJ) described Historic Resources based on the Draft Historic Resources Map.</p> <ul style="list-style-type: none"> • <u>National Register Historic Districts</u>: Champlain Canal, Erie Barge Canal, Mechanicville Hydroelectric Plant • <u>National Register Historic Buildings</u>: Clifton Park Hotel, Crescent Methodist Episcopal Church, Noxon Bank Building, Oakcliff <p>Jaclyn Hakes (MJ) described Environmental Constraints based on the Draft Environmental Constraints Map.</p> <ul style="list-style-type: none"> • Over 20% of the Town includes slopes greater than 15% • Nearly 7% of Town is within a 100-year flood zone <p>The Committee raised that this information has not been updated since 1995. The MJ team will attempt to get more updated information.</p> <p>A committee member raised that groundwater in the Capital District is rising.</p> <p>Another member raised that looking at delineations provided by developers may provide a better indication of flooding.</p> <p>Another member also raised that thunderstorm flood-zone mapping may prove to be more useful.</p>	<p style="text-align: center;">Environmental Constraints data will be revisited to provide a more up-to-date analysis</p>
<p style="text-align: center;">Comprehensive Plan Report Card Exercise</p>	<p>Jaclyn Hakes (MJ) provided the Committee with an explanation of the Report Card exercise and what is to be expected of Committee Members.</p> <ul style="list-style-type: none"> • CPU Committee Exercise • Review the previous Comprehensive Plan (2003) recommendations. • Identify if the recommendations are still relevant or if gaps exist. • Homework! <p>In the next 1-2 weeks the Committee will receive the Report Card exercise via a SurveyMonkey link.</p>	

	The committee is asked to take a look at the format and Table of Contents as well. Committee members will be asked if they like the layout or wish for some changes.	
Next Steps	<p>Jaclyn Hakes (MJ) provided an overview of the next steps in the process:</p> <ul style="list-style-type: none"> • Comprehensive Plan Report Card Exercise • Draft Vision & Goals for next Committee meeting • Draft Community Profile is underway by MJ team • Public Meeting #2 TBD – Likely May • Next Committee Meeting is June 15, 2023 at 6:00 pm 	<p>Report Card Exercise to be sent in late April</p> <p>Focus Group list to be sent to committee prior to meetings</p> <p>The next CPU & LWRP meeting is scheduled for Thursday, June 15, 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:
 Jacob Landis, 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	
Donald Roberts	<input checked="" type="checkbox"/>
Nancy Morris	<input checked="" type="checkbox"/>
Deborah Curto	<input checked="" type="checkbox"/>
Lyn Murphy	<input checked="" type="checkbox"/>
Michael Moran	<input checked="" type="checkbox"/>
Peter Bardunis	<input checked="" type="checkbox"/>

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"/>