



COMPREHENSIVE PLAN UPDATE

MEETING SUMMARY

Purpose: Comprehensive Plan Update Committee (CPUC) Meeting #9
Date and Time: June 20, 2024, 6:00 pm – 7:30 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>MJ Engineering and Land Surveying, P.C., the consultants assisting the Town with the Comprehensive Plan Update was represented at the meeting by:</p> <ul style="list-style-type: none"> • Jacob Landis • Jaclyn Hakes, AICP • Kevin Schwenzfeier <p>Jaclyn Hakes (MJ) provided an overview of the agenda.</p>	<p>N/A</p>
<p>Project Scope and Schedule Update</p>	<p>Jaclyn Hakes (MJ) shared updates on the schedule of milestones going forward: (note this schedule is subject to change)</p> <p>Fall/ Winter 2023</p> <ul style="list-style-type: none"> • 3rd round of public engagement • Draft plan and recommendations <p>Winter/Spring 2024</p> <ul style="list-style-type: none"> • 4th round of public engagement • 5th round of public engagement • Draft plan Preparation <p>Summer 2024</p> <ul style="list-style-type: none"> • 6th round of public engagement • Draft Comprehensive Plan to Town Board • Adoption of Plan (Fall) 	

<p>Project Scope and Schedule Update (cont.)</p>	<p>The following remaining Committee Meetings are as follows: (Anticipated- Subject to Change)</p> <p>August 15, 2024 – CPUC #10</p> <ul style="list-style-type: none"> • Purpose: <ul style="list-style-type: none"> ○ Revised Draft Comprehensive Plan Review ○ Potentially schedule CPUC Public Hearing <p>September 19, 2024 – CPUC #11</p> <ul style="list-style-type: none"> • Purpose: <ul style="list-style-type: none"> ○ Discuss Refinements to Draft Plan based on Public Input • Materials Submitted: <ul style="list-style-type: none"> ○ Public Hearing highlights in advance <p>October 17, 2024 - CPUC #12</p> <ul style="list-style-type: none"> • Purpose: <ul style="list-style-type: none"> ○ Consider forwarding Draft Plan to Town Board • Materials Submitted: <ul style="list-style-type: none"> ○ Revised Draft Plan in advance 	<p>N/A</p>
<p>Public Engagement Update</p>	<p>Jacob Landis (MJ) led a Public Engagement Update discussion and provided an overview of the results from the Halfmoon Business Survey.</p> <p>Business Survey Highlights Live March 22nd to June 5th 13 Questions via SurveyMonkey Online</p> <ul style="list-style-type: none"> • 10 Total Responses • 80% of respondents have been established over 10 years in the Town • 70% of respondents were not Town residents • Varied number of employees • Business industry/type included: Grocery, Restaurants, Massage, Engineering, Animal Services, Accounting, Real Estate, and Flooring • Businesses came to Halfmoon because of the strong customer base, proximity to family, and the overall business-friendly community. • 100% of respondents were satisfied with Halfmoon as the location for their business. • The majority of respondents have businesses located on Route 9 and cite access to major roadways as a key reason for their continued success. • 80% of respondents had only one location • Challenges to businesses included: <ul style="list-style-type: none"> ○ Increase in traffic ○ No Zip Code ○ Country-wide economic difficulties 	<p>N/A</p>

<p style="text-align: center;">Public Engagement Update (cont.)</p>	<ul style="list-style-type: none"> • Improvements suggested by Business Owners: <ul style="list-style-type: none"> ○ Improve traffic patterns ○ Addition of a Route 9 CDTA Bus Route ○ Additional incentives (grants, tax relief, and business permit payments) • Respondents indicated they and their employees find there are suitable and diverse housing options in the Town • Condition(s) for expansion included: <ul style="list-style-type: none"> ○ More housing ○ Lower rents ○ Tax breaks and incentives ○ More parking space ○ Larger, desirable office spaces • Respondents generally partner with other businesses in Town and would be interested in exploring additional partnerships with the Town and other businesses. <p>Jaclyn Hakes (MJ) concluded the public engagement update and discussion by noting the remaining opportunities.</p> <p>Remaining Public Engagement (Anticipated)</p> <ul style="list-style-type: none"> • Summer 2024 – Public Meeting #6/CPUC Public Hearing <ul style="list-style-type: none"> ○ Purpose: <ul style="list-style-type: none"> ▪ Requirement per Town Law 272-a ▪ Gather public input on Draft Comprehensive Plan 	
<p style="text-align: center;">Overview of Preliminary Draft Plan</p>	<p>Jacob Landis (MJ) went over what is contained in the Preliminary Draft Comprehensive Plan.</p> <p>Preliminary Draft Comprehensive Plan Document consists of:</p> <p><u>Introduction</u></p> <ul style="list-style-type: none"> • Overview • Planning Process • Public Engagement • Plan Organization • Challenges & Opportunities <p><u>Theme Sections</u></p> <ul style="list-style-type: none"> • Vision and Goals • Quality of Life, People, and Placemaking • History and Culture • Recreation 	

<p>Overview of Preliminary Draft Plan (cont.)</p>	<ul style="list-style-type: none"> • Economic Growth and Fiscal Sustainability • Infrastructure and Community Facilities • Housing • Transportation and Mobility • Agriculture, Open Space, and Resiliency <p>Each Theme Section Includes:</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><u>Governance</u></p> <ul style="list-style-type: none"> • Boards/Committees/Departments • Infrastructure/Utilities • Recommendations <p><u>Implementation</u></p> <ul style="list-style-type: none"> • Overview • Recommendations • Implementation Table <p><u>Land Use Framework and Connections Concept Plan</u></p> <p><u>Appendices Include:</u></p> <ul style="list-style-type: none"> A. Community Profile B. Public Engagement Materials C. Community Survey Highlights D. Focus Group Highlights E. Public Participation Plan F. CPUC Materials 	
<p>Land Use Framework and Connections Concept Plan</p>	<p>Jaclyn Hakes (MJ) Presented the next version of the Future Land Use Map.</p> <ul style="list-style-type: none"> • Next iteration of the Future Land Use (FLU) Map • CPUC indicated at previous meetings they wanted to see: <ul style="list-style-type: none"> ○ Further exploration of the relationship between the FLU Map and existing land uses in Halfmoon. ○ Multiple map versions that highlight specific features of the Town like connections between neighborhoods, environmental constraints, development patterns, etc. • The land use categories are reflective of the current and anticipated primary uses within the various sections of the Town. 	

<p>Land Use Framework and Connections Concept Plan (cont.)</p>	<ul style="list-style-type: none"> • The Concept Plan should be viewed as both a vision to be worked towards as well as a tool to guide the community towards that vision. <p>MJ presented the old future land use map and described the changes that can be seen in the new Land Use Framework and Connections Map.</p> <p>MJ presented supplemental maps that support the Concept Plan.</p> <ul style="list-style-type: none"> • The following series of existing conditions maps were developed in response to the CPUC’s request for additional tools to better understand how the Land Use Framework and existing conditions in Halfmoon work together. <ul style="list-style-type: none"> ○ Residential Development Map ○ Planned Development Districts (PDD) Map ○ Commercial Development Map ○ Industrial/Manufacturing Development Map ○ Known Wetlands Map ○ Steep Slopes (>15%) Map • The CPUC wanted to note that the wetlands map should be labeled that the wetlands shown are not delineated. 	
<p>Next Steps</p>	<p>Jaclyn Hakes(MJ) provided an overview of the next steps in the process:</p> <p><u>Working Draft Review Responsibilities:</u></p> <ul style="list-style-type: none"> • Discussion with CPUC about the review process <ul style="list-style-type: none"> ○ Specific Chapters vs Entire Document • The CPUC discussed and decided a review of the entire document by each member is best. • CPUC Members to provide written feedback to MJ by July 18th <p>Focus of Review:</p> <ul style="list-style-type: none"> • Are there elements that are unnecessary and should be cut? • Are there unclear elements? What would clarify those elements? • Are there additional elements – e.g., informational call-out boxes, supporting data, images – that you feel would strengthen a given section? • Focused on ideas/content, as opposed to grammatical review at this stage 	<p>The meeting summary and materials will be posted to planhalfmoon.com.</p>

	Next Steps: <ul style="list-style-type: none"> • CPUC Review of Committee Working Draft <ul style="list-style-type: none"> ○ Comments to MJ by July 18, 2024 • Anticipated Upcoming Committee Meetings <ul style="list-style-type: none"> ○ 8/15 ○ 9/19 ○ 10/17 	
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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:
 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	
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	
Deborah Curto	
Lyn Murphy	<input checked="" type="checkbox"/>
Michael Moran	<input checked="" type="checkbox"/>
Peter Bardunias	<input checked="" type="checkbox"/>

Town Representatives & Planning Support

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

Consultant Team

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

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