



# COMPREHENSIVE PLAN UPDATE

## MEETING SUMMARY

**Purpose:** Comprehensive Plan Update Committee (CPUC) Meeting #10  
**Date and Time:** August 15, 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><b>Welcome &amp; Introductions</b></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"> <li>• Jacob Landis</li> <li>• Jaclyn Hakes, AICP</li> </ul> <p>Jaclyn Hakes (MJ) provided an overview of the agenda.</p>	<p>N/A</p>
<p><b>Project Scope and Schedule Update</b></p>	<p>Jaclyn Hakes (MJ) shared updates on the schedule of milestones going forward: (note this schedule is subject to change)</p> <p>Summer 2024</p> <ul style="list-style-type: none"> <li>• 6<sup>th</sup> round of public engagement</li> <li>• Draft Comprehensive Plan to Town Board</li> <li>• Adoption of Plan (Fall)</li> </ul> <p>Remaining Public Engagement (anticipated)</p> <ul style="list-style-type: none"> <li>• TBD/ Fall 2024 – Public Meeting #6 / CPUC Public Hearing               <ul style="list-style-type: none"> <li>○ Requirement per Town Law 272-a</li> <li>○ Gather public input on Draft Comprehensive Plan</li> </ul> </li> </ul>	<p>N/A</p>

<p><b>Project Scope and Schedule Update (cont.)</b></p>	<p>The following remaining Committee Meetings are as follows: (Anticipated- Subject to Change)</p> <p>September 19, 2024 – CPUC #11</p> <ul style="list-style-type: none"> <li>• Purpose: <ul style="list-style-type: none"> <li>○ Discuss Refinements to Draft Plan based on Public Input</li> <li>○ Consider forwarding Draft Plan to Town Board</li> </ul> </li> </ul> <p>October 17, 2024 - CPUC #12 (If needed)</p> <ul style="list-style-type: none"> <li>• Purpose: <ul style="list-style-type: none"> <li>○ Consider forwarding Draft Plan to Town Board</li> </ul> </li> <li>• Materials Submitted: <ul style="list-style-type: none"> <li>○ Revised Draft Plan in advance</li> </ul> </li> </ul>	<p>N/A</p>
<p><b>Outstanding Discussion Items for Committee Working DRAFT Comprehensive Plan</b></p>	<p>Jacob Landis (MJ) led a discussion surrounding outstanding items for the Committee Working DRAFT of the Comprehensive Plan Update. The following highlights the discussions surrounding changes to each section in the Committee Working Draft Plan.</p> <p><b><u>Introduction</u></b></p> <ul style="list-style-type: none"> <li>• Minor text edits/ Clarification of content</li> </ul> <p><b><u>Vision and Goals</u></b></p> <ul style="list-style-type: none"> <li>• Minor text edits / Clarification to Draft Goals</li> <li>• Reworking of the section orientation: Section overviews replaced the listing of recommendations that can be found at the conclusion of each section</li> </ul> <p>The CPUC was satisfied with the changes and had no additional comments.</p> <p><b><u>Quality of Life, People, and Placemaking</u></b></p> <ul style="list-style-type: none"> <li>• Minor text edits / Clarification</li> <li>• The description of Placemaking was refined to flow better per previous CPUC comments</li> <li>• Modifications of recommendations</li> </ul> <p>The CPUC was satisfied with the changes and had no additional comments.</p> <p><b><u>History and Culture</u></b></p> <ul style="list-style-type: none"> <li>• Minor text edits / Clarification</li> <li>• Additional content added to “Ongoing Efforts and Initiatives”</li> <li>• Modification of recommendations</li> </ul>	<p>Revised Draft to be made available to Committee by 8/23/24</p>

<p><b>Outstanding Discussion Items for Committee Working DRAFT Comprehensive Plan</b></p>	<p>The CPUC was satisfied with the changes and had no additional comments.</p> <p><b><u>Recreation</u></b></p> <ul style="list-style-type: none"> <li>• Minor text edits / Clarification</li> <li>• Additional content added to “Ongoing Efforts and Initiatives”</li> <li>• Modification of recommendations</li> </ul> <p>The CPUC was satisfied with the changes and had no additional comments.</p> <p><b><u>Economic Growth and Sustainability</u></b></p> <ul style="list-style-type: none"> <li>• Minor text edits / Clarification</li> <li>• Additional content added to “Ongoing Efforts and Initiatives”</li> <li>• Modification of recommendations</li> </ul> <p>The CPUC discussed the work-from-home and demand for office space paragraph. The CPUC wanted the statement to be revised to address the new need for flexible work spaces but members were not comfortable with text that discussed a potential loss of office space. Many CPUC members shared their perspectives on the workplace, post 2020, and feel that the Town should continue to cater to all types of workspaces, emphasizing the need for flexible and innovative spaces that can accommodate in-office and remote work.</p> <p>The CPUC also noted interest in gathering more information regarding local, Halfmoon, employers.</p> <p><b><u>Infrastructure and Community Facilities</u></b></p> <ul style="list-style-type: none"> <li>• Minor text edits / Clarification</li> <li>• Additional content added to “Ongoing Efforts and Initiatives”</li> <li>• Modification of recommendations</li> </ul> <p>The CPUC notes that recommendations I-1 and I-4 should be added to the “Utilities” recommendations section. It was also noted that the numbering for the recommendations needs to be modified.</p> <p><b><u>Housing</u></b></p> <ul style="list-style-type: none"> <li>• Minor text edits / Clarification</li> <li>• Additional content added to “Ongoing Efforts and Initiatives”</li> <li>• Modification of recommendations</li> </ul>	<p>Revised Draft to be made available to Committee by 8/23/24</p>
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<p style="text-align: center;"><b>Outstanding Discussion Items for Committee Working DRAFT Comprehensive Plan</b></p>	<p>The CPUC was satisfied with the changes but mentioned that the section number should be changed. The Housing section will be moved to Section 9 in the Draft Plan.</p> <p>The Consultant Team asked Committee Chair Richard Harris to further elaborate on the use of Planned Development Districts (PDDs) and Cluster Subdivision in the Town. Chair Harris explained that these land use practices are used as a tool by the Town to balance development with other critical elements of a high-quality-of-life environment such as dedicated open spaces, enhanced streetscapes, and neighborhood connectivity.</p> <p><b><u>Transportation and Mobility</u></b></p> <ul style="list-style-type: none"> <li>• Minor text edits / Clarification</li> <li>• Additional content added to “Ongoing Efforts and Initiatives”</li> <li>• Modification of recommendations</li> </ul> <p>The CPUC was satisfied with the changes but wanted to see the cover picture changed to Route 9 and Route 146 looking into Halfmoon.</p> <p><b><u>Agriculture, Open Space, and Resiliency</u></b></p> <ul style="list-style-type: none"> <li>• Minor text edits / Clarification</li> <li>• Additional content added to “Ongoing Efforts and Initiatives”</li> <li>• Modification of recommendations</li> </ul> <p>The CPUC was satisfied with the changes and had no additional comments.</p> <p><b><u>Governance</u></b></p> <ul style="list-style-type: none"> <li>• Minor text edits / Clarification</li> <li>• Modification of recommendations</li> </ul> <p>The CPUC discussed that the Town of Waterford should be added to the recommendation “Continue to coordinate with the Town of Clifton Park, the City of Mechanicville, and the Town of Stillwater on the maintenance and management of shared locations.”</p> <p><b><u>Land Use Framework</u></b></p> <ul style="list-style-type: none"> <li>• Minor text edits / Clarification</li> <li>• Minor modification of CC Boundary</li> </ul>	<p style="text-align: center;">Revised Draft to be made available to Committee by 8/23/24</p>
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	<p>The CPUC was satisfied with the changes and had no additional comments.</p> <p><b><u>Implementation</u></b></p> <p>The Consultant Team opened a discussion proposing to take the lead in filling out the Implementation with Lead and Partner Agencies and Potential Funding/ Technical Resources for each recommendation.</p> <p>The CPUC was comfortable with this approach.</p>	
<p><b>Discussion of Committee Public Hearing/ Public Review of DRAFT</b></p>	<p>Jaclyn Hakes (MJ) provided an overview of Public Meeting #6 / Committee Public Hearing and opened a discussion regarding scheduling the public hearing with the Committee.</p> <ul style="list-style-type: none"> <li>• This hearing will be scheduled once the Committee decides the DRAFT Comprehensive Plan is ready for Public Review</li> <li>• Formally noticed by Town</li> <li>• Brief Introductory presentation by MJ</li> <li>• A written public comment period occurs following the close of the public hearing</li> <li>• Summary of Public Comments/ Consideration of Plan edits will be provided following all public input</li> </ul> <p>The Committee noted that they are comfortable with the Plan and that they are ready to schedule a public hearing. The comments discussed at this meeting will be incorporated into the DRAFT Plan and a 3<sup>rd</sup> revision will be provided to the CPUC by August 23, 2024.</p> <p>The Town representatives and Town Board liaisons indicated they would confirm that a public hearing can be held at Town Hall on September 19, 2024, by August 30, 2024, at which time the Committee and Public will be notified.</p>	<p>Revisions to DRAFT Plan by 8/23/24</p> <p>Confirmation of Public Hearing by 8/30/24</p>
<p><b>Next Steps</b></p>	<p>Jaclyn Hakes(MJ) provided an overview of the next steps in the process:</p> <p>Next Steps:</p> <ul style="list-style-type: none"> <li>• Refinements to 2<sup>nd</sup> Committee Working DRAFT <ul style="list-style-type: none"> <li>○ Provided by 8/23/24</li> </ul> </li> </ul>	<p>The meeting summary and materials will be posted to <a href="http://planhalfmoon.com">planhalfmoon.com</a>.</p>

	<ul style="list-style-type: none"> <li>• Anticipated Upcoming Committee Meetings <ul style="list-style-type: none"> <li>○ 9/19*</li> <li>○ 10/17</li> </ul> </li> </ul> <p>*Tentatively scheduled Public Engagement #5/ CPUC Public Hearing)</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:  
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	<input checked="" type="checkbox"/>
Deborah Curto	<input checked="" type="checkbox"/>
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"/>
Jacob Landis	M.J. Engineering	<input checked="" type="checkbox"/>

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