



COMPREHENSIVE PLAN UPDATE

MEETING SUMMARY

Purpose: Comprehensive Plan Update Committee (CPUC) Meeting #7
Date and Time: February 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>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"> • Nora Culhane Friedel • Jacob Landis • Jaclyn Hakes, AICP <p>Nora Culhane Friedel (MJ) provided an overview of the agenda.</p>	<p>N/A</p>
<p>Project Scope and Schedule Update</p>	<p>Nora Culhane Friedel (MJ) shared updates on the schedule of milestones going forward: (note this schedule is subject to change)</p> <p>Spring/Summer 2023</p> <ul style="list-style-type: none"> • Focus Group Meetings • Vision / Goals • Preliminary Recommendations <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 	

<p>Project Scope and Schedule Update Cont.</p>	<p>Summer 2024</p> <ul style="list-style-type: none"> • 6th round of public engagement • Draft Comprehensive Plan to Town Board • Adoption of plan <p>The following remaining Committee Meetings are as follows:</p> <p>April 2024 – CPUC #8</p> <ul style="list-style-type: none"> • Purpose: <ul style="list-style-type: none"> ○ Discuss public feedback ○ Refine Future Land Use Map • Materials Submitted: <ul style="list-style-type: none"> ○ Public Meeting summary in advance ○ Draft Comprehensive Plan following meeting <p>June 2024 – CPUC #9</p> <ul style="list-style-type: none"> • Purpose: <ul style="list-style-type: none"> ○ Draft Comprehensive Plan Review ○ Potentially schedule CPUC Public Hearing • Materials Submitted: <ul style="list-style-type: none"> ○ Draft Comprehensive Plan in advance <p>August 2024 – CPUC #10</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>September 2024 – CPUC #11</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>Nora Culhane Friedel (MJ) led a discussion on the preliminary draft recommendations. The committee was reminded that the recommendations are action items that help to implement the goals. The recommendations are topic-based aligned with goals and were developed through initial Committee feedback on the current Comprehensive Plan, survey, public meetings, public comments, etc. The Goals and draft recommendations may overlap and be interrelated.</p> <ul style="list-style-type: none"> • These recommendations have now been updated through recent public engagement (Public 	<p>Recommendations will be updated based on CPUC comments and sent to the committee for further edits as assigned work.</p>

<p>Preliminary Recommendations Discussion</p>	<p>Meeting #3), as well as committee member feedback via email</p> <ul style="list-style-type: none"> ○ Mostly wordsmithing/ language refinement ○ Some additional recommendations provided <p>MJ proceeded by explaining the goals and primary draft recommendations of each subsection.</p> <p><u>Quality of Life, Placemaking, and People</u></p> <ul style="list-style-type: none"> • GOALS: <ul style="list-style-type: none"> ○ Growth Management: Create a land use management system that mitigates the adverse impacts of sprawl, discourages further sprawl, addresses concerns of conflicting land uses, responds to community needs, and protects and enhances Halfmoon’s resources, unique features, and quality of life. ○ Town Character: Preserve and enhance Halfmoon’s identity, image, and quality of life in accordance with the vision for the future. ○ Civic Duty: nurture and support the civic environment so that input from Town residents is considered a customary and integral component of the Town’s ongoing planning and implementation process. • PRELIMINARY DRAFT RECOMMENDATIONS: <ul style="list-style-type: none"> ○ Update streetscape on main routes and important thoroughfares. ○ Strengthen and promote access and connectivity between public spaces. ○ Identify and market a location for a well-connected public space that supports gatherings, cultural performances, and events. ○ Update waterway and trail maps and provide residents and visitors with resources promoting the gems of Halfmoon. 	<p>Recommendations will be updated based on CPUC comments and sent to the committee for further edits as assigned work.</p>
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<p>Preliminary Recommendations Discussion Cont.</p>	<ul style="list-style-type: none"> ○ Consider adopting new Zoning Ordinances or Overlay Districts that accommodate for the preservation of open space and access to recreation and places of interest through multi-modal access points. <p>Committee members did not have any substantial comments regarding this recommendation.</p> <p><u>History and Culture</u></p> <ul style="list-style-type: none"> ● GOAL: <ul style="list-style-type: none"> ○ Cultural Resources: Recognize, protect, and celebrate Halfmoon’s historic and other cultural resources. ● PRELIMINARY DRAFT RECOMMENDATIONS: <ul style="list-style-type: none"> ○ Promote Halfmoon’s historic places through preservation and marketing methods. ○ Develop a formal history trail that emphasizes the historic significance of notable locations in Halfmoon. ○ Consider guidelines to protect historic structures and character of historic hamlets in the Town. <p>Committee members noted:</p> <ul style="list-style-type: none"> - There could be more recommendations regarding “culture” with town festivals, events, senior center, etc. - Emphasis on youth sports as “modern culture” in Halfmoon - Keep the recommendations broad to encompass all cultural and historical organizations within the Town. <p><u>Recreation</u></p> <ul style="list-style-type: none"> ● GOALS: <ul style="list-style-type: none"> ○ Recreation: Provide sufficient, well-located , and fully accessible, active and passive recreational opportunities for all Halfmoon residents. ● PRELIMINARY DRAFT RECOMMENDATIONS: <ul style="list-style-type: none"> ○ Continue to maintain the Town Park and other Town-owned recreation spaces. 	<p>Recommendations will be updated based on CPUC comments and sent to the committee for further edits as assigned work.</p>
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<p>Preliminary Recommendations Discussion Cont.</p>	<ul style="list-style-type: none"> ○ Ensure accessibility to all Town-owned location that offer recreation space. ○ Maintain inclusion and equity in Town sports and recreation programs. ○ Create a resource-access map that allows residents to learn about recreation opportunities in the Town. <p>Committee members noted these recommendations should be shared with more Town Staff for input.</p> <p><u>Economic Growth and Sustainability</u></p> <ul style="list-style-type: none"> ● GOAL: <ul style="list-style-type: none"> ○ Fiscal and Economic Health: Promote diverse development that provides goods and services, employment opportunities, and tax revenues in well-located commercial, office, and industrial districts, compatible with the community’s character and vision for the future. ● PRELIMINARY DRAFT RECOMMENDATIONS: <ul style="list-style-type: none"> ○ Continue to encourage and support businesses, small and large, to establish and stay in Halfmoon. ○ Survey existing business owners about challenges and opportunities. ○ Emphasize clean light-industrial/ 21st Century Industry and locally-owned businesses as staples of the local economy in appropriate areas. <p>Committee members noted:</p> <ul style="list-style-type: none"> - Wordsmith the first recommendation - “21st Century Industry” is more encompassing and should be used. - How do we account for remote work? - “Promote a diverse workforce” should be included as part of a recommendation <p><u>Infrastructure and Community Facilities Cont.</u></p> <ul style="list-style-type: none"> ● GOAL: <ul style="list-style-type: none"> ○ Community Facilities and Services: Continue to provide and/or support adequate community facilities and services – including fire protection, police 	<p>Recommendations will be updated based on CPUC comments and sent to the committee for further edits as assigned work.</p>
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<p>Preliminary Recommendations Discussion Cont.</p>	<p>protection, emergency services, solid waster collection, education facilities, healthcare services, libraries, services for youths through seniors, and social services – that are responsive to the community’s expected level of service and safety and that continue to enhance the quality of life.</p> <ul style="list-style-type: none"> ● PRELIMINARY DRAFT RECOMMENDATIONS: <ul style="list-style-type: none"> ○ Build partnerships with the Halfmoon-Clifton Park Library to increase access to services and resources. ○ Continue to foster a relationship with Town and County Emergency Services during the site development plan review process. ○ Construct a Community Center that provides an accessible, common meeting space for community events and meetings. ● GOAL: <ul style="list-style-type: none"> ○ Utilities: Provide a utility infrastructure system that meets the demands of current residents and businesses and that will support future development in carefully planned areas of the Town. ● PRELIMINARY DRAFT RECOMMENDATIONS: <ul style="list-style-type: none"> ○ Prepare water infrastructure replacement plan to replace and upgrade outdated water infrastructure to maintain adequate and reliable service. ○ Coordinate with Saratoga County to maintain and upgrade wastewater systems as needed. ○ Maintain high standards for required development driven infrastructure improvements. <p>Committee members noted:</p> <ul style="list-style-type: none"> - Regarding the first recommendation, the consultant team can look into the Public Service Commission for current and future demands on electricity consumption. - The Committee should look into CDRPC student projections and other resources. 	<p>Recommendations will be updated based on CPUC comments and sent to the committee for further edits as assigned work.</p>
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<p style="text-align: center;">Preliminary Recommendations Discussion Cont.</p>	<p><u>Housing</u></p> <ul style="list-style-type: none"> • GOAL: <ul style="list-style-type: none"> ○ Housing: Provide a balanced blend of quality housing opportunities, including price ranged that are affordable for all income levels and housing types that consider the needs of older residents, young families (first-tome homeowners), and those with disabilities. Properly plan for and locate housing based on density and purpose to take full advantage of existing and future community services, alternative transportation opportunities, and recreational facilities. • PRELIMINARY DRAFT RECOMMENDATIONS: <ul style="list-style-type: none"> ○ Continue to support new construction and redevelopment of housing town-wide to support growing demand. ○ Provide optional incentives to builders to provide a mix of housing types single-family, multi-family, senior, etc.) serving a range of income levels and age groups in areas of Town where infrastructure exists. ○ Consider undertaking a housing study of the Town to better understand the community supported types of housing. <p>Committee members did not have substantial comments regarding housing recommendations.</p> <p><u>Transportation and Mobility</u></p> <ul style="list-style-type: none"> • GOAL: <ul style="list-style-type: none"> ○ Transportation and Mobility: Provide safe, convenient, and efficient transportation options for people and goods within, through, and around the Town of Halfmoon, which minimize the impact of traffic on the Town’s character and quality of life. • PRELIMINARY DRAFT RECOMMENDATIONS: <ul style="list-style-type: none"> ○ Establish and/or maintain pedestrian and bicycle connections between neighborhoods, open spaces, and 	<p>Recommendations will be updated based on CPUC comments and sent to the committee for further edits as assigned work.</p>
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<p>Preliminary Recommendations Discussion Cont.</p>	<p>recreation spaces through sustainable building practices.</p> <ul style="list-style-type: none"> ○ Support vehicular circulation improvements identified in the previous Comprehensive Plan. ○ Prepare a study evaluating major intersections within the Town through collaboration with neighboring municipalities, Saratoga County, and the NYS Department of Transportation. ○ Incorporate public transportation elements specifically within the Town Plan. ○ Continue coordination with local/state/and regional transportation such as but not limited to Capital District Transportation Authority (CDTA) and Capital Regional Transportation Council (CRTC) to promote existing public transportation options. 	<p>Recommendations will be updated based on CPUC comments and sent to the committee for further edits as assigned work.</p>
<p>Preliminary Recommendations Discussion Cont.</p>	<p>Committee members noted that traffic is one of the most important issues faced by the Town and that the recommendations should continue to support further studies and improvements.</p> <p><u>Agriculture, Open Space, and Resiliency</u></p> <ul style="list-style-type: none"> ● GOAL: <ul style="list-style-type: none"> ○ Agriculture, Natural Resources, and Open Spaces Maintain the viability of existing operations and preserve important natural and open space resources that contribute to the diversity, character, aesthetics, economy, and general health, safety, and welfare of the community. Resources such as the Hudson and Mohawk Rivers and their watersheds, viable farmland, mineral resources, ravines, woodlots, streams, aquifers, wetlands, floodplains, the escarpment, and viewsheds are recognized for their role in drainage, 	

	<p>water supply, agriculture, aesthetics, recreation, and wildlife habitat.</p> <ul style="list-style-type: none"> • PRELIMINARY DRAFT RECOMMENDATIONS: <ul style="list-style-type: none"> ○ Offer optional incentive programs to active farms that help to support operations and lower costs. ○ Provide optional incentive programs to conserve open space and habitat. ○ Protect and maintain viewshed of the Hudson and Mohawk Rivers. ○ Complete a Natural Resource Inventory that identifies natural resources within the Town. ○ Increase awareness surrounding open spaces, trails, preserves, boat access, etc. ○ Develop a working relationship with Saratoga PLAN and other regional organizations/groups to promote practical and creative open space/agricultural uses i.e. agritourism etc. ○ Review zoning to ensure consistency with regulations that are compatible with agricultural activities under the Agriculture and Markets Law (AML). <p>Committee members noted that agriculture is important in Town and overlaps with the other goals and recommendations.</p>	
<p>Proposed Future Land Use Map Draft Discussion</p>	<p>Jacob Landis (MJ) discussed the Future Land Use Map, why it is important for considering the future of the Town, and how the map was produced.</p> <p>What is a Future Land Use Map?</p> <ul style="list-style-type: none"> • Graphic and written representation of potential future land uses • Provides framework and direction for future land use regulations and decision making the community • Reflects vision for the community in the future <p>A future land use map is a critical component of the Comprehensive Plan.</p>	<p>Future Land Use Map to be sent to the CPUC for further comment. The map will be updated based on responses. Further discussion will occur at the next CPUC meeting.</p>

	<ul style="list-style-type: none"> • It is not parcel specific but identifies where general types of land uses may occur over the next 10-20 years. • It helps support the Comprehensive Plan thus supporting future zonings but is NOT ZONING. <p>MJ expanded on the concept of a future land use map.</p> <p>Draft map was developed based on:</p> <ul style="list-style-type: none"> • Committee draft map exercise at CPUC Meeting #5 • Public feedback during engagement activities <p>MJ presented a DRAFT visual representation of feedback in the form of a “bubble map”, illustrating proposed future land use areas, gateways, scenic viewsheds, and activity nodes.</p> <p>A discussion regarding the DRAFT focused on the northwest corner of the Town and the Hudson River Waterfront area. Comments were noted and will be incorporated into the next iteration of the DRAFT map.</p>	
<p>Public Engagement Update</p>	<p>MJ then shared an update regarding Public Engagement.</p> <p>Remaining Public Engagement (Anticipated)</p> <ul style="list-style-type: none"> • Winter 2024 – Focus Group Meetings <ul style="list-style-type: none"> ○ Scheduled for Late February ○ Hosted virtually via Zoom Meeting ○ Committee members welcome and encouraged to attend if available <ul style="list-style-type: none"> ▪ <i>Neighborhoods/HOAs</i> ▪ <i>Developers</i> • Spring 2024 – Public Meetings #4 and #5 <ul style="list-style-type: none"> ○ March 18 & 19 	<p>Flyer, Press Release, and meeting invite information will be sent in early March.</p>
<p>Next Steps</p>	<p>Nora Culhane Friedel (MJ) provided an overview of the next steps in the process:</p> <ul style="list-style-type: none"> • Draft Community Profile Review <ul style="list-style-type: none"> ○ Send any comments to MJ team via email • Next Committee Meetings <ul style="list-style-type: none"> ○ 4/18 ○ 6/20 ○ 8/15 ○ 9/19 ○ 10/17 (if needed) 	<p>Meeting summary and materials will be posted to planhalfmoon.com.</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	
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	
Lyn Murphy	
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"/>
Nora Culhane Friedel	M.J. Engineering	<input checked="" type="checkbox"/>
Jacob Landis	M.J. Engineering	<input checked="" type="checkbox"/>

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