



# COMPREHENSIVE PLAN UPDATE

## MEETING SUMMARY

**Purpose:** Comprehensive Plan Update Committee (CPUC) Meeting #7  
**Date and Time:** April 18, 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> <li>• Kevin Schwenzfeier</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>Spring/Summer 2023</p> <ul style="list-style-type: none"> <li>• Focus Group Meetings</li> <li>• Vision / Goals</li> <li>• Preliminary Recommendations</li> </ul> <p>Fall/ Winter 2023</p> <ul style="list-style-type: none"> <li>• 3<sup>rd</sup> round of public engagement</li> <li>• Draft plan and recommendations</li> </ul> <p>Winter/Spring 2024</p> <ul style="list-style-type: none"> <li>• 4<sup>th</sup> round of public engagement</li> <li>• 5<sup>th</sup> round of public engagement</li> <li>• Draft plan</li> </ul> <p>Summer 2024</p>	

<p><b>Project Scope and Schedule Update (cont.)</b></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</li> </ul> <p>The following remaining Committee Meetings are as follows:  June 20, 2024 – CPUC #9</p> <ul style="list-style-type: none"> <li>• Purpose: <ul style="list-style-type: none"> <li>○ Draft Comprehensive Plan Review</li> <li>○ Potentially schedule CPUC Public Hearing</li> </ul> </li> <li>• Materials Submitted: <ul style="list-style-type: none"> <li>○ Draft Comprehensive Plan in advance</li> </ul> </li> </ul> <p>August 15, 2024 – CPUC #10</p> <ul style="list-style-type: none"> <li>• Purpose: <ul style="list-style-type: none"> <li>○ Discuss Refinements to Draft</li> <li>○ Potentially schedule CPUC Public Hearing</li> </ul> </li> </ul> <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> </ul> </li> <li>• Materials Submitted: <ul style="list-style-type: none"> <li>○ Public Hearing highlights in advance</li> </ul> </li> </ul> <p>October 17, 2024 - CPUC #12</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>Public Engagement Update</b></p>	<p>Jacob Landis (MJ) led a Public Engagement Update discussion and provided an overview of the results from Public Meeting’s #4 and #5 which took place on March 18 and March 19, 2024.</p> <p><b>Public Meeting #4</b>  <b>March 18, 2024 from 6:00 – 7:30</b>  <b>Virtual Format</b></p> <ul style="list-style-type: none"> <li>• Zoom Webinar led by Consultant Team</li> <li>• 17 registrants/16 unique users attended</li> <li>• Discussion of Project Overview and Update on progress</li> <li>• Discussion of each Draft Goal and Preliminary Recommendations</li> <li>• Future Land Use Discussion</li> <li>• Q &amp; A</li> </ul>	<p>N/A</p>

<p style="text-align: center;"><b>Public Engagement Update (cont.)</b></p>	<ul style="list-style-type: none"> <li>• 60% of attendees were participating in the process for the first time.</li> <li>• Town and Project websites, Town email notifications, and word of mouth were the most effective forms of outreach.</li> <li>• Using Poll Everywhere Software, participants were asked to identify which recommendations they felt were most important.</li> <li>• Future Land Use exercise asked participants to indicate which land uses they wanted to see in Halfmoon in the future via poll.</li> <li>• Q&amp;A session held using chat function and allowing participants to speak.</li> </ul> <p><b>Public Meeting #5</b>  <b>March 19, 2024 from 6:00 – 7:30</b>  <b>In-person Open House Style at Town Hall</b></p> <ul style="list-style-type: none"> <li>• In-person open house style at Town Hall</li> <li>• 20 members of the public attended</li> <li>• Stations set up throughout the room</li> <li>• Received feedback on Preliminary Recommendations</li> <li>• Future Land Use Map Exercise</li> </ul> <p><b>Key Takeaways from Public Meeting’s #4 and #5</b></p> <p><u>Open Space, Recreation, and Agriculture Overlap:</u></p> <ul style="list-style-type: none"> <li>• Virtual Meeting respondents emphasized a desire for incentive programs to conserve open space and for a Natural Resource Inventory.</li> <li>• In-person responses focused on incentive programs for maintaining existing open and agricultural space.</li> <li>• Maintain current zoning and continue community input.</li> <li>• Connections from neighborhoods to open spaces and recreation.</li> </ul> <p><u>Transportation and Connectivity:</u></p> <ul style="list-style-type: none"> <li>• Support for a collaborative study of major intersections</li> <li>• Build on connections between neighborhoods, businesses, and recreation, and open spaces</li> </ul> <p><u>Future Land Use:</u></p> <ul style="list-style-type: none"> <li>• Virtual respondents wanted to see: <ul style="list-style-type: none"> <li>• Open Space (29%)</li> <li>• Agricultural (25%)</li> </ul> </li> </ul>	
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<p><b>Public Engagement Update (cont.)</b></p>	<ul style="list-style-type: none"> <li>• Recreational (21%)</li> <li>• Residential (17%)</li> <li>• In-person participants indicated where they wanted to see future land uses in Town using stickers and writing comments.</li> </ul> <p>Virtual Meeting concluded with a Q&amp;A period. In-person could provide further ideas with sticky notes or comment cards.</p> <p>Meeting Summaries are posted on <a href="http://www.planhalfmoon.com">www.planhalfmoon.com</a></p> <p>Jacob Landis (MJ) then discussed ongoing and upcoming Public Engagement Efforts (anticipated)</p> <p><b>Spring 2024 – Town Wide Business Survey Extended!</b></p> <ul style="list-style-type: none"> <li>• Online questionnaire</li> <li>• 15 total questions</li> <li>• Paper copies will be made available at Town Hall</li> <li>• Distribute to businesses within the Town</li> <li>• Utilize Town Business Directory (email)</li> <li>• Flyer distribution</li> <li>• Committee Assistance</li> <li>• Available on <a href="http://www.planhalfmoon.com/survey">www.planhalfmoon.com/survey</a></li> </ul> <p><b>Summer 2024 – Public Meeting #6/CPUC Public Hearing</b></p> <p><i>Purpose:</i></p> <ul style="list-style-type: none"> <li>• Requirement per Town Law 272-a</li> <li>• Gather public input on Draft Comprehensive Plan</li> </ul> <p>Jacob Landis (MJ) explained that it has been difficult to gather input on the open Halfmoon Business Owners Survey. The Committee provided the following feedback regarding getting more survey responses.</p> <ul style="list-style-type: none"> <li>• Town should send another press release announcing the Survey</li> <li>• MJ team to continue delivering flyers around the Town to businesses and encouraging them to complete the survey</li> <li>• Committee members distribute flyers and encourage taking the survey through their personal networks.</li> <li>• Keep survey open as long as possible to continue receiving responses</li> </ul> <p>Jacob Landis (MJ) concluded the public engagement update and discussion.</p>	<p>Committee to help with additional outreach for Business Survey via flyer distribution, word of mouth, and further PR.</p>
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<p><b>Proposed Future Land Use Map Draft Discussion</b></p>	<p>Jaclyn Hakes (MJ) reminded the Committee about the steps in the Comprehensive Plan Update process. The Committee is currently in the “Implementation” phase.</p> <p>Jaclyn Hakes (MJ) then 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><b>What is a Future Land Use Map?</b></p> <ul style="list-style-type: none"> <li>• Graphic and written representation of potential future land uses</li> <li>• Provides framework and direction for future land use regulations and decision making the community</li> <li>• Reflects vision for the community in the future</li> </ul> <p>A future land use map is a critical component of the Comprehensive Plan.</p> <ul style="list-style-type: none"> <li>• It is not parcel specific but identifies where general types of land uses may occur over the next 10-20 years.</li> <li>• It helps support the Comprehensive Plan thus supporting future zonings but is NOT ZONING.</li> </ul> <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"> <li>• Committee draft map exercise at CPUC Meeting #5</li> <li>• Committee draft map discussion at CPUC Meeting #7</li> <li>• Public feedback during engagement activities</li> </ul> <p>MJ presented a SECOND DRAFT visual representation of feedback in the form of a “bubble map”, illustrating proposed future land use areas, gateways, scenic viewsheds, and activity nodes. This draft has been developed through further public input, Committee feedback, and Town Staff input.</p> <p>A discussion regarding the DRAFT focused on the northwest corner of the Town. Comments were noted and will be incorporated into the next iteration of the DRAFT map.</p> <p>Highlights of the discussion included:</p> <ul style="list-style-type: none"> <li>- Addition of more gateways and activity nodes throughout the Town. Identify a legend with</li> </ul>	<p>Committee members to continue to provide feedback on the Future Land Use Map</p>
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<p><b>Proposed Future Land Use Map Draft Discussion (cont.)</b></p>	<p>descriptions of each land use category, gateway, and node.</p> <ul style="list-style-type: none"> <li>○ Northway Exit 8 and Exit 8A should be gateways.</li> <li>- Look into different versions of the Future Land Use Map that incorporate other map features (ex. Steep Slopes, Environmental Constraints, Parks and Recreation, etc.)</li> <li>- A discussion regarding the Light Industrial category took place. A Committee member voiced concerns about combatting potentially conflicting land uses (existing residential next to light industrial uses). <ul style="list-style-type: none"> <li>○ Look into LED Lighting Standards and Requirements for commercial and business uses to help eliminate light pollution to residents and the night sky.</li> </ul> </li> <li>- Include map overlays to complement the Future Land Use Map in the plan (ex. Including updated trails map, environmental constraints, etc).</li> <li>- Show connections, they are not obvious on this map</li> </ul> <p>General comments:</p> <ul style="list-style-type: none"> <li>- Buffers along the frontage of commercial/ industrial development and other methods of softening development should be considered especially when subdivisions are located close to other types of land uses.</li> <li>- Look to include some “dark sky” concepts and principles.</li> <li>- Emphasize the importance of burying utility lines that create visual impacts and issues in service.</li> </ul> <p>The Consultant Team will work to further refine the map according to conversations with the Committee, Public, and Town Staff.</p>	<p>Committee members to continue to provide feedback on the Future Land Use Map</p>
<p><b>Next Steps</b></p>	<p>Jaclyn Hakes (MJ) provided an overview of the next steps in the process:</p> <ul style="list-style-type: none"> <li>● Business Survey Extended! <ul style="list-style-type: none"> <li>○ Committee promotion and ideas</li> </ul> </li> <li>● Draft Future Land Use Map <ul style="list-style-type: none"> <li>○ Refine and update draft map</li> </ul> </li> <li>● Draft Comprehensive Plan Preparation <ul style="list-style-type: none"> <li>○ To be provided before 6/20 meeting</li> </ul> </li> <li>● Next Committee Meetings <ul style="list-style-type: none"> <li>○ 6/20</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>○ 8/15</li> <li>○ 9/19</li> <li>○ 10/17 (if needed)</li> </ul>	
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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	<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	
Lyn Murphy	<input checked="" type="checkbox"/>
Michael Moran	<input checked="" type="checkbox"/>
Peter Bardunias	

## 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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