

# TOWN OF GUILDERLAND

## COMPREHENSIVE PLAN UPDATE COMMITTEE

### MEETING SUMMARY

Purpose: Comprehensive Plan Update Committee (CPUC) Meeting #1  
 Date and Time: November 7, 2022, 7:00 pm  
 Location: Guilderland Town Hall, 5209 Western Turnpike, Guilderland, NY  
 Attendees: See Below

Agenda Item	Discussion	Key Decisions & Outcomes
<p><b>Welcome &amp; Introductions</b></p>	<p>Guilderland Town Supervisor Peter Barber welcomed Committee members, Town staff, consultants, and members of the public to the first meeting of the Comprehensive Plan Update Committee (CPUC).</p> <p>Jaclyn Hakes (MJ Engineering) provided a brief overview of the meeting agenda before initiating a round of introductions for the consultant team, Town staff, and members of the Committee.</p> <p>MJ Engineering and Land Surveying, P.C., the lead consultants assisting the Town with the Comprehensive Plan Update process, was represented at the meeting by:</p> <ul style="list-style-type: none"> <li>• Jaclyn Hakes</li> <li>• Sarah Starke Hesse</li> <li>• Jesse McCaughey</li> </ul> <p>Members of the Town of Guilderland leadership and staff present at the meeting included:</p> <ul style="list-style-type: none"> <li>• Supervisor Peter Barber</li> <li>• Jessica Montgomery</li> <li>• Ken Kovalchik</li> <li>• Mansi Parmar</li> </ul>	<p>None.</p>

<p><b>Welcome &amp; Introductions (Cont'd)</b></p>	<p>Members of the Comprehensive Plan Update Committee in attendance:</p> <ul style="list-style-type: none"> <li>• James Abbruzzese</li> <li>• Dominic Rigosu</li> <li>• Tara Cristalli</li> <li>• Richard Brustman</li> <li>• Caitlin Ferrante</li> <li>• Cody Betton</li> <li>• Lisa Hart</li> <li>• Stephen Wilson</li> </ul> <p>CPUC Member Elizabeth Lott joined the meeting via telephone.</p> <p>Jaclyn Hakes (MJ) noted that subconsultants Ellen Pemrick and Nan Stolzenburg would also be assisting during the Comprehensive Plan Update process.</p>	
<p><b>Comprehensive Planning 101</b></p>	<p>Jaclyn Hakes (MJ) gave an overview of the rationale for and the components of a Comprehensive Plan to establish a common foundation for the work of the CPUC.</p> <p>Ms. Hakes noted the legal framework for Comprehensive Plans in New York state is Town Law – Article 16 §272-A, which reads:</p> <p><i>“town comprehensive plan” means the materials, written and/or graphic, including but not limited to maps, charts, studies, resolutions, reports and other descriptive material that identify the goals, objectives, principles, guidelines, policies, standards, devices and instruments for the immediate and long-range protection, enhancement, growth and development of the town located outside the limits of any incorporated village or city.</i></p> <p>Ms. Hakes noted the core features of a Comprehensive Plan:</p> <ul style="list-style-type: none"> <li>• A blueprint for the future of a community</li> <li>• Broad in nature</li> <li>• Addresses community-wide topics</li> <li>• A document, maps, illustrations that...</li> </ul>	<p>None.</p>

<p><b>Comprehensive Planning 101 (Cont'd)</b></p>	<ul style="list-style-type: none"> <li>○ Evaluate the current conditions</li> <li>○ Identify the desired future conditions</li> <li>○ Determine recommendations</li> <li>○ Describe how to implement</li> </ul> <p>Ms. Hakes noted that communities make plans for:</p> <ul style="list-style-type: none"> <li>● Population changes</li> <li>● Economic growth</li> <li>● Roads</li> <li>● Community character</li> <li>● Property values</li> <li>● Tax base</li> <li>● Schools</li> <li>● Environmental protection</li> <li>● Transit</li> <li>● Recreation</li> <li>● Pedestrian safety</li> <li>● Sewage disposal</li> <li>● Water supply</li> </ul> <p>Ms. Hakes provided an overview of Comprehensive Plan components, including:</p> <ul style="list-style-type: none"> <li>● Evaluation of existing conditions</li> <li>● Identification of a Town-wide Vision</li> <li>● Goals/guiding principles</li> <li>● Recommendations &amp; action items</li> <li>● Implementation steps</li> <li>● Public &amp; stakeholder input</li> </ul> <p>Ms. Hakes also noted several important caveats of what a Comprehensive Plan is <i>not</i>:</p> <ul style="list-style-type: none"> <li>● Zoning</li> <li>● Parcel specific</li> <li>● A venue to address individual projects currently under review</li> </ul>	
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<p><b>Comprehensive Planning 101 (Cont'd)</b></p>	<p>Ms. Hakes noted that the existing Comprehensive Plan for the Town of Guilderland was adopted in 2001. Changes since that Plan adoption include:</p> <ul style="list-style-type: none"> <li>• Demographics</li> <li>• Municipal budgets</li> <li>• Economic conditions</li> <li>• Societal changes</li> <li>• Technological advances</li> <li>• Single-issue/focused plans completed</li> </ul> <p>Ms. Hakes outlined the following steps in the process of updating a Comprehensive Plan:</p> <ul style="list-style-type: none"> <li>• Town Board establishes a Committee</li> <li>• Committee works to update the Plan</li> <li>• Committee Public Hearing (required)</li> <li>• Committee advances updated draft to Town Board for consideration</li> <li>• Town Board approval process initiated – Public hearing, GML 239-m (County Planning Review), State Environmental Quality Review Act (SEQR)</li> </ul> <p>The scope of the Comprehensive Plan Update includes:</p> <ul style="list-style-type: none"> <li>• Project initiation and management</li> <li>• Public participation</li> <li>• Community profile, goals and strategies</li> <li>• Draft Plan Update</li> <li>• Final Plan Update and adoption process</li> </ul> <p>Ms. Hakes presented an overview of the milestones of the Comprehensive Plan Update process, which included:</p> <p>Fall 2022</p> <ul style="list-style-type: none"> <li>• CPUC Kick-Off</li> <li>• Initiate Community Profile &amp; Inventory</li> </ul>	
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<p><b>Comprehensive Planning 101 (Cont'd)</b></p>	<ul style="list-style-type: none"> <li>• Public Participation Plan</li> <li>• Project Website &amp; Branding</li> </ul> <p>Winter 2022-23</p> <ul style="list-style-type: none"> <li>• 1<sup>st</sup> Round Public Engagement</li> <li>• Town Board Update</li> <li>• Community Profile &amp; Inventory</li> <li>• Vision/Goals</li> </ul> <p>Spring 2023</p> <ul style="list-style-type: none"> <li>• 2<sup>nd</sup> Round Public Engagement</li> <li>• Town Board Update</li> <li>• Strategies &amp; Recommendations</li> </ul> <p>Summer 2023</p> <ul style="list-style-type: none"> <li>• 3<sup>rd</sup> Round Public Engagement</li> <li>• Town Board Update</li> <li>• Draft Plan</li> </ul> <p>Fall 2023</p> <ul style="list-style-type: none"> <li>• 4<sup>th</sup> Round Public Engagement</li> <li>• Draft Plan</li> </ul> <p>Winter 2023-24</p> <ul style="list-style-type: none"> <li>• Final Comprehensive Plan</li> <li>• Adoption of Plan</li> </ul> <p>A CPUC Member asked if the Committee would have access to past planning documents. Jaclyn Hakes (MJ) answered that links to past planning documents would be available via the project website as well as through the Town of Guilderland Planning Department web page.</p>	
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<p><b>Roles &amp; Responsibilities</b></p>	<p>Jaclyn Hakes (MJ) provided an outline of the roles and responsibilities of the following groups:</p> <p>Comprehensive Plan Update Committee</p> <ul style="list-style-type: none"> <li>• Review materials</li> <li>• Provide insight and direction</li> <li>• Project ambassadors</li> </ul> <p>Town Staff</p> <ul style="list-style-type: none"> <li>• Review materials</li> <li>• Assist with logistics</li> <li>• Institutional insight</li> </ul> <p>Consultant Team</p> <ul style="list-style-type: none"> <li>• Technical assistance</li> <li>• Facilitate/administer process</li> </ul> <p>Jaclyn Hakes (MJ) noted that the Committee may wish to designate a Committee Chairperson to facilitate future steps in the planning process.</p>	<p>CPUC Members will consider whether to designate a Chairperson at the following CPUC meeting</p>
<p><b>CPUC Interactive Exercise</b></p>	<p>Jesse McCaughey (MJ) led a brief interactive exercise to elicit CPUC input on notable challenges and opportunities in the Town of Guilderland.</p> <p>CPUC Members offered the following list of challenges facing the Town of Guilderland:</p> <ul style="list-style-type: none"> <li>• Balancing growth with preserving Town character and environmental assets</li> <li>• Changing demographics, leading to changes in housing demand/needs</li> <li>• Water/sewer infrastructure/service</li> <li>• Water quality</li> <li>• The need to engage the whole community in planning process</li> </ul>	<p>CPUC will continue to share thoughts and ideas with MJ Team.</p>

<p><b>CPUC Interactive Exercise (Cont'd)</b></p>	<p>CPUC Members offered the following list of perceived opportunities in the Town of Guilderland:</p> <ul style="list-style-type: none"> <li>• Excellent parks</li> <li>• Improved walkability and bikeability</li> <li>• Significant Open Space resources</li> <li>• Opportunity for “nodality” in development to improve/diversify transportation options</li> </ul>	
<p><b>Public Participation</b></p>	<p>Jaclyn Hakes (MJ) provided an overview of the planned public participation elements:</p> <ul style="list-style-type: none"> <li>• Project website, social media outreach</li> <li>• Stakeholder group meetings</li> <li>• Public workshops (4) – In-person? Hybrid?</li> <li>• Community Survey (online)</li> <li>• Student Engagement</li> <li>• Pop-Up Activities (2)</li> <li>• Comprehensive Plan Video</li> <li>• Branding &amp; Marketing Initiative</li> </ul> <p>Key features of the public engagement approach include:</p> <ul style="list-style-type: none"> <li>• Using a variety of platforms to encourage input and involvement throughout the process</li> <li>• Four (4) rounds of engagement events at key project milestones</li> <li>• Ongoing opportunities for public feedback via project website (under development)</li> <li>• Opportunities for public comment at CPUC meetings</li> <li>• Town Board updates</li> </ul> <p>A CPUC Member noted that it is important for the public to be engaged throughout the process so that ideas and input can be incorporated at early stages.</p> <p>Jaclyn Hakes (MJ) mentioned that updated information on the Comprehensive Plan</p>	<p>MJ to prepare draft Public Engagement Plan</p>

<p><b>Public Participation (Cont'd)</b></p>	<p>Update process will be posted so the public can be informed about engagement opportunities.</p> <p>A CPUC Member noted that COVID has changed the dynamics of public meetings, with many now preferring to engage remotely/virtually rather than in-person.</p> <p>A CPUC Member asked whether there would be subcommittees to address particular topics and also whether there would be an alternate/co-chair in addition to the Committee Chair, in case the Chair is unavailable or unable to serve in the future.</p> <p>Jaclyn Hakes (MJ) answered that there will likely be subcommittees and that those subcommittees could meet during the alternating month between CPUC meetings. Ms. Hakes asked the CPUC to consider the idea of naming a co-chair in addition to a Committee Chair.</p>	
<p><b>Next Steps</b></p>	<p>Jaclyn Hakes (MJ) provided an overview of the next steps in the Comprehensive Plan Update process:</p> <ul style="list-style-type: none"> <li>• Identify a CPUC chair</li> <li>• Establish a regular meeting schedule</li> <li>• Prepare a Public Participation Plan</li> <li>• Prepare Draft Project Website &amp; Branding Materials</li> <li>• Initiate Comprehensive Plan “Report Card”</li> </ul>	<p>CPUC Members selected the 2<sup>nd</sup> Tuesday of every other month as a regular meeting date. The next CPUC meeting is scheduled for Tuesday, January 10, 2023 at 7:00 PM</p>
<p><b>Public Comment</b></p>	<p>There will be a dedicated time for public comment at each CPUC meeting. The following comments were provided by members of the public present.</p> <p>A member of the public noted the value of the neighborhood plans that have been drafted since the 2001 Comprehensive Plan,</p>	

<p><b>Public Comment (Cont'd)</b></p>	<p>particularly the clarity of the language in those neighborhood plans.</p> <p>A representative of the Town Planning Department suggested that the “Report Card” exercise, which involves reviewing the progress that has been made on the goals laid out in the 2001 Comprehensive plan, should include focused/neighborhood plans, as well.</p> <p>Jaclyn Hakes (MJ) thanked all those in attendance and closed the meeting.</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:  
 Jesse McCaughey, MJ Engineering and Land Surveying, P.C.  
 cc: Consultant Team, Comprehensive Plan Update Committee, Town of Guilderland, File

**Comprehensive Plan Update Committee (CPUC)**

Name	Present
James Abbruzzese	☑
Dominic Rigosu	☑
Tara Cristalli	☑
Richard Brustman	☑
Caitlin Ferrante	☑
Cody Betton	☑
Lisa Hart	☑
Stephen Wilson	☑
Elizabeth Lott (via phone)	☑

## Town Representatives & Planning Support

Name	Present
Supervisor Peter Barber	<input checked="" type="checkbox"/>
Jessica Montgomery	<input checked="" type="checkbox"/>
Ken Kovalchik	<input checked="" type="checkbox"/>
Mansi Parmar	<input checked="" type="checkbox"/>

## Consultant Team

Name	Affiliation	Present
Jaclyn Hakes, Project Manager	M.J. Engineering	<input checked="" type="checkbox"/>
Sarah Starke Hesse	M.J. Engineering	<input checked="" type="checkbox"/>
Jesse McCaughey	M.J. Engineering	<input checked="" type="checkbox"/>

# TOWN OF GUILDERLAND

## COMPREHENSIVE PLAN UPDATE COMMITTEE MEETING SUMMARY

Purpose: Comprehensive Plan Update Committee (CPUC) Meeting #2  
 Date and Time: January 10, 2023, 7:00 pm  
 Location: Guilderland Town Hall, 5209 Western Turnpike, Guilderland, NY  
 Attendees: See Below

Agenda Item	Discussion	Key Decisions & Outcomes
<p><b>Welcome &amp; Agenda</b></p>	<p>Jaclyn Hakes (MJ Engineering) welcomed Committee members, Town staff, and members of the public before providing a brief overview of the meeting agenda:</p> <ul style="list-style-type: none"> <li>• Committee Chair/Co-Chair Discussion</li> <li>• Existing Conditions Highlights</li> <li>• Public Engagement Overview</li> <li>• Next Steps</li> <li>• Public Comment</li> </ul>	<p>None.</p>
<p><b>Committee Chair/Co-Chair Discussion</b></p>	<p>Although the Comprehensive Plan Update Committee is not required to have a Chairperson, the potential benefits of having a Chair or Co-Chairs was discussed during the first Comprehensive Plan Update Committee meeting, held on November 7, 2022.</p> <p>Jaclyn Hakes (MJ) noted that the role of a Committee Chair/Co-Chair would be to:</p> <ul style="list-style-type: none"> <li>• Lead CPUC Meetings and the Required Public Hearing, with assistance from the consultant team.</li> <li>• Participate in monthly Coordination Calls with Town Staff and the consultant team</li> </ul>	

<p><b>Committee Chair/Co-Chair Discussion (Cont'd)</b></p>	<p>Committee members agreed that the Chair position should be filled. Jaclyn Hakes (MJ) asked if there were any Committee members who had an interest in serving as Chair or Co-Chair. The Committee requested time to communicate and set a goal of selecting one or more Chairpersons in advance of the next scheduled CPUC meeting in March 2023.</p>	<p>Committee members will communicate and decide on a Chair/Co-Chair, who will be named at the next CPUC meeting in March 2023.</p>
<p><b>Existing Conditions Highlights</b></p>	<p>A key component of a Comprehensive Plan is representing the existing conditions within the Study Area, so that an accurate baseline can be established for setting future goals.</p> <p>Jesse McCaughey (MJ) provided a preliminary overview of existing conditions in the Town of Guilderland in the following categories:</p> <p><b>Demographics</b></p> <ul style="list-style-type: none"> <li>• Population = 36,976 (2021 estimate)</li> <li>• 2010-2020 population increase 4.4%</li> <li>• Percentage of College Age (18-24) and Older Adult (65+) residents in Guilderland higher than state and national figures.</li> <li>• Lower percentage of School Age (5-17) and Young Adult (25-44) residents in Guilderland.</li> <li>• Race/Ethnicity</li> <li>• Majority of Guilderland’s residents identify as White.</li> <li>• Those who identify as Asian represent approximately 10% of Guilderland population.</li> <li>• Slightly lower percentage (4%) of those who identify as Two or More Races than Peer Towns of Bethlehem, Halfmoon, and Rotterdam (NY)</li> <li>• Guilderland median household income = \$94,606 (2021 dollars)</li> <li>• An estimated 5.2% of Guilderland residents have incomes below the federal poverty line</li> </ul>	

### **Housing**

- There was a 23.4% increase in the number of housing units between 1980 and 1990
- The percentage increase in the number of housing units has declined each of the last three decades.
- There is a downward trend in the number of permits for single-family residential construction in the period from 1990-2020
- The average annual number of single-family residential construction permits from 2011-2020 was 52.5
- There is an upward trend in permits for multi-family residential construction
- There is a notable increase in multi-family residential construction permits in the period from 2016-2020
- Approximately 32.4% of housing units in Guilderland are renter-occupied

### **Mapping**

#### *Study Area Map*

- The Study Area is the entire Town of Guilderland. Does not include Village of Altamont.
- 58 square miles (37,621 acres) total
- Adjacent municipalities include: City of Albany, Town of Bethlehem, Village of Voorheesville, Town of New Scotland, Town of Knox, Town of Duanesburg, Town of Princetown, Town of Rotterdam, Town of Colonie, Village of Colonie, and the Village of Altamont.

#### *Land Use Map*

##### **Most Prevalent Existing Land Uses**

- Residential – Low Density: 35.5%
- Vacant Land: 15.6%
- Agricultural: 14.9%
- Parks & Recreation: 13.9%

	<p><i>Zoning Map</i>  16 Zoning Districts + 2 Residential Overlays  Largest Zoning Districts</p> <ul style="list-style-type: none"> <li>• RA 3 – Rural Agricultural</li> <li>• RA 5 – Rural Agricultural</li> <li>• R 15 – Single-Family Residential</li> </ul> <p><i>Parks, Recreation &amp; Conserved Lands Map</i></p> <ul style="list-style-type: none"> <li>• Parks (Local, County, State): 1.5% of land area</li> <li>• Outdoor Recreation (primarily golf courses): 5% of land area</li> <li>• Conserved Lands (including Pine Bush Protected Lands): 6.5%</li> </ul> <p><i>Environmental Constraints Map</i></p> <ul style="list-style-type: none"> <li>• Known Wetlands (including NWI and DEC): 5.5%</li> <li>• 100-Year Floodzone: 9%</li> <li>• 500-Year Floodzone: 1%</li> <li>• Steep Slopes (&gt;15% grade): 17.5%</li> </ul> <p>A Committee member noted that it may be helpful to investigate Occupancy (i.e., owner-occupied vs. renter-occupied) of single-family and multi-family housing, to see if rates differ. The Committee member also noted the potential influence of UAlbany student housing on both Occupancy status and age demographics in the Town of Guilderland.</p> <p>A Committee member noted that wetland definitions and/or regulations may change in the future and that the time horizon of the Comprehensive Plan Update could factor in future changes.</p>	<p>The consultant team will provide the Committee with presentation slides and mapping files for closer review and future reference. Materials will also be uploaded to the Project Website for access by member of the public.</p>
<p><b>Public Engagement Overview</b></p>	<p>Jaclyn Hakes (MJ) updated the Committee on Public Engagement activities, including:</p> <p>Ongoing Activities</p> <ul style="list-style-type: none"> <li>• Draft Public Engagement Plan</li> <li>• Project Website</li> <li>• Project Promotional Video</li> </ul> <p>Upcoming Activities</p> <ul style="list-style-type: none"> <li>• Stakeholder Group Meetings</li> </ul>	

	<ul style="list-style-type: none"> <li>• Public Open House &amp; Visioning Workshop</li> <li>• Online Community Survey</li> </ul> <p>Jaclyn Hakes (MJ) asked for Committee input on a set of proposed stakeholder categories:</p> <ul style="list-style-type: none"> <li>• Local &amp; Regional Partners</li> <li>• Environment, Sustainability &amp; Recreation</li> <li>• Business &amp; Economic Development</li> <li>• Arts, History &amp; Education</li> <li>• Neighborhood &amp; Community Organizations</li> </ul> <p>A Committee member noted the importance of including <i>Agriculture</i> among the category themes. The Committee expressed that <i>Agriculture</i> fit within Business &amp; Economic Development most closely.</p> <p>Committee members expressed that meetings can be difficult to attend for business owners and recommended offering an option to attend (or submit input) virtually.</p> <p><i>Public Open House &amp; Visioning Workshop #1</i></p> <p>Jaclyn Hakes (MJ) explained that an in-person Open House format allows participants to come and go as their schedule allows. The Committee expressed support for the format.</p> <p>It is anticipated that the Public Open House &amp; Visioning Workshop #1 will be held in late February or early March 2023. The consultant team will coordinate with Town staff to select a date/time for the event. The consultant team will prepare a Summary of the event, which will be shared with the Committee.</p> <p>Jaclyn Hakes (MJ) provided details on the planned Online Community Survey:</p>	<p>Agricultural stakeholders will be included in stakeholder group discussions.</p>
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	<ul style="list-style-type: none"> <li>• Online via Survey Monkey</li> <li>• Advertised via press release, project website, public workshop, pop-up event</li> <li>• Participants can access on mobile devices</li> <li>• Consultant Team prepares summary of survey response highlights</li> <li>• Hard copy paper surveys can be made available, if necessary</li> </ul> <p>The Online Community Survey will launch to coincide with the Public Open House &amp; Visioning Workshop #1 and will remain open for responses for 4-6 weeks.</p>	
<p><b>Next Steps</b></p>	<p>Jaclyn Hakes (MJ) provided an overview of the next steps in the Comprehensive Plan Update process:</p> <p>CPUC Members will review:</p> <ul style="list-style-type: none"> <li>• Public Engagement Plan</li> <li>• Existing Conditions Mapping</li> <li>• Comp Plan Report Card</li> </ul> <p>The consultant team will:</p> <ul style="list-style-type: none"> <li>• Schedule Public Open House &amp; Visioning Workshop</li> <li>• Prepare Online Community Survey</li> <li>• Schedule Stakeholder Group Meetings</li> </ul> <p>Next CPUC Meeting – March 14, 2023 at 7:00 p.m.</p>	
<p><b>Public Comment</b></p>	<p>There will be a dedicated time for public comment at each CPUC meeting. The following comments were provided by members of the public present.</p> <p>A member of the public spoke in favor of including information on Guilderland Public School District statistics, including rates of free/reduced lunch and race/ethnicity information. The speaker encouraged outreach to residents of every income level, age, religion, and employment sector during</p>	

<p><b>Public Comment (Cont'd)</b></p>	<p>the Comprehensive Plan Update process. A suggestion was made to compare Guilderland's existing conditions to those of nearby Colonie. The speaker encouraged using the public library and the public school system to help disseminate information about how to engage with the Comprehensive Plan Update effort. Lastly, the speaker noted that translating the Update project materials may increase accessibility for some Guilderland residents.</p> <p>Another member of the public noted that the Town website has data limits that can make the uploading of photos/video difficult. The speaker encouraged the project team to engage with school-age students in Guilderland, as they represent the future of the Town. The speaker stressed that "quality of life" issues – e.g., the provision of Town services – should be featured in the Comprehensive Plan Update. Lastly, the speaker noted the importance of considering the margin of error when using statistics that are based on estimates.</p> <p>Jaclyn Hakes (MJ) thanked all those in attendance and the meeting was adjourned.</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:

Jesse McCaughey, MJ Engineering and Land Surveying, P.C.

cc: Consultant Team, Comprehensive Plan Update Committee, Town of Guilderland, File

## Comprehensive Plan Update Committee (CPUC)

Name	Present
James Abbruzzese	<input checked="" type="checkbox"/>
Dominic Rigosu	<input checked="" type="checkbox"/>
Tara Cristalli	<input checked="" type="checkbox"/>
Richard Brustman	<input checked="" type="checkbox"/>
Caitlin Ferrante	<input checked="" type="checkbox"/>
Cody Betton	<input checked="" type="checkbox"/>
Lisa Hart	<input checked="" type="checkbox"/>
Stephen Wilson	<input checked="" type="checkbox"/>
Elizabeth Lott (via phone)	<input checked="" type="checkbox"/>

## Town Representatives & Planning Support

Name	Present
Supervisor Peter Barber	<input checked="" type="checkbox"/>
Jessica Montgomery	<input checked="" type="checkbox"/>
Ken Kovalchik	<input checked="" type="checkbox"/>

## Consultant Team

Name	Affiliation	Present
Jaelyn Hakes, Project Manager	M.J. Engineering	<input checked="" type="checkbox"/>
Jesse McCaughey	M.J. Engineering	<input checked="" type="checkbox"/>

# PATHWAY TO OUR FUTURE

## GUILDERLAND COMPREHENSIVE PLAN



# TOWN OF GUILDERLAND

## COMPREHENSIVE PLAN UPDATE COMMITTEE MEETING SUMMARY

Purpose: Comprehensive Plan Update Committee (CPUC) Meeting #3  
 Date and Time: April 17, 2023, 7:00 pm  
 Location: Guilderland Town Hall, 5209 Western Turnpike, Guilderland, NY  
 Attendees: See Below

Agenda Item	Discussion	Key Decisions & Outcomes
<p><b>Welcome &amp; Agenda</b></p>	<p>Town Planner Kenneth Kovalchik welcomed Committee members, Town staff, and members of the public. He then introduced Jaclyn Hakes (MJ Engineering), who provided a brief overview of the meeting agenda:</p> <ul style="list-style-type: none"> <li>• Committee Chair/Co-Chair Discussion</li> <li>• Public Engagement Update</li> <li>• Visioning Discussion</li> <li>• Next Steps</li> <li>• Public Comment</li> </ul> <p>Ms. Hakes noted that Committee Member Betton was joining the meeting via teleconference.</p>	<p>None.</p>

<p><b>Committee Chair/Co-Chair Discussion</b></p>	<p>Jaclyn Hakes (MJ) noted that the role of a Committee Chair/Co-Chair would be to:</p> <ul style="list-style-type: none"> <li>• Lead CPUC Meetings and the Required Public Hearing, with assistance from the consultant team.</li> <li>• Participate in monthly Coordination Calls with Town Staff and the consultant team</li> </ul> <p>Jaclyn Hakes (MJ) asked the Committee for nominations to the Chair/Co-Chair role. Committee Member Lott nominated Committee Member Betton for the Chair position. Committee Member Wilson nominated Committee Member Abbruzzese for the Vice Chair position. Both nominated Committee Members confirmed willingness to serve in those respective votes. A vote being taken, Committee Member Betton was confirmed as Chair and Committee Member Abbruzzese was confirmed as Vice Chair of the Guilderland Comprehensive Plan Update Committee (CPUC). The vote was unanimous.</p>	<p>Committee Member Betton was named CPUC Chair and Committee Member Abbruzzese was named CPUC Vice Chair.</p>
<p><b>Public Engagement Update</b></p>	<p>Jesse McCaughey (MJ) updated the Committee on Public Engagement activities, including:</p> <ul style="list-style-type: none"> <li>• Stakeholder Group Discussions</li> <li>• Public Open House</li> <li>• Community Survey</li> <li>• Project Website Comments</li> <li>• Student Engagement</li> <li>• Public Workshop #2</li> </ul> <p>Mr. McCaughey noted that Stakeholder Group Discussions took place via Zoom on March 7 &amp; 8, 2023. A list of individuals with professional expertise in the following stakeholder categories was generated by the CPUC:</p> <ul style="list-style-type: none"> <li>• Local &amp; Regional Partners</li> </ul>	

<p><b>Public Engagement Update (Cont'd)</b></p>	<ul style="list-style-type: none"> <li>• Environment, Sustainability &amp; Recreation</li> <li>• Business &amp; Economic Development</li> <li>• Arts, History &amp; Education</li> <li>• Neighborhood &amp; Community Organizations</li> <li>• Transportation &amp; Mobility</li> </ul> <p>Stakeholders participated in facilitated discussions touching upon existing conditions, strengths, challenges, and opportunities in the Town of Guilderland. Major themes arising from the six (6) stakeholder discussions included the following:</p> <ul style="list-style-type: none"> <li>• Layout of Town presents natural and constructed barriers (Normanskill, major roads/rail lines) to connectivity</li> <li>• Beneficial location: proximity to jobs, highways, cultural amenities, etc.</li> <li>• School system is highly regarded: significant draw to and employer for Guilderland</li> <li>• Parks and Open Space: Tawasentha, Pine Bush, trail system are assets</li> <li>• Greater uptake of Conservation Easement program is an opportunity</li> <li>• Route 20/Western Ave is the Town's "Main Street" – presents challenges and opportunities</li> <li>• Walkability is a concern (progress of strategic sidewalk connections recognized)</li> <li>• Public transportation: bus service in Town is uneven</li> <li>• Water quality and invasive species important concerns at Watervliet Reservoir</li> <li>• Affordability of housing a concern, especially for seniors and those on fixed incomes</li> <li>• Changing trends in retail present opportunities and challenges</li> </ul> <p><i>Public Open House &amp; Visioning Workshop #1</i></p>	
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<p><b>Public Engagement Update (Cont'd)</b></p>	<p>The Public Open House &amp; Visioning Workshop #1 was held on March 20, 2023, at Guilderland Town Hall. More than one hundred community members – representing a range of ages – attended the event.</p> <p>Jesse McCaughey (MJ) provided an overview of key themes that emerged from submitted public input at the Open House event:</p> <ul style="list-style-type: none"> <li>• Desire for more walkable/bikeable community</li> <li>• Value of open space and agriculture to the community</li> <li>• Concerns about housing type and affordability</li> <li>• Safety and aesthetic concerns on Route 20</li> <li>• Desire for interventions to address traffic</li> <li>• Need for gathering places emphasized</li> <li>• Desire to maintain and/or enhance the attractive character of the Town</li> <li>• Appreciation for library, parks, and education system</li> <li>• Concern for water supply and water quality</li> </ul> <p>Mr. McCaughey (MJ) then provided an update on the Community Survey:</p> <ul style="list-style-type: none"> <li>• Online via Survey Monkey</li> <li>• Launched on March 13<sup>th</sup></li> <li>• Open for responses through the month of April – 467 received as of April 14<sup>th</sup></li> <li>• Participants can access on mobile devices, computers, or hard copy</li> <li>• Consultant Team prepares summary of survey response highlights</li> </ul> <p>The Community Survey was promoted at the Public Open House &amp; Visioning Workshop #1, where QR-code-linked cards were distributed. Visitors to the Project</p>	<p>An event summary including all public input received at the Open House has been transmitted to the CPUC for review, and will be uploaded to the Project Website (<a href="http://pathwaytoguiderlandsfuture.com">pathwaytoguiderlandsfuture.com</a>) on April 18, 2023.</p>
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<p><b>Public Engagement Update (Cont'd)</b></p>	<p>Website also receive an automatic invitation to complete the Community Survey.</p> <p>Mr. McCaughey (MJ) also noted that public input can be submitted via the Comment portal of the Project Website. The Comment portal is accessible to the public throughout the Comprehensive Plan Update process. Submitted comments are saved and transmitted to CPUC Members on a regular basis for review and consideration.</p> <p>Mr. McCaughey (MJ) provided an update on upcoming public engagement activities, as well. The consultant team has begun coordinating with District and school leadership in Guilderland to gather input from students. The planned student engagement is intended to elicit input about perceived strengths and challenges/needs in Guilderland from younger Town residents. It is anticipated that this student outreach will be completed before the end of the current school year.</p> <p>Mr. McCaughey (MJ) noted that a second Public Workshop event is under development. The Workshop will consist of facilitated, topic-based “speed round” discussions. The specific timing of the event is to be determined.</p>	
<p><b>Introduction to Visioning</b></p>	<p>Jaelyn Hakes (MJ) provided an overview of the purpose and features of a Community Vision, explaining the role that the Vision plays in guiding future components of a Comprehensive Plan:</p> <ul style="list-style-type: none"> <li>• A vision statement establishes the direction of the community over the next five to ten years</li> <li>• It forms the basis for the Comprehensive Plan</li> <li>• All subsequent recommendations aim to achieve the established vision</li> </ul>	

<p><b>Introduction to Visioning (Cont'd)</b></p>	<ul style="list-style-type: none"> <li>• Use present tense (as if you are ten years in the future)</li> </ul> <p>Subjects typically addressed in a Community Vision include:</p> <ul style="list-style-type: none"> <li>• Common values of a community</li> <li>• Qualities, resources and assets that make a community unique or describe its identity</li> <li>• Attributes of the community that people want to preserve or change</li> <li>• Preferred future for each subject area of the community</li> </ul> <p>Ms. Hakes (MJ) displayed and read aloud the Vision from the existing 2001 Comprehensive Plan for the Town of Guilderland:</p> <p><i>The Town of Guilderland envisions itself as a distinctive suburban and rural community within the Capital District. It is a desirable and attainable place for families and individuals of all ages to live and work, with a large assortment of local and regional opportunities for high-quality employment, education, recreation, and cultural activity. These opportunities are easily accessed within the Town and throughout the region by a varied and efficient transportation system that emphasizes mobility and safety for all residents. Guilderland's settlement patterns are focused around attractive and vibrant neighborhoods, and are based on a recognition of – and shared sense of responsibility for – the Town's natural, agricultural, open space, and scenic resources and the value of these resources to the current and future health, culture and economy of the community. It is a community that looks to the future in the belief that through continued community dialogue and action, it can manage and shape change for the better.</i></p> <p>Ms. Hakes (MJ) asked CPUC Members which elements of the existing Vision resonated with them and remained relevant. Input</p>	
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<p><b>Introduction to Visioning (Cont'd)</b></p>	<p>received from Committee members included:</p> <ul style="list-style-type: none"> <li>• Existing Vision seems “generic” – could apply to any Town in the region</li> <li>• Guilderland has “3 or 4 different flavors” – village, town center, urban, rural</li> <li>• Emphasize differences between neighborhoods</li> <li>• Agreement that town has different “flavors” or components</li> <li>• Desire to express openness and accessibility to people of different physical abilities, ethnicities, and backgrounds – “no boundaries to living here”</li> <li>• Varied transportation system important element – public transportation in Guilderland not as accessible as it could be</li> <li>• Desire to preserve agriculture</li> <li>• A need for balance between preservation and development</li> <li>• Guilderland is a “varied” Town – from urban to rural, with different problems in different areas</li> <li>• Need density to make public transportation viable</li> <li>• Neighborhood approach needed – no “one size fits all” for Guilderland</li> <li>• Limited “Economic diversity” is an issue facing Guilderland</li> <li>• New technologies (e.g., electric vehicles, broadband internet) may be important to factor into planning</li> <li>• It is also important to honor the Town’s history</li> </ul> <p>Ms. Hakes (MJ) encouraged CPUC Members to continue thinking of potential themes and topics for inclusion of the updated Vision.</p>	<p>CPUC Members will submit ideas for Vision topics/themes/language to the Consultant Team prior to the next CPUC Meeting, where the Visioning discussion will be continued.</p>
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<p><b>Next Steps</b></p>	<p>Jaclyn Hakes (MJ) provided an overview of the next steps in the Comprehensive Plan Update process:</p> <ul style="list-style-type: none"> <li>• Vision Statement (Draft) Preparation</li> <li>• Public Workshop #2 - TBD</li> </ul> <p>Next CPUC Meeting – May 9, 2023 at 7:00 p.m.</p>	
<p><b>Public Comment</b></p>	<p>Jaclyn Hakes (MJ) requested the approval of Committee Chair Betton and Committee Vice-Chair Abbruzzese to conclude the regular business of the meeting and open the floor to public comment. Approval being granted, Ms. Hakes invited members of the public to share comments.</p> <p>The following comments were provided by members of the public present:</p> <ul style="list-style-type: none"> <li>• Concern was expressed that there is only one access road to the middle school, which may complicate emergency response efforts</li> <li>• Question about what will happen to “old” neighborhood plans that were developed after the existing Comprehensive Plan</li> <li>• Support expressed for newly installed traffic roundabouts</li> <li>• Support expressed for the 2001 Vision Statement, particularly the sentiment about “stewardship of the land”</li> <li>• The Town needs places for children to hang out</li> <li>• Suggestion to extend the closing date of the Community Survey</li> <li>• Suggestion to engage with local/neighborhoods groups to gather input</li> <li>• Question about whether a list of Stakeholder Group Discussion participants would be posted to the Project Website</li> </ul>	<p>Participating organizations/agencies and input received from Stakeholder</p>

<p><b>Public Comment (Cont'd)</b></p>	<ul style="list-style-type: none"> <li>• Question about which part of Guilderland each CPUC Member lives in (CPUC Members provided neighborhood locations in turn)</li> <li>• Suggestion to extend outreach to senior centers, library, schools</li> <li>• Request to limit the number of “ugly metal buildings” in Guilderland</li> <li>• Statement that resident finds new apartments in Town to be unaffordable</li> <li>• Suggestion to increase advertising of events</li> <li>• Request to preserve open space and involve community to a greater extent</li> <li>• Concerns expressed about “overdevelopment”</li> <li>• Desire for Town to say “no” to zoning exceptions</li> <li>• Concerns expressed about tree cutting</li> <li>• Support for getting public input at different locations around Town, at different times, to allow for maximum participation</li> <li>• Further support for extending Community Survey end date expressed</li> </ul> <p>Jaclyn Hakes (MJ) thanked all those in attendance. CPUC Chair Betton made a motion to adjourn which was seconded by Vice Chair Abbruzzese. All CPUC Members present voting aye, the meeting was adjourned.</p>	<p>Group Discussions to be posted to Project Website on April 18th</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:

Jesse McCaughey, MJ Engineering and Land Surveying, P.C.

cc: Consultant Team, Comprehensive Plan Update Committee, Town of Guilderland, File

## Comprehensive Plan Update Committee (CPUC)

Name	Present
James Abbruzzese	<input checked="" type="checkbox"/>
Dominic Rigosu	<input checked="" type="checkbox"/>
Tara Cristalli	<input type="checkbox"/>
Richard Brustman	<input checked="" type="checkbox"/>
Caitlin Ferrante	<input checked="" type="checkbox"/>
Cody Betton (via phone)	<input checked="" type="checkbox"/>
Lisa Hart	<input checked="" type="checkbox"/>
Stephen Wilson	<input checked="" type="checkbox"/>
Elizabeth Lott	<input checked="" type="checkbox"/>

## Town Representatives & Planning Support

Name	Present
Supervisor Peter Barber	<input checked="" type="checkbox"/>
Ken Kovalchik	<input checked="" type="checkbox"/>

## Consultant Team

Name	Affiliation	Present
Jaclyn Hakes, Project Manager	M.J. Engineering	<input checked="" type="checkbox"/>
Jesse McCaughey	M.J. Engineering	<input checked="" type="checkbox"/>

PATHWAY TO OUR FUTURE  
**GUILDERLAND COMPREHENSIVE PLAN**



**TOWN OF GUILDERLAND**

**COMPREHENSIVE PLAN UPDATE COMMITTEE  
 MEETING SUMMARY**

Purpose: Comprehensive Plan Update Committee (CPUC) Meeting #4  
 Date and Time: May 9, 2023, 7:00 pm  
 Location: Guilderland Town Hall, 5209 Western Turnpike, Guilderland, NY  
 Attendees: See Below

Agenda Item	Discussion	Key Decisions & Outcomes
<b>Welcome</b>	Chair of the Comprehensive Plan Update Committee (CPUC) Cody Betton welcomed Committee members, Town staff, and members of the public.	None.
<b>CPUC Communication</b>	<p>Committee Chair Betton introduced the Town Attorney James Melita, who provided a summary of his memo to the CPUC, dated April 26. All members of the CPUC were furnished with a paper copy of the memo to serve as a reference during the Town Attorney’s summary.</p> <p>In his summary, Mr. Melita noted that – because the role of the CPUC is advisory in nature – Open Meetings Law (OML) requirements would not, technically, apply</p>	

	to the CPUC. However, Mr. Melita emphasized, the Town’s other advisory committees strive to comply with OML to the greatest extent possible.	None.
<b>Project Schedule Update</b>	Jaelyn Hakes (MJ Engineering) provided an update on the Comprehensive Plan Update process, highlighting key milestones such as Public Workshops, development of the Community Profile & Inventory, the creation of Vision/Goals/Strategies/Recommendations.	None.
<b>Public Engagement Update</b>	<p>Jesse McCaughey (MJ) updated the Committee on Public Engagement activities, including:</p> <ul style="list-style-type: none"> <li>• Community Survey</li> <li>• Public Workshop #2</li> <li>• Student Engagement</li> </ul> <p>Mr. McCaughey noted that, in coordination with representatives of the Guilderland Central School District and Guilderland High School, student engagement for the Comprehensive Plan Update would occur later in the month of May, prior to the conclusion of the academic year.</p> <p>Mr. McCaughey (MJ) then provided an update on the Community Survey:</p> <ul style="list-style-type: none"> <li>• Online via Survey Monkey or hard copies available at Town Hall</li> <li>• Launched on March 13<sup>th</sup></li> <li>• Submission deadline extended to May 15 – coordination with the school district, library, senior services department to publicize</li> <li>• Survey responses will inform content of Workshop #2 themes</li> <li>• Consultant Team to prepare summary of survey response highlights</li> </ul>	Submission deadline for Community Survey extended until May 15, 2023.

<p><b>Public Engagement Update (Cont'd)</b></p>	<p>The Community Survey was promoted at the Public Open House &amp; Visioning Workshop #1, where QR-code-linked cards were distributed. Visitors to the Project Website also receive an automatic invitation to complete the Community Survey.</p> <p>Mr. McCaughey (MJ) noted that the second Public Workshop event has been scheduled to take place at the Westmere Fire House (1741 Western Avenue) on Thursday, June 1<sup>st</sup> at 6:00 PM. The Workshop will consist of facilitated, topic-based “speed round” discussions. The event will be publicized via press release, Town website, Project Website, site signage, and the CPUC.</p>	<p>Location and date set for second Public Workshop event: Westmere Fire House at 6:00 PM on Thursday, June 1, 2023.</p>
<p><b>Housing/Economic Data Overview</b></p>	<p>Ellen Pemrick, a member of the consultant team, provided an overview of relevant housing and economic data from Guilderland, establishing existing conditions in the Town and highlighting pertinent regional and national trends.</p> <p>Housing data for Guilderland included:</p> <ul style="list-style-type: none"> <li>• 16,018 housing units (2020 Census)</li> <li>• &gt;60% of all housing units, and 78% of rental units, were constructed between 1960 and 1999</li> <li>• 67% of households own their homes; 33% live in rental housing</li> <li>• Housing tenure is linked to income, life stage (age) and household type:</li> <li>• 71% of householders under age 25 rent</li> <li>• 82% of householders ages 45-54 own a home</li> <li>• 86% of married-couple families are homeowners</li> <li>• Single-family homes represent 68% of the housing stock</li> <li>• 24% of housing units are in structures with 5+ units</li> <li>• 8% are in buildings with 2 to 4 units – much less than Albany County (25%) or the Town of Bethlehem</li> </ul>	

<p><b>Housing/Economic Data Overview (Cont'd)</b></p>	<p>(14%)...issue of “missing middle” housing</p> <ul style="list-style-type: none"> <li>• Median household income in Guilderland is \$94,606 (\$117,527 among homeowners; \$58,219 among renters</li> <li>• Median gross rent (incl. utilities): \$1,310 compared to \$1,113 in Albany County</li> <li>• Median homeownership costs (incl. utilities, property taxes, insurance): \$1,975 for owners with a mortgage, \$703 for those without</li> <li>• Cost burden: a measure of housing affordability that looks at the extent to which households spend &gt;30% of their gross income on monthly housing expenses</li> <li>• 39% of renter households are cost burdened...of these, 79% earn &lt;\$50K/year</li> <li>• Owners less likely to be cost burdened</li> <li>• 22% of owner households with a mortgage are cost burdened...2/3 of them earn &lt;\$75K/year</li> <li>• Not all cost burdened households have low incomes</li> <li>• Issues arise if housing prices are too high, there’s a scarcity of housing within one’s means, or households experience a change (e.g., job loss, divorce) that reduces their income</li> <li>• 348 units of subsidized affordable housing for income qualified households (includes 96 units restricted to tenants 55 and older)</li> <li>• No new subsidized affordable housing constructed in Guilderland in &gt;10 years</li> <li>• BUT...some households earn too much to be eligible for subsidized housing, but not enough to comfortably afford quality market-rate housing</li> <li>• Demographic shifts: an increasing share of residents age 65+, from 14% in 2010 to a projected 24% by 2030...housing options include aging</li> </ul>	<p>None.</p>
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<p><b>Housing/Economic Data Overview (Cont'd)</b></p>	<p>in place, downsizing, assisted living, etc.</p> <ul style="list-style-type: none"> <li>• Household income: &gt;47% of households earn at least \$100K/yr, but 23% have annual incomes below \$50K...need to recognize diverse housing needs</li> <li>• “Missing middle”: housing types that fall in between single-family homes and large multi-family developments; can help expand supply of affordable housing in single-family neighborhoods</li> <li>• Opportunities for first-time homebuyers: Nationally Millennials made up largest percentage of buys 2014-2021, but higher home prices and rising interest rates priced many of them out of the market</li> </ul> <p>Economic Conditions &amp; Trends</p> <ul style="list-style-type: none"> <li>• Nearly 20% of jobs are in government and public education, 18% in professional and business services</li> <li>• Retail, health care, and leisure &amp; hospitality are also major employers in Town</li> <li>• 14% of jobholders are Guilderland residents; 27% from other Albany County communities; 25% from Schenectady and Saratoga Counties</li> <li>• Job counts fell in 2020 due to the pandemic – disproportionate impact on leisure &amp; hospitality, retail, and personal services</li> <li>• Highly educated resident workforce; 56% have a bachelor’s degree or higher (vs. 22% in Albany County)</li> <li>• 32% of employed residents hold jobs in the City of Albany, 14% in Town of Colonie, 11% in Schenectady County</li> <li>• Commercial land uses cover 1,227 acres or 3% of Town’s total land area</li> <li>• Storage warehouse, distribution (684 acres)</li> <li>• Retail services (194)</li> </ul>	
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<p><b>Housing/Economic Data Overview (Cont'd)</b></p>	<ul style="list-style-type: none"> <li>• Office and professional buildings (117)</li> <li>• Industrial land uses cover &lt;1% of Town</li> </ul> <p>Recent commercial real estate market trends in the US:</p> <ul style="list-style-type: none"> <li>• Office demand affected by adoption of remote and hybrid work; will be most detrimental to older/outdated properties</li> <li>• Growth of e-commerce: 16% of total retail sales in 2020, but “will always be a ceiling”</li> <li>• Retail has become more experiential</li> <li>• Malls reinventing themselves, diversifying tenant mix with dining, entertainment, fitness centers, and other non-retail uses</li> </ul> <p>Economic Conditions: Issues to Consider</p> <ul style="list-style-type: none"> <li>• Possible implications of remote/hybrid work: reduced demand for office space; fewer commuters during peak hours</li> <li>• New CDTA BusPlus Purple Line: could increase use of public transit by employed residents commuting to Albany and improve access by Albany residents and college students to employment opportunities in Guilderland</li> <li>• E-commerce: growing market for warehouse and distribution facilities with interstate access...but more delivery vehicles on neighborhood streets</li> <li>• Opportunity to create walkable, mixed-use nodes around existing shopping areas...could address need for housing, while providing a wider customer base for retail</li> </ul>	
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<p><b>Next Steps</b></p>	<p>Jaclyn Hakes (MJ) provided an overview of the next steps in the Comprehensive Plan Update process:</p> <ul style="list-style-type: none"> <li>• Public Workshop #2 – June 1, 2023 6:00 PM at Westmere Fire House</li> <li>• Vision Statement Refinement</li> <li>• Survey Summary</li> <li>• Next CPUC Meeting – July 11, 2023 at 7:00 p.m. – Guilderland Town Hall</li> </ul>	<p>None.</p>
<p><b>Public Comment</b></p>	<p>Committee Chair Betton opened the floor to public comment.</p> <p>The following comments were provided by members of the public present:</p> <ul style="list-style-type: none"> <li>• Concern was expressed that there is limited park space in Westmere</li> <li>• Comment about need for affordable housing in Town – advocating a percentage of units in new developments should be set aside as affordable housing as the City of Albany has done</li> <li>• Comment about potential to reuse mall space for housing and consolidate existing parking</li> <li>• Comment about potential climate resiliency issues in the future</li> <li>• The Town Planner and CPUC Member Ferrante note efforts by the NY Governor to incentivize new housing construction</li> <li>• A second member of the public noted the need for affordable housing and noted the loss of affordable housing that once existed</li> </ul> <p>CPUC Chair Betton thanked the public for their input and made a motion to adjourn which was seconded by CPUC Member Lott. All CPUC Members present voting aye, the meeting was adjourned.</p>	<p>N/A</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:

Jesse McCaughey, MJ Engineering and Land Surveying, P.C.

cc: Consultant Team, Comprehensive Plan Update Committee, Town of Guilderland, File

## Comprehensive Plan Update Committee (CPUC)

Name	Present
James Abbruzzese	<input checked="" type="checkbox"/>
Dominic Rigosu	<input checked="" type="checkbox"/>
Tara Cristalli	<input checked="" type="checkbox"/>
Richard Brustman	<input checked="" type="checkbox"/>
Caitlin Ferrante	<input checked="" type="checkbox"/>
Cody Betton	<input checked="" type="checkbox"/>
Lisa Hart	<input checked="" type="checkbox"/>
Stephen Wilson	<input checked="" type="checkbox"/>
Elizabeth Lott	<input checked="" type="checkbox"/>

## Town Representatives & Planning Support

Name	Present
Supervisor Peter Barber	<input checked="" type="checkbox"/>
Ken Kovalchik	<input checked="" type="checkbox"/>
Town Attorney James Melita	<input checked="" type="checkbox"/>

# Consultant Team

Name	Affiliation	Present
Jaclyn Hakes, Project Manager	M.J. Engineering	<input checked="" type="checkbox"/>
Jesse McCaughey	M.J. Engineering	<input checked="" type="checkbox"/>
Ellen Pemrick	E.M. Pemrick & Co.	<input checked="" type="checkbox"/>

# PATHWAY TO OUR FUTURE

## GUILDERLAND COMPREHENSIVE PLAN



# TOWN OF GUILDERLAND

## COMPREHENSIVE PLAN UPDATE COMMITTEE MEETING SUMMARY

**Purpose:** Comprehensive Plan Update Committee (CPUC) Meeting #5  
**Date and Time:** July 11, 2023, 7:00 pm  
**Location:** Guilderland Town Hall, 5209 Western Turnpike, Guilderland, NY  
**Attendees:** See Below

Agenda Item	Discussion	Key Decisions & Outcomes
<p><b>Welcome</b></p>	<p>Chair of the Comprehensive Plan Update Committee (CPUC) Cody Betton welcomed Committee members, Town staff, and members of the public. Chairperson Betton introduced Jaclyn Hakes (MJ Engineering), who provided an overview of the meeting agenda, including:</p> <ul style="list-style-type: none"> <li>• Project Schedule Update</li> <li>• Public Engagement Update</li> <li>• Agricultural Resources Overview</li> <li>• Vision &amp; Goals Statement</li> <li>• Subcommittee Establishment &amp; Discussion</li> <li>• CPUC Open Discussion</li> <li>• Next Steps</li> <li>• Public Comment</li> </ul>	<p>None.</p>

<p><b>Project Schedule Update</b></p>	<p>Jaclyn Hakes (MJ) provided an update on the Comprehensive Plan Update process, highlighting key milestones such as Public Workshops, development of the Community Profile &amp; Inventory, the creation of Vision/Goals/Strategies/Recommendations.</p>	<p>None.</p>
<p><b>Public Engagement Update</b></p>	<p>Jesse McCaughey (MJ) updated the Committee on Public Engagement activities, including completed/ongoing activities such as:</p> <ul style="list-style-type: none"> <li>• Project Website Comment Portal</li> <li>• Public Open House/Visioning</li> <li>• Stakeholder Focus Groups</li> </ul> <p>Mr. McCaughey identified three (3) public engagement activities that had been completed in the intervening time between CPUC Meeting #4 and this meeting, including:</p> <ul style="list-style-type: none"> <li>• Community Survey</li> <li>• Student Engagement</li> <li>• Public Workshop #2</li> </ul> <p>Mr. McCaughey (MJ) also noted future public engagement activities that have been outlined within the scope of the process, including:</p> <ul style="list-style-type: none"> <li>• Pop-Up Table</li> <li>• Public Workshop #3</li> </ul> <p>Mr. McCaughey noted that the third Public Workshop event was planned for the fall and would be for the purpose of seeking public input on recommendations generated by the CPUC. The purpose of the pop-up table would be to promote the Public Workshop event.</p> <p>Mr. McCaughey then provided further details on the Student Engagement activity, including:</p>	

<p><b>Public Engagement Update (Cont'd)</b></p>	<ul style="list-style-type: none"> <li>• Two classes of Public Policy students at Guilderland High School</li> <li>• May 18<sup>th</sup>, 2023</li> <li>• Provided brief introduction to the purpose of a Comprehensive Plan</li> <li>• Shared demographic and geographic information with students</li> <li>• Elicited input from students using open-ended questions and small group discussions</li> </ul> <p>The open-ended discussion prompts for students were:</p> <ul style="list-style-type: none"> <li>• “Your friend or relative is visiting you for the weekend. Where would you take them What would you do?”</li> <li>• “From your perspective, what’s missing in Guilderland?”</li> <li>• “What policy issues/ideas have you learned about that might be important to consider when planning for Guilderland’s future?”</li> <li>• “What kinds of new technologies or ways of living do you think might exist in 2030 or 2035?”</li> </ul> <p>Mr. McCaughey provided a brief overview of the most prevalent feedback received during the Student Engagement exercise:</p> <ul style="list-style-type: none"> <li>• Important Places: Tawasentha, Thatcher, Crossgates, swimming holes (also regional attractions including Lake George, June Farms, Jay/Lark Street)</li> <li>• What’s Missing: streetscaping/foilage, BMX/skate/ATV areas, landscaping/green infrastructure, attractions/places to gather</li> <li>• Policy Ideas: services/activities for those 65+, policies to make housing more affordable, requirements for more attractive buildings, opportunities for renewable energy generation</li> </ul>	<p>None.</p>
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	<ul style="list-style-type: none"> <li>• In 2030-2035: automation, changes to power grid, AI, EV, climate</li> </ul> <p>Mr. McCaughey then shared additional details regarding the second Public Workshop event:</p> <ul style="list-style-type: none"> <li>• Held Thursday, June 1, 2023</li> <li>• In-person event at Westmere Fire House</li> <li>• Publicized via press release, Town website, Project Website, site signage, CPUC</li> <li>• Facilitated, topic-based “speed round” discussions</li> <li>• Each table at the workshop featured a specific theme, informed by Committee and Survey input</li> </ul> <p>Mr. McCaughey then provided a brief overview of the Guilderland Community Survey details, including:</p> <ul style="list-style-type: none"> <li>• Online through Survey Monkey or available in hard copy</li> <li>• Submission window: March 12 – May 15</li> <li>• 635 Responses</li> <li>• 94% of respondents live in Guilderland; 6% work/attend school in Guilderland or have another connection to the Town</li> <li>• Survey summary available on Project Website</li> </ul> <p>Key findings from the Survey data included:</p> <ul style="list-style-type: none"> <li>• Most represented zip codes of respondents: 12303, 12009, 12203, 12084, 12159</li> <li>• 40% of respondent under age 45; 21% were 65%</li> <li>• Identified assets: Access to outdoor recreation (73%), sense of community (61%), access to local businesses (61%)</li> <li>• Prevalent challenges: preservation of rural character and farmland (53%), neighborhood connectivity</li> </ul>	
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	<p>and walkability (46%), property taxes (44%)</p> <p>In response to a prompt about what type of housing survey participants would like to see constructed in the next 20 years:</p> <ul style="list-style-type: none"> <li>• 47% wanted “mix of housing types and price points to attract and accommodate a variety of income levels”</li> <li>• 30% wanted “Low-density single-family housing development”</li> <li>• 14% wanted “In-law suites and other shared housing to accommodate young professionals and senior citizens”</li> </ul> <p>In response to a prompt about what type of future growth respondents would like to see in the next 20 years:</p> <ul style="list-style-type: none"> <li>• Focus on sustainability (53%)</li> <li>• Preservation of farmland (53%)</li> <li>• New mixed-use development (36%)</li> <li>• New affordable housing (35%)</li> <li>• New residential single-family homes (33%)</li> <li>• New residential multi-family (25%)</li> <li>• Don’t want to see growth (18%)</li> </ul>	
<p><b>Agricultural Resources Overview</b></p>	<p>Jaclyn Hakes (MJ) then provided an overview of pertinent information on Agricultural Resources in Guilderland including:</p> <p><i>Benefits of Agricultural Land Uses</i></p> <ul style="list-style-type: none"> <li>• Access to locally-produced food and agricultural products</li> <li>• Contributions to local economy – employment and revenue</li> <li>• Watershed protection</li> <li>• Maintenance of scenic viewsheds</li> <li>• Wildlife habitat for species requiring open space for feeding and breeding</li> </ul>	

<p><b>Agricultural Resources Overview (Cont'd)</b></p>	<p>Ms. Hakes then provided an overview of the variety of agricultural operations in Guilderland, based on property classification codes. A table was displayed, showing a total of 114 land parcels with agricultural land classifications.</p> <p>Ms. Hakes noted that, as of 2019...</p> <ul style="list-style-type: none"> <li>• 228 parcels (6,720 acres) in Guilderland were located within an Agricultural District</li> <li>• 258 parcels (5,750 acres) in Guilderland receive Agricultural Tax Assessment</li> </ul> <p>Ms. Hakes also displayed a graphic showing areas designated as “priority farmland” in the (2018) Albany Country Agricultural and Farmland Protection Plan. Patches of land in western and northern Guilderland were identified on the graphic in green.</p> <p>CPUC Member Wilson noted that wood lots represent another category agricultural land to consider for preservation.</p> <p>Town Planner Kenneth Kovalchik provided a brief overview of the Town’s Conservation Easement Program as a tool for preserving open space and agricultural lands, in response to a question from a CPUC member. Mr. Kovalchik noted that Transfer/ Purchase of Development Rights programs require municipalities to have funds on hand to compensate landowners, which is a complicating factor in implementation.</p>	<p>None.</p>
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<p><b>Vision &amp; Goals Statement</b></p>	<p>Jesse McCaughey (MJ) initiated a discussion of Vision &amp; Goals by first offering a reminder of the key features of a Vision:</p> <ul style="list-style-type: none"> <li>• Establishes the direction of the community over the next five to ten years</li> <li>• Forms the basis for the Comprehensive Plan</li> <li>• All subsequent recommendations aim to achieve the vision</li> <li>• Use present tense (as if you are ten years in the future)</li> </ul> <p>Mr. McCaughey then provided an overview of the Vision development process:</p> <ul style="list-style-type: none"> <li>• Start with the existing Comprehensive Plan (2001) vision</li> <li>• Takes into consideration the following: <ul style="list-style-type: none"> <li>○ CPUC Input at CPUC Meeting #3</li> <li>○ CPUC Input received after Meeting #3</li> </ul> </li> <li>• Public feedback received via <ul style="list-style-type: none"> <li>○ Visioning exercise at Public Open House</li> <li>○ Community Survey</li> <li>○ Student Engagement</li> </ul> </li> </ul> <p>Mr. McCaughey then displayed a slide with the draft Vision statement and read the statement aloud:</p> <p><i>The Town of Guilderland is made up of distinctive, attractive neighborhoods, with abundant recreation, open space, and scenic resources that serve to connect the community and support a high quality of life for all residents. Varied, productive agricultural operations link the Town to its proud agrarian history, while the architectural legacy of Guilderland’s past is honored through preservation and educational initiatives. The Town is home to a balanced array of prosperous and well-loved businesses, whose success generates the economic base necessary to support quality public services. Well-designed</i></p>	<p>None.</p>
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	<p><i>transportation corridors maximize safety for all travelers while facilitating efficient movement and incorporating relevant emerging technologies. Residents of all age groups and backgrounds contribute to the vitality of the Town, each proud to call Guilderland home.</i></p> <p>CPUC Member Ferrante noted the potential to include planning for a changing climate into Guilderland’s vision, perhaps using terminology such as “climate resiliency.”</p>	<p>The draft Vision will be shared with the public during the third Public Workshop.</p>
<p><b>Subcommittee Establishment &amp; Discussion</b></p>	<p>Jaclyn Hakes (MJ) introduced a series of “goal categories” that had arisen from the current Comprehensive Plan and from public input, thus far:</p> <ul style="list-style-type: none"> <li>• Transportation &amp; Mobility</li> <li>• Neighborhoods &amp; Housing</li> <li>• Parks, Recreation &amp; Historic Resources</li> <li>• Agriculture, Open Space &amp; Environment</li> <li>• Economic Growth</li> </ul> <p>Ms. Hakes then read, in sequence, the goals from the existing (2000) Comprehensive Plan that pertain to these thematic areas, along with factors for consideration that had surfaced in public input.</p> <p>Ms. Hakes proposed forming subcommittees to focus on the five aforementioned topic areas during small-group work sessions.</p> <p>In terms of the role and purpose of the subcommittees, Ms. Hakes noted the following:</p> <ul style="list-style-type: none"> <li>• Small group work sessions (no quorum of CPUC members)</li> <li>• Focus on revising and/or creating 1-3 goals for each topic</li> <li>• Identify preliminary recommendations/action items to achieve goals</li> </ul>	

<p><b>Subcommittee Establishment &amp; Discussion (Cont'd)</b></p>	<p>Ms. Hakes then proposed a scope and schedule of subcommittee efforts. Subcommittees would consist of at least one designated CPUC Member. Ms. Hakes noted the collection of public input and other documents available to subcommittees for consideration during their work.</p>	<p>A subcommittee sign-up sheet will be distributed to the CPUC following the meeting.</p>
<p><b>CPUC Open Discussion</b></p>	<p>Ms. Hakes asked the CPUC whether there were any other suggested topics to address in future meetings. No CPUC comments were received.</p>	<p>None.</p>
<p><b>Next Steps</b></p>	<p>Jaclyn Hakes (MJ) provided an overview of the next steps in the Comprehensive Plan Update process:</p> <ul style="list-style-type: none"> <li>• Subcommittee Homework</li> <li>• Next CPUC Meeting – Sept. 12, 2023 at 7:00 p.m. – Guilderland Town Hall</li> <li>• Public Workshop #3 – Fall 2023</li> </ul> <p>Ms. Hakes noted that the consultant team plans to share draft meeting materials with both the CPUC and the public in advance of future meetings, to align with Town practices.</p>	<p>None.</p>
<p><b>Public Comment</b></p>	<p>Committee Chair Betton opened the floor to public comment.</p> <p>The following comments were provided by members of the public present:</p> <ul style="list-style-type: none"> <li>• Pleased to see progress made at this meeting of the CPUC</li> <li>• Improvements could be made to the user-friendliness of the project website</li> <li>• Discouraged by loss of affordable housing in Guilderland</li> </ul>	

	<ul style="list-style-type: none"> <li>• Question about the extent to which the existing Comprehensive Plan has been implemented. Desire for implementation mechanisms for new plan.</li> <li>• Desire for tree/forest management in Town <ul style="list-style-type: none"> <li>○ <i>Town staff notes existence of Tree Preservation Committee whose first task will be the development of a forest management plan.</i></li> </ul> </li> </ul> <p>CPUC Chair Betton thanked the public for their input and made a motion to adjourn which was seconded. All CPUC Members present voting aye, the meeting was adjourned.</p>	N/A
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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:

Jesse McCaughey, MJ Engineering and Land Surveying, P.C.

cc: Consultant Team, Comprehensive Plan Update Committee, Town of Guilderland, File

### Comprehensive Plan Update Committee (CPUC)

Name	Present
James Abbruzzese	✓
Dominic Rigosu	✗
Tara Cristalli	✓
Richard Brustman	✓
Caitlin Ferrante	✓
Cody Betton	✓

Lisa Hart	<input checked="" type="checkbox"/>
Stephen Wilson	<input checked="" type="checkbox"/>
Elizabeth Lott	<input type="checkbox"/>

## Town Representatives & Planning Support

Name	Present
Supervisor Peter Barber	<input checked="" type="checkbox"/>
Ken Kovalchik	<input checked="" type="checkbox"/>

## Consultant Team

Name	Affiliation	Present
Jaclyn Hakes, Project Manager	M.J. Engineering	<input checked="" type="checkbox"/>
Jesse McCaughey	M.J. Engineering	<input checked="" type="checkbox"/>

# PATHWAY TO OUR FUTURE GUILDERLAND COMPREHENSIVE PLAN



## TOWN OF GUILDERLAND

### COMPREHENSIVE PLAN UPDATE COMMITTEE MEETING SUMMARY

Purpose: Comprehensive Plan Update Committee (CPUC) Meeting #6  
Date and Time: September 12, 2023, 7:00 pm  
Location: Guilderland Town Hall, 5209 Western Turnpike, Guilderland, NY  
Attendees: See Below

Agenda Item	Discussion	Key Decisions & Outcomes
<b>Welcome</b>	<p>Chair of the Comprehensive Plan Update Committee (CPUC) Cody Betton welcomed Committee members, Town staff, and members of the public. Chairperson Betton introduced Jaclyn Hakes (MJ Engineering), who provided an overview of the meeting agenda, including:</p> <ul style="list-style-type: none"><li>• Project Schedule Update</li><li>• Public Engagement Update</li><li>• Subcommittee Report Back</li><li>• CPUC Open Discussion</li><li>• Next Steps</li><li>• Public Comment</li></ul>	None.

<p><b>Project Schedule Update</b></p>	<p>Jaclyn Hakes (MJ) provided an update on the Comprehensive Plan Update process, highlighting key milestones such as Public Workshops, development of the Community Profile &amp; Inventory, the creation of Vision/Goals/Strategies/Recommendations.</p>	<p>None.</p>
<p><b>Public Engagement Update</b></p>	<p>Jesse McCaughey (MJ) updated the Committee on Public Engagement activities, including completed/ongoing activities such as:</p> <ul style="list-style-type: none"> <li>• Project Website Comment Portal</li> <li>• Public Open House/Visioning</li> <li>• Stakeholder Focus Groups</li> <li>• Community Survey</li> <li>• Student Engagement</li> <li>• Public Workshop #2</li> </ul> <p>Mr. McCaughey (MJ) also noted future public engagement activities that have been outlined within the scope of the process, including:</p> <ul style="list-style-type: none"> <li>• Pop-Up Table</li> <li>• Public Workshop #3</li> </ul> <p>Mr. McCaughey noted that the purpose of the pop-up table would be to promote the Public Workshop event.</p> <p>Mr. McCaughey elaborated on the sequencing of the public engagement to date. Stakeholder Focus Group discussions had helped to surface key issues in the community; the Public Open House &amp; Visioning Workshop elicited public input on those identified themes and helped to publicize the Community Survey; Public Workshop #2 gathered more information about those topics that arose in Community Survey data; Student Engagement elicited input from a demographic cohort that had been underrepresented in other engagement methods, thus far.</p>	

<p><b>Subcommittee Report Back</b></p>	<p>Jaclyn Hakes (MJ) introduced a series of “goal categories” that had arisen from the current Comprehensive Plan and from public input, thus far:</p> <ul style="list-style-type: none"> <li>• Agriculture</li> <li>• Economic Growth</li> <li>• Environment, Climate Change &amp; Resiliency</li> <li>• Neighborhoods &amp; Housing</li> <li>• Parks, Recreation, Open Space &amp; Historic Resources</li> <li>• Transportation &amp; Mobility</li> </ul> <p>Subcommittee Report Back began with the Agriculture Subcommittee</p> <p><b>Agriculture</b>  <b>Spokesperson: Jim Abbruzzese</b></p> <p>The subcommittee convened 3 times and discussed the following topics:</p> <ul style="list-style-type: none"> <li>• Preserving farmland &amp; open space</li> <li>• 3-acre zoning</li> <li>• Cluster housing on smaller lots with common septic systems</li> <li>• Preference for solar field installation that does not disturb prime farmland</li> <li>• Potential funding sources for agricultural land preservation</li> </ul> <p>Mr. Abbruzzese emphasized that preservation programs should remain voluntary for landowners.</p> <p>Questions arose regarding the Town conservation easement program.</p> <ul style="list-style-type: none"> <li>• Are such programs effective?</li> <li>• How many currently exist in Town?</li> <li>• Should incentives be revised?</li> <li>• Instead of being conserved in perpetuity could the easements be available for limited terms.</li> </ul> <p><b>Economic Growth</b>  <b>Spokesperson: Cody Betton</b></p>	
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<p><b>Subcommittee Report Back (cont.)</b></p>	<p>Mr. Betton began by explaining the process in which the subcommittee created their goals and recommendations.</p> <ul style="list-style-type: none"> <li>• The group analyzed the previous economic section of the 2001 Town Comprehensive Plan.</li> <li>• Many objectives were “modernized” or revised.</li> <li>• Some objectives considered redundant were not used by the subcommittee.</li> </ul> <p>The subcommittee understood the importance of retaining Guilderland’s identity.</p> <ul style="list-style-type: none"> <li>• The suburban aspect, the rural character, and small commercial identity of the Town.</li> </ul> <p>Mr. Betton mentioned that more people can begin a business and can base the business out of their homes.</p> <p>Regarding strengthening relationships with the local universities, Mr. Betton highlighted the potential for growth of the nanotech sector.</p> <p>The Subcommittee realized that efforts need to be made to expand the community’s tax base.</p> <p><b>Environment, Climate Change &amp; Resiliency Spokesperson: Caitlin Ferrante</b></p> <p>The subcommittee met 4 times and focused on 2 areas.</p> <ol style="list-style-type: none"> <li>1. Reduce Impact from Climate Change</li> <li>2. Reduce Townwide Contribution to Climate Change</li> </ol> <p>Ms. Ferrante emphasized that severe climate events are occurring much more frequently than in previous years.</p> <p>The subcommittee recommended open space protection, streetscape designs incorporating green infrastructure, light-</p>	
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<p><b>Subcommittee Report Back (cont.)</b></p>	<p>colored roofs, and proper management of Town forests.</p> <p>Topics discussed by this subcommittee include:</p> <ul style="list-style-type: none"> <li>• Reducing pesticide/ herbicide use</li> <li>• Maintaining wetlands</li> <li>• Potentially working with Green Corps</li> <li>• Support conservation clustering</li> <li>• Green infrastructure and green energy production (solar, wind, hydro, and micro grids)</li> <li>• LED streetlights and other energy-efficient technologies</li> </ul> <p>Ms. Ferrante concluded the report by saying any possible future meetings for the Environment subcommittee would likely focus on honing specific goal language.</p> <p><b>Neighborhoods &amp; Housing Spokesperson: Dominic Rigosu</b></p> <p>The subcommittee convened 5 times, with some Town residents attending subcommittee meetings.</p> <p>Mr. Rigosu explained that most of the subcommittee’s work consisted of adapting the past Plan’s objectives to the modern day.</p> <p>The subcommittee discussed the following topics:</p> <ul style="list-style-type: none"> <li>• The infrastructure necessary to support density</li> <li>• Incentives to encourage different types of developments</li> <li>• The needs of first-time homeowners</li> <li>• Accessory Dwelling Units (ADUs)</li> </ul>	
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<p><b>Subcommittee Report Back (cont.)</b></p>	<p><b>Transportation &amp; Mobility Spokesperson: Rich Brustman</b></p> <p>The subcommittee convened 4 times. Main topics the group focused on are as follows:</p> <ul style="list-style-type: none"> <li>• Western Avenue</li> <li>• Sidewalk and Trails</li> <li>• The pedestrian experience</li> <li>• New technology</li> <li>• Business needs relating to transportation</li> <li>• Public transit</li> </ul> <p>Mr. Brustman described that the subcommittee examined the 2001 Plan. He noted that the subcommittee’s main departure from the previous plan involved Western Ave and the Town arterial roads.</p> <ul style="list-style-type: none"> <li>• Many suggestions stemmed from how the thruway could better serve the Town.</li> <li>• However, Mr. Brustman clarified that their ideas were suited for a long-range plan of 5-10 years.</li> </ul> <p>The previous plan’s objectives are still relevant with a few exceptions posed by the subcommittee.</p> <ul style="list-style-type: none"> <li>• CDTA’s FLEX</li> <li>• Adaptive signals</li> </ul> <p>Mr. Brustman concluded his report.</p> <p>CPUC members had additional comments regarding the Town conservation program, existing infrastructure/ resources, and how the CPUC would address overlapping interests posed by the subcommittees.</p> <p>Jaclyn Hakes (MJ) requested that the subcommittees submit their input in writing by October 13, 2023 for consolidation.</p>	
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<p><b>CPUC Open Discussion</b></p>	<p>Ms. Hakes (MJ) asked the CPUC whether there were any other suggested topics to address in future meetings. No CPUC comments were received.</p>	<p>None.</p>
<p><b>Next Steps</b></p>	<p>Jaclyn Hakes (MJ) provided an overview of the next steps in the Comprehensive Plan Update process:</p> <ul style="list-style-type: none"> <li>• Subcommittee Homework</li> <li>• Next CPUC Meeting – November 14, 2023 at 7:00 p.m. – Guilderland Town Hall</li> <li>• Public Workshop #3</li> </ul> <p>Ms. Hakes noted that the consultant team plans to share draft meeting materials with both the CPUC and the public in advance of future meetings, to align with Town practices.</p>	<p>None.</p>
<p><b>Public Comment</b></p>	<p>Committee Chair Betton opened the floor to public comment.</p> <p>The following comments were provided by members of the public present:</p> <p>The first comment raised was the topic of waning interest in the Comprehensive Plan Update. Questions were posed about publicizing participation and pop-up tables.</p> <p>Jaclyn Hakes (MJ) answered that pop-up tables are set up at popular locations where people typically congregate. MJ will work with CPUC to schedule and organize the next public meeting.</p> <p>The next speaker was a member of the McKownville Improvement Association and invited those in attendance to the Association’s next meeting.</p> <p>The final speaker was a member of the Guilderland Coalition for Responsible</p>	<p>None.</p>

<p><b>Public Comment cont.</b></p>	<p>Growth. The speaker was concerned about the CPUC's and consultant team's efforts for public engagement.</p> <p>Ms. Hakes (MJ) answered that public engagement is most effective when organized as a partnership.</p> <ul style="list-style-type: none"> <li>• This entails work done by the Town, the consultant team, and Town residents.</li> <li>• Once a date is established for the next Public Meeting then a publicity plan will be created.</li> </ul> <p>CPUC Chair Betton thanked the public for their input and made a motion to adjourn which was seconded. All CPUC Members present voting aye, the meeting was adjourned.</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:  
 Jesse McCaughey, MJ Engineering and Land Surveying, P.C.  
 cc: Consultant Team, Comprehensive Plan Update Committee, Town of Guilderland, File

### Comprehensive Plan Update Committee (CPUC)

Name	Present
James Abbruzzese	<input checked="" type="checkbox"/>
Dominic Rigosu	<input type="checkbox"/>
Tara Cristalli	<input checked="" type="checkbox"/>
Richard Brustman	<input checked="" type="checkbox"/>
Caitlin Ferrante	<input checked="" type="checkbox"/>
Cody Betton	<input checked="" type="checkbox"/>
Lisa Hart	<input checked="" type="checkbox"/>
Stephen Wilson	<input checked="" type="checkbox"/>

Elizabeth Lott	<input checked="" type="checkbox"/>
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### Town Representatives & Planning Support

Name	Present
Ken Kovalchik	<input checked="" type="checkbox"/>

### Consultant Team

Name	Affiliation	Present
Jaclyn Hakes, Project Manager	M.J. Engineering	<input checked="" type="checkbox"/>
Jesse McCaughey	M.J. Engineering	<input checked="" type="checkbox"/>

# PATHWAY TO OUR FUTURE GUILDERLAND COMPREHENSIVE PLAN



## TOWN OF GUILDERLAND

### COMPREHENSIVE PLAN UPDATE COMMITTEE MEETING SUMMARY

**Purpose:** Comprehensive Plan Update Committee (CPUC) Meeting #7  
**Date and Time:** November 14, 2023, 7:00 pm  
**Location:** Guilderland Town Hall, 5209 Western Turnpike, Guilderland, NY  
**Attendees:** See Below

Agenda Item	Discussion	Key Decisions & Outcomes
<p><b>Welcome</b></p>	<p>Chair of the Comprehensive Plan Update Committee (CPUC) Cody Betton welcomed Committee members, Town staff, and members of the public. Chairperson Betton introduced Jesse McCaughey (MJ Engineering), who provided an overview of the meeting agenda, including:</p> <ul style="list-style-type: none"> <li>• Project Schedule Update</li> <li>• Public Engagement Update</li> <li>• Subcommittee Draft Goals &amp; Recommendations Discussion</li> <li>• CPUC Open Discussion</li> <li>• Next Steps</li> <li>• Public Comment</li> </ul>	<p>None.</p>

<p><b>Project Schedule Update</b></p>	<p>Jesse McCaughey (MJ) provided an update on the Comprehensive Plan Update process, highlighting key milestones such as Public Workshops, development of the Community Profile &amp; Inventory, the creation of Vision/Goals/Strategies/Recommendations.</p>	<p>None.</p>
<p><b>Public Engagement Update</b></p>	<p>Jesse McCaughey (MJ) updated the Committee on Public Engagement activities, including completed/ongoing activities such as:</p> <ul style="list-style-type: none"> <li>• Project Website Comment Portal</li> <li>• Public Open House/Visioning</li> <li>• Stakeholder Focus Groups</li> <li>• Community Survey</li> <li>• Student Engagement</li> <li>• Public Workshop #2</li> </ul> <p>Mr. McCaughey (MJ) also noted future public engagement activities that have been outlined within the scope of the process, including:</p> <ul style="list-style-type: none"> <li>• Pop-Up Table</li> <li>• Public Workshop #3</li> </ul> <p>Mr. McCaughey noted that a primary purpose of Public Workshop #3 would be to introduce draft recommendations generated by the CPUC for public input.</p>	
<p><b>Subcommittee Draft Goals &amp; Recommendations Discussion</b></p>	<p>Jesse McCaughey (MJ) introduced the six themed subcommittees:</p> <ul style="list-style-type: none"> <li>• Agriculture</li> <li>• Economic Growth</li> <li>• Environment, Climate Change &amp; Resiliency</li> <li>• Neighborhoods &amp; Housing</li> <li>• Parks, Recreation, Open Space &amp; Historic Resources</li> <li>• Transportation &amp; Mobility</li> </ul> <p>The subcommittees were responsible for organizing their own meeting times to create a set of draft goals and recommendations.</p>	

<p><b>Subcommittee Draft Goals &amp; Recommendations Discussion (cont.)</b></p>	<p>Mr. McCaughey noted that these recommendations are for the consideration of the CPUC to review, continue to refine, and to possibly include in the draft plan update.</p> <p>Mr. McCaughey then introduced overlapping themes proposed by two or more subcommittees.</p> <p><b>Overlapping Common Themes</b></p> <ul style="list-style-type: none"> <li>• Greater Walkability</li> <li>• Conservation Easement Program</li> <li>• Tree/forest management</li> <li>• Strategic siting of solar panels</li> <li>• Enhance productive partnerships</li> <li>• Connection between density and supportive infrastructure</li> </ul> <p>Mr. McCaughey then listed the goals and recommendations put forth by each subcommittee:</p> <p><b>Agriculture Subcommittee</b></p> <p><b>Goal:</b> <i>Ensure the long-term viability of agriculture as a vocation and economic pursuit within the Town of Guilderland by prioritizing the preservation of suitable farmland and by promoting agriculture as an important component of the Town’s economy and character</i></p> <p><b>Recommendations:</b></p> <ol style="list-style-type: none"> <li>1. Promote the Town’s conservation easement program, offering flexible, tiered incentives to landowners who dedicate acreage to remain undeveloped</li> <li>2. Prioritize preservation of prime agricultural soils and scenic viewsheds in future siting decisions for solar energy infrastructure in the Town</li> <li>3. Assess and weigh the potential for harmful impacts to existing rural character when evaluating proposed expansion of municipal water/sewer infrastructure in western Guilderland</li> </ol>	
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<p><b>Subcommittee Draft Goals &amp; Recommendations Discussion (cont.)</b></p>	<ol style="list-style-type: none"> <li>4. Explore the use of flexible zoning options – e.g., cluster subdivisions – to confine development in rural portions of the Town to smaller lots and thereby encourage the preservation of agricultural enterprise/open space in the remaining land area</li> <li>5. Explore options for light retail/farm service business on the western end of US-20 near Princetown to serve rural Guilderland</li> <li>6. Form a standing agricultural committee, with oversight by the Town, to advocate for the productive use of agricultural lands for farming and other agricultural activities</li> <li>7. Prioritize the responsible management of forested areas in Guilderland, which can support syrup production, honey production, and woodlots and which also serve as important wildlife habitat</li> <li>8. In partnership with the City of Watervliet, seek grants and other funding sources to support the clean-up of western areas of Watervliet Reservoir, which are visible from US-20</li> <li>9. Explore the creation of a Purchase of Development Rights (PDR) program, with flexible terms, to protect existing open spaces and farm lands and incentivize new development in areas with existing supportive infrastructure.</li> </ol> <p>One comment added by a CPUC member is that Town programs, like the conservation easement program, are voluntary and that there is a need to consider landowner property rights.</p> <p><b>Economic Growth Subcommittee</b> <b>Goal:</b> <i>Establish and promote a diverse and strategic economic base that provides income, employment, and fiscal resources to</i></p>	
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<p><b>Subcommittee Draft Goals &amp; Recommendations Discussion (cont.)</b></p>	<p><i>the community in a manner that is compatible with the future land use plan and unique identity of Guilderland.</i></p> <p><b>Recommendations:</b></p> <ol style="list-style-type: none"> <li>1. Continue and expand relationships and incentives available through federal, state, county and local organizations that support both the existing and future business community and promote Guilderland's economic future.</li> <li>2. Identify existing and potential centers for economic and community development and encourage appropriate development in those locations with marketing efforts, infrastructure investment and economic development incentives.</li> <li>3. Identify and establish the desired mix and scale of businesses in a manner that recognizes, and is sensitive to, the neighborhood setting and cultural diversity of the Town. This includes supporting home-based businesses.</li> <li>4. Promote the growth of local business. In doing so the Town should organize, advertise, and encourage local small businesses to participate in marketing programs, i.e., nationally recognized Small Business Week.</li> <li>5. Support agriculture in Guilderland and identify ways in which the town can make this possible.</li> <li>6. Develop strategies to attract well-paying, job-creating employers who will be able to provide employment opportunities for Guilderland's community and offers high quality of life.</li> <li>7. Encourage partnerships with higher learning institutions including the University at Albany, the Albany Nanotech Complex and related entities to promote economic</li> </ol>	
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<p><b>Subcommittee Draft Goals &amp; Recommendations Discussion (cont.)</b></p>	<p>development opportunities in the town.</p> <ol style="list-style-type: none"> <li>8. Seek relationships with educational schools/institutions as they play a crucial role in the well-being and future success of a community. A skilled and educated workforce can attract businesses to the area, leading to economic development and job opportunities.</li> <li>9. Explore developing a new village-like “planned community,” built from the ground up, in the north-west corner of Guilderland. (Perhaps an all Green Community.)</li> <li>10. Periodically do a formal review of the Comprehensive Plan and report on progress towards its goals.</li> </ol> <p>Mr. Betton elaborated that people of different opinions would find some common ground in the presented goals and recommendations of the economic subcommittee.</p> <p><b>Environment, Climate Change &amp; Resiliency Subcommittee</b></p> <p><b>Goal #1</b> <i>Preserve the quality of life and Town character in Guilderland through strategic hazard mitigation and resiliency measures to address the impacts of a changing climate.</i></p> <p><b>Recommendations:</b></p> <ol style="list-style-type: none"> <li>1. Build on Guilderland’s designation as a registered Climate Smart Community by completing the enumerated criteria for Bronze-level Climate Smart Community Certification by 2030.</li> <li>2. Encourage and incentivize resiliency through town practices, procedures, rules and regulations wherever practicable. Resiliency measures include but are not limited to: <ul style="list-style-type: none"> <li>○ Stormwater infrastructure improvements</li> </ul> </li> </ol>	
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<p><b>Subcommittee Draft Goals &amp; Recommendations Discussion (cont.)</b></p>	<ul style="list-style-type: none"> <li>○ Wetland protection</li> <li>○ Reducing heat island effects through tree planting and preservation</li> <li>○ Stewardship of Town forests and open space for ecosystem health</li> <li>○ Creation of alert system for extreme weather events</li> <li>○ Preservation of open space</li> <li>○ Improving environmental education and outreach at Town parks</li> </ul> <p><b>Goal #2</b> <i>Reduce community-wide greenhouse gas emissions through forward-thinking environmental, transportation, and energy planning.</i></p> <p><b>Recommendations:</b></p> <ol style="list-style-type: none"> <li>1. Wherever feasible, encourage and incentivize clean energy production, including at Town-owned facilities</li> <li>2. Encourage low- or no-GHG-producing transportation options in Guilderland by supporting infrastructure for electric vehicles, cycling, walking, and public transportation</li> <li>3. Encourage agricultural practices that sequester carbon such as forest pastures and no-till seeding</li> <li>4. Encourage the use of energy-efficient lighting and fixtures such as LED, where such applications can reduce ambient light pollution as well as energy consumption</li> </ol> <p>A cooling station for summer was recommended by a CPUC member.</p>	
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<p><b>Subcommittee Draft Goals &amp; Recommendations Discussion (cont.)</b></p>	<p>The three remaining subcommittee goals and recommendations were presented by Jaclyn Hakes (MJ):</p> <p><b>Neighborhoods &amp; Housing Subcommittee</b></p> <p><b>Goal #1:</b> <i>Provide a balanced blend of quality housing opportunities, including a desirable range of housing types and price ranges, which are affordable and accessible to residents.</i></p> <p><b>Recommendations:</b></p> <ol style="list-style-type: none"> <li>1. Development that prioritizes energy efficiency, water conservation, and the use of sustainable materials</li> <li>2. Support for existing structures as housing resources for the Town and its residents, including possible incentives for renovating smaller, older homes to maintain diversity in the available housing stock</li> <li>3. Create park amenities for residents, prioritizing underserved areas within the Town such as Westmere</li> <li>4. Encourage the development of smaller homes, especially one-story homes that serve the needs of older residents</li> <li>5. Promote age-in-place initiatives such as Guilderland Senior Services</li> <li>6. Encourage developments that designate some portion of the overall housing units as affordable, as determined by a percentage of area median income</li> <li>7. Proactively develop guidelines for Accessory Dwelling Units in the Town</li> </ol>	
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<p><b>Subcommittee Draft Goals &amp; Recommendations Discussion (cont.)</b></p>	<p><b>Goal #2</b> <i>Preserve and enhance Guilderland’s identity, image, and quality of life; and maintain and strengthen the distinction between the Town’s developed and rural areas, as well as the distinction between the town’s neighborhoods and commercial areas.</i></p> <p><b>Recommendations:</b></p> <ol style="list-style-type: none"> <li>1. Look for ways to improve parking regulations to serve the Town better: changing wording to “recommended” rather than “required”, shared parking for adjacent businesses, parking issues associated with ADUs</li> <li>2. Partner with land trusts to achieve the goal of preserving open space in Town</li> <li>3. Encourage and promote use of solar panels on strategic Town property locations</li> <li>4. Encourage and potentially incentivize residential rooftop solar panels</li> <li>5. Retain and strengthen the character of Guilderland’s residential neighborhoods, and develop building, landscaping and signage guidelines for commercial areas to create a cohesive and aesthetically pleasing visual environment and sense of place</li> <li>6. Encourage street tree planting and other aesthetic improvements in residential neighborhoods using native/non-invasive species.</li> <li>7. Hire a town arborist to evaluate trees in town, protect heritage trees from development, and enforce the code provisions regulating the amount of trees that can be cut down for any development project.</li> </ol>	
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<p><b>Subcommittee Draft Goals &amp; Recommendations Discussion (cont.)</b></p>	<p><b>Parks, Recreation, Open Space &amp; Historic Resources Subcommittee</b></p> <p><b>Goal #1</b> <i>Recognize Guilderland’s historic resources and preserve and enhance cultural opportunities in the community.</i></p> <p><b>Recommendations:</b></p> <ol style="list-style-type: none"> <li>1. Support the work of interested community residents and organizations who are already working on protecting and enhancing the Town’s historic and cultural heritage. Shall maintain open communication with interested parties.</li> <li>2. Develop land use regulations and incentives to protect historic/archaeologically sensitive areas.</li> <li>3. Enhance the opportunities for residents and visitors to experience the Town’s historic and cultural sites. The Town shall provide the opportunity of local organizations to utilize the historic sites for educational and fundraising purposes.</li> <li>4. Cultivate public awareness of the Town’s historical and cultural resources through the schools, Town website and local newspapers.</li> <li>5. Develop closer ties with the University of Albany and increase community access and awareness of its diverse array of programs and facilities and implement suggestions UAlbany provided in their research.</li> <li>6. Promote educational opportunities, festivals and other community observances. Including at the Mynderse-Frederick House, Schoolcraft House, Ballet Barn, and Town Parks, and any other locations the town may acquire, should be used.</li> </ol>	
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<p><b>Subcommittee Draft Goals &amp; Recommendations Discussion (cont.)</b></p>	<ol style="list-style-type: none"> <li>7. Evaluate the adequacy of existing facilities to support programs for youth, seniors, small-scale performances, recitals, concerts, and other public events. Such plans must include ADA compliance.</li> <li>8. Create strategies for the sustained financial support of the Town’s historical and cultural sites and programs. Financial support must be part of the Town budget, and also include fundraising events for specific projects; similar to other municipalities which have had fundraising through “buy a brick.”</li> </ol> <p><b>Goal #2</b> <i>Provide sufficient and diverse well-located, and affordable, active and passive recreational opportunities for all Guilderland residents. Efforts to provide a connectivity green space to link various recreational areas to each other wherever feasible shall be deployed.</i></p> <p><b>Recommendations:</b></p> <ol style="list-style-type: none"> <li>1. Formalize a community dialogue to continually evaluate the Town’s recreational facilities and programs to ensure responsiveness to the Town’s changing recreational desires.</li> <li>2. Work with other municipalities, the school districts, the YMCA, the University of Albany, Guilderland Public Library and private recreation providers to maximize year-round recreational opportunities for Town residents, especially youth and senior citizens.</li> <li>3. Maintain and upgrade the Town’s existing recreational programs and facilities.</li> <li>4. Identify a network of multi-use trails that link neighborhoods with schools, commercial and entertainment centers, Town service facilities, the public transit system, and open spaces.</li> </ol>	
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<p><b>Subcommittee Draft Goals &amp; Recommendations Discussion (cont.)</b></p>	<p>5. Identify potentially underutilized resources and explore the creation of new recreational opportunities for Town Residents.</p> <p><b>Goal #3</b> <i>Protect important agricultural, natural, and open space resources, which contribute to the diversity, character, aesthetics, economy, and general health and welfare of the Town. Resources such as the Watervliet Reservoir and watershed, viable farmland, ravines, woodlots, streams, aquifers, wetlands, floodplains, the escarpment, viewsheds, and the pine bush are recognized for their role in the drainage, water supply, agriculture, aesthetics, recreation and wildlife habitat.</i></p> <p><b>Recommendations:</b></p> <ol style="list-style-type: none"> <li>1. Maintain and improve water quality.</li> <li>2. Create incentives for property owners to protect important agricultural, natural and open space resources including financial, regulatory, and other tools available for this purpose.</li> <li>3. Encourage community participation in a county-based agriculture and farmland protection program.</li> <li>4. Identify incentives and actions by the community to support farming as an economic activity in Guilderland.</li> <li>5. Discourage impact to sensitive resources such as steep slopes, stream corridors, wetlands, and significant habitat/open spaces and viewsheds.</li> <li>6. Identify ways to help protect and improve water quality in the reservoir, including encouraging cooperative efforts with the City of Watervliet (property owner) and neighboring communities located in the watershed of the Watervliet Reservoir.</li> </ol>	
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<p><b>Subcommittee Draft Goals &amp; Recommendations Discussion (cont.)</b></p>	<ol style="list-style-type: none"> <li>7. Identify new potential groundwater sources for municipal water supply and protect these areas from incompatible, potentially polluting land uses through a well-head protection plan.</li> <li>8. Create an action plan for the identification, voluntary acquisition and management of properties that comprise a comprehensive open space and natural resource preservation system.</li> <li>9. Establish a green belt area around the hamlets to preserve open spaces.</li> </ol> <p><b>Transportation &amp; Mobility Subcommittee</b></p> <p><b>Goal:</b> <i>Provide safe, convenient, and efficient transportation options for people and goods within, through and around the Town of Guilderland, which are supportive of the Town’s future land use plan, and which minimize the impact of traffic on the Town’s Character and quality of life.</i></p> <p>Recommendations:</p> <ol style="list-style-type: none"> <li>1. Enhance pedestrian mobility in all areas of Town by expanding sidewalk and the multi-use trail system to better link community centers, recreation, neighborhoods, shopping and employment areas.</li> <li>2. Increase safety for cyclists and pedestrians by adding “Share the Road” signage and by evaluating ways to increase pedestrian visibility and crossing times at key intersections in Town</li> <li>3. Consider the capabilities and characteristics of electric-powered bicycles in the design of bicycle infrastructure within the Town</li> <li>4. Encourage and incentivize the integration of shared bike/pedestrian paths in new housing developments, linking such areas to existing neighborhoods as</li> </ol>	
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<p><b>Subcommittee Draft Goals &amp; Recommendations Discussion (cont.)</b></p>	<p>well as other amenities like parks, community services, and retail</p> <ol style="list-style-type: none"> <li>5. Install benches, bicycle racks, and other appropriate street furniture in strategic locations to incentivize and support non-motorized transportation options in Guilderland</li> <li>6. Extend and enhance pedestrian walkways and safe crossings westward from Stuyvesant Plaza, facilitating greater foot traffic for businesses along Western Avenue</li> <li>7. Encourage walkable residential nodes, connected to commercial offerings and other amenities</li> <li>8. Promote the use of CDTA Flex service in Guilderland</li> <li>9. Initiate a “Bike Guilderland Week” to promote alternative transportation options in Guilderland</li> <li>10. Partner with the NYS Department of Transportation to facilitate a pedestrian needs study of Guilderland</li> <li>11. Partner with relevant regional organizations to encourage bike share facilities at key locations within the Town</li> <li>12. Partner with the Thruway Authority to evaluate the potential for diverting a higher percentage of local traffic to the Thruway and, thus, reduce the traffic burden on Western Avenue</li> <li>13. Partner with regional employers and the CDTA to increase the use of public transportation for daily commuting, including potential expansion of the Universal Bus Pass system in Guilderland</li> </ol> <p>CPUC members were asked to complete the following over the next month.</p> <ul style="list-style-type: none"> <li>• Review subcommittee input</li> <li>• Identify language edits.</li> <li>• Identify additional recommendations.</li> </ul>	
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<p><b>Subcommittee Draft Goals &amp; Recommendations Discussion (cont.)</b></p>	<ul style="list-style-type: none"> <li>• Provide questions or identify issues that were not addressed.</li> </ul>	
<p><b>CPUC Open Discussion</b></p>	<p>One CPUC commented that some recommendations were strategic or operational. Many recommendations varied by scale.</p> <p>MJ noted to those in attendance that it is common for recommendations in comprehensive plans to vary in scale.</p> <p>Another CPUC member mentioned that there was little conflict between the recommendations of the various subcommittees. However, there may be an issue of competing resources.</p>	<p>None.</p>
<p><b>Next Steps</b></p>	<p>Jaclyn Hakes (MJ) provided an overview of the next steps in the Comprehensive Plan Update process:</p> <ul style="list-style-type: none"> <li>• CPUC Homework <ul style="list-style-type: none"> <li>○ Review Subcommittee Draft Goals &amp; Recommendations</li> <li>○ Written feedback to MJ by December 15</li> </ul> </li> <li>• Next CPUC Meeting – January 9, 2024, at 7:00 p.m. – Guilderland Town Hall</li> <li>• Public Workshop #3 - TBD</li> </ul> <p>Ms. Hakes noted that the consultant team plans to share draft meeting materials with both the CPUC and the public in advance of future meetings, to align with Town practices.</p>	<p>None.</p>
<p><b>Public Comment</b></p>	<p>Committee Chair Betton opened the floor to public comment.</p> <p>The following comments were provided by members of the public present:</p>	<p>None.</p>

<p><b>Public Comment (cont.)</b></p>	<p>The first comment raised was that the term “Complete Streets” was preferred when discussing transportation.</p> <p>The same commentor advocated for the consideration of known wildlife corridors in decisions regarding open space conservation.</p> <p>Another individual spoke in favor of using specific language in plan recommendations.</p> <p>One commenter raised the appropriateness of a moratorium on building apartment complexes.</p> <p>The next commenter recommended the mitigation of impervious surfaces for proposed projects. The same commenter also suggested to evaluate how traffic studies are done in Town and the possibility of improving them.</p> <p>Another commentor was in support of a town arborist. They also suggested that electric vehicle charging stations be installed in places of retail and recreation. This commentor also recommended the update and rehabilitation of existing structures for new homeowners</p> <p>A member of the public advocated for an open space inventory.</p> <p>Committee Chair Betton asked for any further public comment. Hearing none, Chair Betton adjourned the meeting.</p>	<p>None.</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:  
 Jesse McCaughey, MJ Engineering and Land Surveying, P.C.  
 cc: Consultant Team, Comprehensive Plan Update Committee, Town of Guilderland, File

## Comprehensive Plan Update Committee (CPUC)

Name	Present
James Abbruzzese	<input checked="" type="checkbox"/>
Dominic Rigosu	<input checked="" type="checkbox"/>
Tara Cristalli	<input checked="" type="checkbox"/>
Richard Brustman	<input checked="" type="checkbox"/>
Caitlin Ferrante	<input checked="" type="checkbox"/>
Cody Betton	<input checked="" type="checkbox"/>
Lisa Hart	<input checked="" type="checkbox"/>
Stephen Wilson	<input checked="" type="checkbox"/>
Elizabeth Lott	<input checked="" type="checkbox"/>

## Town Representatives & Planning Support

Name	Present
Ken Kovalchik	<input checked="" type="checkbox"/>

## Consultant Team

Name	Affiliation	Present
Jaclyn Hakes, Project Manager	M.J. Engineering	<input checked="" type="checkbox"/>
Jesse McCaughey	M.J. Engineering	<input checked="" type="checkbox"/>

# PATHWAY TO OUR FUTURE

## GUILDERLAND COMPREHENSIVE PLAN



# TOWN OF GUILDERLAND

## COMPREHENSIVE PLAN UPDATE COMMITTEE MEETING SUMMARY

**Purpose:** Comprehensive Plan Update Committee (CPUC) Meeting #8  
**Date and Time:** January 22, 2024, 7:00 pm  
**Location:** Guilderland Town Hall, 5209 Western Turnpike, Guilderland, NY  
**Attendees:** See Below

Agenda Item	Discussion	Key Decisions & Outcomes
<p><b>Welcome</b></p>	<p>Vice Chair of the Comprehensive Plan Update Committee (CPUC) Jim Abbruzzese welcomed Committee members, Town staff, and members of the public. Mr. Abbruzzese introduced Jaclyn Hakes (MJ Engineering), who identified other members of the planning team in attendance:</p> <ul style="list-style-type: none"> <li>• Jesse McCaughey (MJ)</li> <li>• Nan Stolzenberg (Community &amp; Environmental Planning Associates)</li> <li>• Ellen Pemrick (E.M. Pemrick &amp; Co.)</li> </ul> <p>Ms. Hakes then provided an overview of the meeting agenda, including:</p> <ul style="list-style-type: none"> <li>• Project Schedule &amp; Engagement Update</li> <li>• Refined Draft Recommendations Discussion</li> <li>• Future Land Use Discussion/Exercise</li> </ul>	<p>None.</p>

	<ul style="list-style-type: none"> <li>• CPUC Open Discussion</li> <li>• Next Steps</li> <li>• Public Comment</li> </ul>	
<p><b>Project Schedule &amp; Engagement Update</b></p>	<p>Jaclyn Hakes (MJ) provided an update on the Comprehensive Plan Update process, drawing attention to the upcoming steps and required process components prior to the adoption of the Plan Update.</p> <p>Ms. Hakes reiterated the range of completed public engagement activities from earlier in the planning process, such as:</p> <ul style="list-style-type: none"> <li>• Project Website Comment Portal</li> <li>• Public Open House/Visioning</li> <li>• Stakeholder Focus Groups</li> <li>• Community Survey</li> <li>• Student Engagement</li> <li>• Public Workshop #2</li> </ul> <p>Ms. Hakes noted that the third public event is envisioned for February, 2024. Ms. Hakes noted that the purpose of the third public event would be to check in with the public about preliminary draft recommendations which have been developed through this Update process.</p>	<p>None.</p>
<p><b>Refined Draft Recommendations Discussion</b></p>	<p>Jaclyn Hakes (MJ) provided background information about how the current list of draft recommendations had been assembled:</p> <ol style="list-style-type: none"> <li>1. Topic-based subcommittees submitted input on proposed updates and/or additions to the goals and recommendations in the existing Comprehensive Plan</li> <li>2. CPUC members reviewed the input from the subcommittees and offered follow-up input</li> <li>3. Members of the planning team evaluated the resulting list of</li> </ol>	

<p><b>Refined Draft Recommendations Discussion (Cont'd)</b></p>	<p>recommendations for any potential gaps or missing pieces</p> <ol style="list-style-type: none"> <li>4. Recommendations were augmented, re-worded, and/or re-organized based on input from the CPUC and the planning team members</li> <li>5. An updated version of draft recommendations was distributed to the CPUC in advance of the meeting for review and consideration</li> </ol> <p>Ms. Hakes identified a potential structure for the draft Comprehensive Plan Update document, which would feature sections addressing the following identified topic areas:</p> <ul style="list-style-type: none"> <li>• Agriculture</li> <li>• Economic Growth</li> <li>• Environment, Climate Change &amp; Resiliency</li> <li>• Neighborhoods &amp; Housing</li> <li>• Parks, Recreation, Open Space &amp; Historic Resources</li> <li>• Transportation &amp; Mobility</li> </ul> <p>Following these theme-based sections, Ms. Hakes pointed out the usefulness of having sections to address Governance and Implementation.</p> <p>In order to elicit input from the CPUC on the updated list of draft recommendations, Ms. Hakes explained that the following discussion would focus on each separate theme, in turn, and there would be an opportunity to CPUC members to provide input based upon their review of publicly-available advance meeting materials.</p> <p>Nan Stolzenburg of the planning team read the goal for Agriculture aloud to initiate the discussion on the associated draft recommendations.</p> <p><b>Agriculture</b></p>	
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**Refined Draft  
Recommendations  
Discussion (Cont'd)**

**Goal:** *Ensure the long-term viability of agriculture as a vocation and economic pursuit within the Town of Guilderland by prioritizing the preservation of suitable farmland and by promoting agriculture as an important component of the Town's economy and character*

Ms. Stolzenburg noted that the "toolbox" for protecting agriculture in Guilderland needed to be enlarged, which led to the addition of supplemental draft recommendations.

One comment added by a CPUC member is that standing committees would be useful for all six of the identified topic areas – not only agriculture.

Another CPUC member requested that "dual use" or "agrivoltaic" language be incorporated in the recommendation to facilitate compatible development of solar energy infrastructure in Guilderland.

A further CPUC member comment advocated for consolidating those recommendations which deal with updating definitions or the zoning code.

Ellen Pemrick read aloud the goal for the Business, Employment, and Fiscal Resources theme (formerly titled Economic Growth), to initiate a discussion of related draft recommendations:

**Business, Employment, and Fiscal Resources**  
**Goal:** *Establish and promote a diverse and strategic economic base that provides income, employment, and revenue to the community in a manner that is compatible with the future land use plan and unique identity of Guilderland.*

A CPUC member requested that the subcommittee recommendation on the

<p><b>Refined Draft Recommendations Discussion (Cont'd)</b></p>	<p>development of Town-owned residential development be added back to the overall list of draft recommendations.</p> <p>Another CPUC member requested a recommendation calling for a standing committee on economic development in the Town.</p> <p>A CPUC member noted a desire to see a recommendation for the Comprehensive Plan Update document and its recommendations to be reviewed on an annual basis after adoption.</p> <p>A CPUC member requested that a recommendation for expedited development review – if certain conditions are met – include more explanation within the text.</p> <p>Nan Stolzenburg read aloud the goal for Environment, Climate Change &amp; Resiliency to initiate a discussion of related recommendations.</p> <p><b>Environment, Climate Change &amp; Resiliency Goal</b>  <i>Protect the natural resources that support quality of life and Town character in Guilderland through strategic hazard mitigation and resiliency measures to mitigate the impacts of a changing climate.</i></p> <p>A CPUC member expressed that a recommendation about development on slopes should not take a “one size fits all” approach but should recognize various factors including soil type.</p> <p>A CPUC member mentioned that maps showing constraints on slope development in Guilderland used to exist many years ago, though the hard copies may not exist anymore.</p> <p>A CPUC member expressed that limiting forest cover in riparian areas along the Normans Kill should be extended to include its tributaries.</p>	
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<p><b>Refined Draft Recommendations Discussion (Cont'd)</b></p>	<p>The Guilderland Town Planner noted that, currently, steep slopes in the Town are only measured when there is a water course at the foot of the slope.</p> <p>A CPUC member spoke in favor of giving high priority to those recommendations pertaining to the Town’s efforts to prepare for climate emergencies, looking at the present capabilities of Town departments. Yearly review will be needed to evaluate the status of implementation. The same CPUC member spoke of the need to establish State/Federal coordination for climate hazard response.</p> <p>Nan Stolzenburg mentioned the important of factoring in planning from the Albany County Resiliency Plan, which covers Guilderland, as well.</p> <p>Ellen Pemrick read aloud the goal for the Neighborhoods &amp; Housing theme to initiate a discussion of related draft recommendations.</p> <p><b>Neighborhoods &amp; Housing Goal:</b>  <i>Provide a balanced blend of quality housing opportunities, including a desirable range of housing types and price ranges, which are affordable and accessible to residents.</i></p> <p>Ms. Pemrick showed a slide demonstrating examples of “missing middle housing,” such as duplexes and other smaller-scale rental units.</p> <p>A CPUC member noted that Accessory Dwelling Units (ADUs) should be especially promoted near transit lines, to prevent potential issues with parking availability.</p> <p>A CPUC member expressed concerns about the use of ADUs as short-term rentals.</p> <p>A CPUC member recommended consolidating all of the recommendations to modernize the zoning code, enumerating</p>	
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<p><b>Refined Draft Recommendations Discussion (Cont'd)</b></p>	<p>the suggested modernizations within a single recommendation.</p> <p>Jesse McCaughey (MJ) read aloud the three goals for Parks, Recreation, Open Space &amp; Historic Resources to initiate a discussion of related draft recommendations.</p> <p><b>Parks, Recreation, Open Space &amp; Historic Resources</b></p> <p><b>Goal #1</b>  <i>Provide access to a diverse network of well-maintained active and passive recreational facilities for Guilderland residents of all ages and abilities.</i></p> <p><b>Goal #2</b>  <i>Prioritize the preservation of open space in the Town of Guilderland, particularly where such areas perform critical ecosystem functions and/or contribute to scenic resources that influence the character, aesthetics, economy, health and welfare of the Town.</i></p> <p><b>Goal #3</b>  <i>Preserve Guilderland’s historic resources and enhance cultural opportunities in the community.</i></p> <p>A CPUC member requested that the issue of “emerging contaminants” such as PFAS in the recommendation targeting water quality in the Watervliet Reservoir and its tributaries. An action plan to address emerging contaminants should be incorporated.</p> <p>A suggestion was made to re-categorize the water quality recommendation(s) under the heading of Environment.</p> <p>A CPUC member suggested broadening the reference to UAlbany to include other higher education institutional partners for cultural opportunities.</p>	
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<p><b>Refined Draft Recommendations Discussion (Cont'd)</b></p>	<p>For the Open Space category, a CPUC member suggested the need to coordinate with other area organizations that are also working to provide open space in and around Guilderland – trusts, land conservancies, etc.</p> <p>A CPUC member suggested that information about potential funding streams to conduct the necessary studies should be identified in the plan document.</p> <p>Jesse McCaughey (MJ) read aloud the goal for Transportation &amp; Mobility to initiate a discussion on the related draft recommendations.</p> <p><b>Transportation &amp; Mobility</b></p> <p><b>Goal:</b> <i>Provide safe, convenient, and efficient transportation options for people and goods within, through and around the Town of Guilderland, which are supportive of the Town's future land use plan, and which minimize the impact of traffic on the Town's character and quality of life.</i></p> <p>A CPUC member spoke in favor of emphasizing the recommendation to increase NY Thruway access, as an attempt to alleviate traffic congestion on Western Avenue.</p> <p>A CPUC member spoke in favor of addressing the redundancy in the document with regard to bronze-level Climate Smart Communities designation.</p> <p>A CPUC member spoke in favor of creating subcategories for various transportation modes and road jurisdictions – e.g., state highways, local roads, etc.</p> <p>A CPUC member spoke in favor of including bus shelters in the list of recommended street furniture to promote alternative modes of transportation.</p>	<p>CPUC members can submit additional input on goals and recommendations to the planning group prior to the next CPUC meeting.</p>
<p><b>Refined Draft Recommendations Discussion (Cont'd)</b></p>		

<p><b>Future Land Use Discussion/Exercise</b></p>	<p>Jaclyn Hakes (MJ) introduced a discussion of future land use by providing an overview of some pertinent public input on topics such as business, housing, recreation, and agriculture</p> <p>Ms. Hakes listed several questions for the CPUC members to consider when thinking about future land use in Guilderland:</p> <ul style="list-style-type: none"> <li>• What land uses should be different moving forward and where?</li> <li>• Should there be any changes in future land uses along Route 20?</li> <li>• Where should commercial development take place? What type?</li> <li>• Where should additional residential development take place? What type?</li> <li>• Where should agricultural lands be protected in the Town?</li> <li>• What should occur at the gateways?</li> </ul> <p>Ms. Hakes showed the future land use map from the existing Comprehensive Plan, adopted in 2001. Ms. Hakes highlighted several areas on the map and compared those areas with the current land uses in Guilderland, according to land use classification codes used by the Town tax assessor.</p> <p>A CPUC member commented that “strip development,” as illustrated on the 2001 map, was undesirable from his perspective.</p>	<p>Public input on future land use priorities will be sought at the scheduled Public Open House event.</p>

<p><b>CPUC Open Discussion</b></p>	<p>No additional topics for discussion were identified by the Committee at this time.</p>	<p>None.</p>
<p><b>Next Steps</b></p>	<p>Jaclyn Hakes (MJ) provided an overview of the next steps in the Comprehensive Plan Update process:</p> <ul style="list-style-type: none"> <li>• CPUC Homework <ul style="list-style-type: none"> <li>○ Review Refined Recommendations</li> <li>○ Identify Top 3-5 Priorities for each topic</li> <li>○ Provide feedback on future land uses</li> </ul> </li> <li>• Public Workshop #3 – February 12, 2024, at 7:00 p.m. – Guilderland Town Hall</li> <li>• Next CPUC Meeting – March 12, 2024, at 7:00 p.m. – Guilderland Town Hall</li> </ul> <p>Ms. Hakes noted that the consultant team plans to share draft meeting materials with both the CPUC and the public in advance of future meetings, to align with Town practices.</p>	<p>None.</p>
<p><b>Public Comment</b></p>	<p>Committee Vice Chair Abbruzzese opened the floor to public comment.</p> <p>The following comments were provided by members of the public present:</p> <p>A member of the public support for multi-use developments that incorporate business on the first floor and residential units on higher floors.</p> <p>A member of the public expressed concern that the Town character is resembling the character of Colonie.</p> <p>The Town Planner encouraged members of the public to review the land use map,</p>	<p>None.</p>

<b>Public Comment (cont.)</b>	<p>particularly that 35% of the land area in Town is used for low-density residential, which contributes significantly to traffic/trip generation.</p> <p>A member of the public expressed concern that the unique character of Guilderland had not been adequately reflected in the draft vision.</p> <p>A member of the public expressed that he had concerns about recommendations that facilitated development.</p> <p>Committee Vice Chair Abbruzzese asked for any further public comment. Hearing none, Chair Abbruzzese adjourned the meeting.</p>	None.
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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:

Jesse McCaughey, MJ Engineering and Land Surveying, P.C.

cc: Consultant Team, Comprehensive Plan Update Committee, Town of Guilderland, File

### Comprehensive Plan Update Committee (CPUC)

Name	Present
James Abbruzzese	<input checked="" type="checkbox"/>

Dominic Rigosu	<input checked="" type="checkbox"/>
Tara Cristalli	<input checked="" type="checkbox"/>
Richard Brustman	<input checked="" type="checkbox"/>
Caitlin Ferrante	<input checked="" type="checkbox"/>
Cody Betton	<input type="checkbox"/>
Lisa Hart	<input type="checkbox"/>
Stephen Wilson	<input checked="" type="checkbox"/>
Elizabeth Lott	<input type="checkbox"/>

## Town Representatives & Planning Support

Name	Present
Ken Kovalchik	<input checked="" type="checkbox"/>

## Consultant Team

Name	Affiliation	Present
Jaclyn Hakes, Project Manager	M.J. Engineering	<input checked="" type="checkbox"/>
Jesse McCaughey	M.J. Engineering	<input checked="" type="checkbox"/>
Nan Stolzenburg	Community & Environmental Planning Associates	<input checked="" type="checkbox"/>
Ellen Pemrick	E. M. Pemrick & Co.	<input checked="" type="checkbox"/>

# PATHWAY TO OUR FUTURE GUILDERLAND COMPREHENSIVE PLAN



## TOWN OF GUILDERLAND

### COMPREHENSIVE PLAN UPDATE COMMITTEE MEETING SUMMARY

**Purpose:** Comprehensive Plan Update Committee (CPUC) Meeting #9  
**Date and Time:** March 12, 2024, 7:00 pm  
**Location:** Guilderland Town Hall, 5209 Western Turnpike, Guilderland, NY  
**Attendees:** See Below

Agenda Item	Discussion	Key Decisions & Outcomes
<b>Welcome</b>	<p>Vice Chair of the Comprehensive Plan Update Committee (CPUC) Jim Abbruzzese welcomed Committee members, Town staff, and members of the public. Mr. Abbruzzese introduced Jaclyn Hakes (MJ Engineering), who provided an overview of the meeting agenda, including:</p> <ul style="list-style-type: none"> <li>• Project Schedule &amp; Engagement Update</li> <li>• Draft Comprehensive Plan Update – Document Organization</li> <li>• CPUC Open Discussion on Vision/Goals/Recommendations Refinements</li> <li>• Future Land Use Discussion/Exercise</li> <li>• Next Steps</li> <li>• Public Comment</li> </ul>	<p>None.</p>

<p><b>Project Schedule &amp; Engagement Update</b></p>	<p>Ms. Hakes (MJ) provided an update on the Comprehensive Plan Update process, drawing attention to the upcoming steps and required process components prior to the adoption of the Plan Update.</p> <p>Ms. Hakes reiterated the range of completed public engagement activities from earlier in the planning process, such as:</p> <ul style="list-style-type: none"> <li>• Project Website Comment Portal</li> <li>• Public Open House/Visioning</li> <li>• Stakeholder Focus Groups</li> <li>• Community Survey</li> <li>• Student Engagement</li> <li>• Public Workshop #2</li> </ul> <p>Ms. Hakes noted that the third public engagement event took place on February 12, 2024. Ms. Hakes also indicated that the fourth public engagement event would be a public hearing – as required by Town Law 272-a. The anticipated timing for the public hearing is summer 2024, pending work by the CPUC to review the Comprehensive Plan document for readiness.</p> <p>Jesse McCaughey (MJ) then provided an overview of the Public Open House event, which was held on February 12:</p> <ul style="list-style-type: none"> <li>• Held at Guilderland Town Hall</li> <li>• Participants could drop in between 7-9 p.m.</li> <li>• More than 60 recorded participants</li> <li>• At least 12 first-time participants</li> <li>• Background info on Comp Plan provided</li> <li>• Draft Vision, Goals, &amp; Recommendations listed</li> <li>• There was a visual preference board for different “missing middle” housing types</li> <li>• Interactive large-format land use maps with stickers</li> <li>• Feedback from all participants welcome</li> </ul>	<p>None.</p>
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<p><b>Project Schedule &amp; Engagement Update (Cont'd)</b></p>	<p>Open House participants provided the following feedback on the Draft Vision statement, which was displayed at one Open House activity station:</p> <p>Ideas/Wording that Resonated:</p> <ul style="list-style-type: none"> <li>• Protecting historic sites/environment/ wildlife/open space</li> <li>• Supporting local agriculture</li> <li>• Educational initiatives</li> <li>• Affordable housing</li> <li>• “Well-loved businesses”</li> <li>• Well-designed transportation and emerging technologies</li> <li>• “Residents of all ages and backgrounds”</li> </ul> <p>Ideas/Wording that Needs More Emphasis:</p> <ul style="list-style-type: none"> <li>• Environment/resilience</li> <li>• Protecting infrastructure from overdevelopment</li> <li>• Lack of Town center(s)</li> <li>• Town character</li> </ul> <p>Open House participants used blue stickers on interactive station boards to indicated which of the proposed draft recommendations aligned with their priorities. The following list of draft recommendations received higher levels of public support in each respective thematic category:</p> <p><i>Agriculture</i></p> <ul style="list-style-type: none"> <li>• Limiting the extension of public water/sewer infrastructure toward rural areas of Town</li> <li>• Promoting/maintaining scenic resources on rural corridors</li> <li>• Supporting farmers’ markets, farm stands, etc.</li> </ul> <p><i>Business, Employment, and Fiscal Resources</i></p> <ul style="list-style-type: none"> <li>• Encourage the redevelopment and adaptive reuse of property</li> <li>• Develop design guidelines for signage with illustrative examples</li> </ul>	
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<p><b>Project Schedule &amp; Engagement Update (Cont'd)</b></p>	<ul style="list-style-type: none"> <li>• Develop strategies to attract well-paying, job-creating employers who will be able to provide employment opportunities for Guilderland’s community</li> </ul> <p><i>Environment, Climate Change, and Resiliency</i></p> <ul style="list-style-type: none"> <li>• Maintain and improve water quality in Watervliet Reservoir and its tributaries</li> <li>• Encourage incentivize climate resiliency through Town practices, procedures, rules, and regulations</li> <li>• Prioritize the preservation of natural resources and animal habitat</li> </ul> <p><i>Neighborhoods and Housing</i></p> <ul style="list-style-type: none"> <li>• Update building design guidelines to promote green building practices that advance the goals of energy efficiency, water conservation, etc.</li> <li>• Consider updating zoning guidelines to require major subdivisions and large developments to incorporate affordable housing options</li> <li>• Expand opportunities for housing types other than single-family in appropriate districts, provided there are design guidelines to ensure compatibility</li> </ul> <p>A ‘visual preference board’ showed illustrative examples of the following housing types:</p> <ul style="list-style-type: none"> <li>• Cottage Court</li> <li>• Duplex/2-family</li> <li>• Townhome/3-plex</li> <li>• Accessory Dwelling Unit (ADU)</li> </ul> <p>All four pictured housing types received public support, represented by blue stickers.</p> <p><i>Parks, Recreation, Open Space, and Historic Resources</i></p> <ul style="list-style-type: none"> <li>• Evaluate the need to retain the services of a Town arborist to lead</li> </ul>	
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<p><b>Project Schedule &amp; Engagement Update (Cont'd)</b></p>	<p>tree planting and maintenance in Town-owned parklands, rights-of-way, and open spaces</p> <ul style="list-style-type: none"> <li>• Expand sidewalk networks and multi-use trails to link neighborhoods, public transit nodes, parks, open spaces, and regional trail networks</li> <li>• Consider forming a Ridgeline Protection Overlay District</li> <li>• Create an action plan for the identification, voluntary acquisition, and management of properties that comprise a comprehensive open space preservation system</li> </ul> <p><i>Transportation and Mobility</i></p> <ul style="list-style-type: none"> <li>• Enhance pedestrian mobility by continuing to expand sidewalk and multi-use trail networks in Town</li> <li>• Explore options to improve vehicular traffic flow to Guilderland’s public schools, including options for a secondary access route to Farnsworth Middle School</li> <li>• Partner with regional transportation agencies to address issues in Guilderland including...opportunities to reduce vehicle traffic on Western Ave through development of alternative east-west routes – e.g., toll-free NY Thruway access with an increased number of access points</li> </ul> <p>Open House participants used stickers with themed land-use icons to identify individual priorities on large-scale interactive maps. Highlights of the priorities listed on the maps included:</p> <ul style="list-style-type: none"> <li>• Small business/retail on Carman Rd. – e.g., “deli” &amp; “ice cream”</li> <li>• Recreation in Westmere – e.g., Westlawn Lanes property</li> <li>• Agricultural land west of routes 158, 146, and 201</li> <li>• Open space and recreation along the Helderberg Escarpment</li> </ul>	
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<p><b>Project Schedule &amp; Engagement Update (Cont'd)</b></p>	<ul style="list-style-type: none"> <li>• Need for affordable housing – mentions of “tiny homes”</li> <li>• Missing middle housing on Carman Road</li> <li>• Near library on Western Ave = “great place for local businesses”</li> <li>• Noted (x2) desire for small retail on US-20 near Princetown line</li> <li>• Area to the west of Watervliet Reservoir “needs to be preserved”</li> </ul> <p>The following steps were taken after the Public Open House event:</p> <ul style="list-style-type: none"> <li>• The participant guide and station boards were posted to the project website, with an invitation to submit input via the comment portal</li> <li>• Multiple written public comments were received and transmitted to the CPUC for consideration</li> <li>• A written Open House Summary, with pictures of interactive station board input, was transmitted to the CPUC and posted to the project website</li> </ul>	
<p><b>Draft Comprehensive Plan Update – Document Organization</b></p>	<p>Ms. Hakes (MJ) showed a slide outlining the proposed organization of the Comprehensive Plan Update document, which would be as follows:</p> <ul style="list-style-type: none"> <li>• Executive Summary</li> <li>• The Planning Process</li> <li>• Community Profile</li> <li>• Vision &amp; Goals</li> <li>• Agriculture</li> <li>• Business, Employment &amp; Fiscal Resources</li> <li>• Environment, Climate Change &amp; Resiliency</li> <li>• Neighborhoods &amp; Housing</li> <li>• Parks, Recreation, Open Space &amp; Historic Resources</li> <li>• Transportation &amp; Mobility</li> <li>• Future Land Uses</li> <li>• Governance</li> <li>• Implementation</li> </ul>	

<p><b>Draft Comprehensive Plan Update – Document Organization (Cont’d)</b></p>	<p>Ms. Hakes then asked for input from the CPUC about the proposed organization. Comments received from CPUC members included:</p> <ul style="list-style-type: none"> <li>• Before “Vision &amp; Goals” section, recommend adding a section on “Opportunities &amp; Challenges”</li> <li>• Implementation section should map out steps of implementing recommendations, with prioritization informed by the CPUC</li> <li>• Timeframes and “lead” department/organization should be identified for recommendations</li> <li>• Tools to address recommendations should be identified</li> <li>• Potential funding sources for recommendations should be identified</li> </ul> <p>Ms. Hakes suggested that information concerning the Town character could be introduced early (i.e., Executive Summary) in the plan document and integrated throughout.</p>	
<p><b>Refined Draft Recommendations Discussion</b></p>	<p>Jesse McCaughey (MJ) provided background information about how the current list of draft recommendations had been assembled:</p> <ul style="list-style-type: none"> <li>• In-person CPUC input during January meeting discussion</li> <li>• Follow-up email communication from CPUC members</li> <li>• Public input via Open House interactive station boards and project website comment portal</li> </ul> <p>Mr. McCaughey also touched on the topic of Town Character, which had appeared in much of the feedback during the recent Public Open House. During the refinement of the draft recommendations, the following Town Character elements had been allocated to one or more of the six (6) thematic categories:</p>	<p>CPUC members have been encouraged to submit additional input on goals and recommendations to the planning group prior to the next CPUC meeting.</p>

**Refined Draft  
Recommendations  
Discussion  
(Cont'd)**

- Bringing light commercial, retail, dining to areas that need those services [Land Use]
- Creating neighborhood community centers [Parks/Historic Resources]
- Ensuring adequate but not excessive parking [Transportation]
- Developing building, landscaping, and signage design guidelines [Housing/Business]
- Ensuring new development does not result in adverse impacts...undue burden on infrastructure [Agriculture]
- Hiring a Town arborist to lead tree planting of non-invasive tree species along rights-of-way, etc. [Parks]
- Providing more sidewalks, street lamps, and decorative landscaping along roadways [Transportation]
- Seeking out public/private partnerships with land trusts/business organizations to implement improvements [Open Space/Business]

During an Open Discussion, the CPUC offered the following feedback on the latest iteration of refinements to the list of draft recommendations:

- There is perhaps an opportunity for intermunicipal partnership to hire an arborist shared with one or more municipality
- There may be opportunities for public/private partnerships to increase community gathering places
- Western Turnpike golf course is a possible site for community gathering space
- Brownfields should be mentioned as targets for redevelopment in Town (along with other vacant properties)
- Concern expressed about whether ADUs would be appropriate Town-wide

<p><b>Refined Draft Recommendations Discussion (Cont'd)</b></p>	<ul style="list-style-type: none"> <li>• Concern expressed about excluding any areas from ADU development, provided design guidelines are established and followed</li> <li>• A bridge inventory may be needed</li> <li>• Closed bridges over railroad lines (e.g., at Old State Road) have questionable ownership but represent potential assets for trail development</li> <li>• At-grade rail crossings in Town should be targeted for improvement – not just bridges and culverts</li> <li>• At-grade crossings are an emergency response issue if trains block roadways</li> <li>• Governance section of plan needs to address mechanisms for accountability – who/how/how often plan recommendations get reviewed. 3-5 years mentioned as possible timeline for systematic progress review of plan recommendations</li> </ul>	
<p><b>Future Land Use Discussion/Exercise</b></p>	<p>Jaclyn Hakes (MJ) introduced a discussion of future land use by reiterating pertinent public input on topics such as business, housing, recreation, and agriculture.</p> <p>Ms. Hakes listed several questions for the CPUC members to consider when thinking about future land use in Guilderland:</p> <ul style="list-style-type: none"> <li>• What land uses should be different moving forward and where?</li> <li>• Should there be any changes in future land uses along Route 20?</li> <li>• Where should commercial development take place? What type?</li> <li>• Where should additional residential development take place? What type?</li> <li>• Where should agricultural lands be protected in the Town?</li> <li>• What should occur at the gateways?</li> </ul>	<p>CPUC members have been encouraged to submit additional input on future land uses to the planning group prior to the next CPUC meeting. MJ will distribute public input received on future land uses to the CPUC for review and consideration.</p>

<p><b>Future Land Use Discussion/Exercise (Cont'd)</b></p>	<p>A CPUC member commented that infrastructure will be a major factor in determining viable future land uses.</p> <p>CPUC members noted a desire for a walkable “Town center.” Ms. Hakes (MJ) remarked that the term “activity node” is sometimes used to describe a walkable commercial zone such as the one being discussed. The Town Planner identified the intersection of US-20 and Route 155 as an area in Town with significant existing infrastructure for development as a “Town center.” Town Planner Kenneth Kovalchik noted that the development of a Town center would potentially motivate CDTA to increase public transit routes west of Crossgates Mall.</p> <p>CPUC members noted that there had been previous attempts to develop mixed-use projects – e.g., “Glassworks Village” – in the area of Town near the library, but those plans had failed to materialize for various reasons.</p>	
<p><b>Next Steps</b></p>	<p>Jaclyn Hakes (MJ) provided an overview of the next steps in the Comprehensive Plan Update process:</p> <ul style="list-style-type: none"> <li>• CPUC Homework <ul style="list-style-type: none"> <li>○ Review Refined Recommendations</li> <li>○ Provide feedback on future land uses</li> </ul> </li> <li>• Draft Comprehensive Plan Outline/Document</li> <li>• Next CPUC Meeting – May 14, 2024, at 7:00 p.m. – Guilderland Town Hall</li> </ul>	<p>CPUC Input on recommendations and future land uses to be submitted by March 29</p>

<p><b>Public Comment</b></p>	<p>Committee Vice Chair Abbruzzese opened the floor to public comment.</p> <p>The following comments were provided by members of the public present:</p> <p>A member of the public expressed strong support for the recommendation to hire a Town arborist, noting the comprehensive nature of that job and the high levels of support that the community has expressed for this recommendation.</p> <p>Another member of the public praised the quality of the Committee discussion during this meeting but expressed that public participation in the process could be higher.</p> <p>Another member of the public spoke in favor of 2-family dwellings and Accessory Dwelling Units (ADU). This speaker also spoke in favor of using Conservation Easements as a mechanism to lower taxes for property owners who wish to set aside areas of property to remain undeveloped. Lastly, this speaker noted the importance of protecting waterways and water quality, emphasizing the need for effective stream buffers.</p> <p>CPUC Member Wilson mentioned resources that the NYS DEC has for promoting healthy tributaries.</p> <p>Another member of the public spoke of the need for more modestly sized homes for older residents who desire low-maintenance properties. The intersection of Lydius and Gari Lane was proposed as a potentially suitable location for 2-family dwellings for people 55+.</p> <p>Another member of the public spoke in favor of cluster developments for residents ages 55+. Potential areas in Town were proposed: intersection of Spawn/Lone Pine/Carman Rd. This speaker spoke in support of a proposed tiny home development at Fuller Station, noting that</p>	<p>None.</p> <p>None.</p>
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<b>Public Comment (cont.)</b>	<p>the proposed units would be ADA-accessible. Lastly, this speaker urged the CPUC to review the ideas generated by the subcommittees.</p> <p>Committee Vice Chair Abbruzzese asked for any further public comment. Hearing none, Chair Abbruzzese adjourned the meeting.</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:

Jesse McCaughey, MJ Engineering and Land Surveying, P.C.

cc: Consultant Team, Comprehensive Plan Update Committee, Town of Guilderland, File

## Comprehensive Plan Update Committee (CPUC)

Name	Present
James Abbruzzese	<input checked="" type="checkbox"/>
Dominic Rigosu	<input checked="" type="checkbox"/>
Tara Cristalli	<input checked="" type="checkbox"/>
Richard Brustman	<input checked="" type="checkbox"/>
Caitlin Ferrante	<input checked="" type="checkbox"/>

Cody Betton	✗
Lisa Hart	☑
Stephen Wilson	☑
Elizabeth Lott	☑

**Town Representatives & Planning Support**

Name	Present
Ken Kovalchik	☑

**Consultant Team**

Name	Affiliation	Present
Jaclyn Hakes, Project Manager	M.J. Engineering	☑
Jesse McCaughey	M.J. Engineering	☑