

TOWN OF EAST GREENBUSH

COMPREHENSIVE PLAN UPDATE



MEETING SUMMARY

Purpose: Comprehensive Plan Steering Committee (CPSC) Meeting #1

Date and Time: March 25, 2019 6:00-7:30 pm

Location: Town Hall, 225 Columbia Turnpike, Rensselaer, NY

Attendees: See Attached Sign-in

Agenda Item	Discussion	Key Decisions & Outcomes
<p>Welcome and Introductions</p>	<p>Jaclyn Hakes (MJ) welcomed everyone and asked each CPSC member to introduce themselves and briefly share why they live, work and/or do business in East Greenbush.</p> <p>The Comprehensive Plan Steering Committee members include:</p> <ul style="list-style-type: none"> • Robert (Bob) Lehmann – East Greenbush Fire Chief • Ralph Viola – Planning Board • John J. Conway – Zoning Board of Appeals • Dave Becker – Becker’s Farm • William (Bill) Perkins – Birchwood Manor Residents Group • Victoria Manieri –Hampton Manor Action Group, Rensselaer Land Trust, and Natural Resources Work Group • Maira Martinez Senick – Resident • Adam Yagelski - Town of East Greenbush Director of Planning and Zoning • Stephen Obermayer – BBL (Absent) • Guy Warner - Former Town Board Member (Absent) <p>The MJ Team members present included:</p> <ul style="list-style-type: none"> • Jaclyn Hakes, Director of Planning Services • Andrew Gillcrist, Planner • Andris Blumbergs - Planning Intern 	<p>None</p>

<p>Comprehensive Planning 101</p>	<ul style="list-style-type: none"> • Jaclyn Hakes (MJ) presented an overview of what a Comprehensive plan is, significance of having a comprehensive plan, why it is important to be updated, and the steps needed to create a plan. • A comprehensive plan is a blueprint for the future of a community the generally broad document includes maps, illustrations. The document addresses Community-wide topics and is not a zoning document. A comprehensive plan: <ul style="list-style-type: none"> ➤ Evaluates the Current State ➤ Identifies the Desired Future State ➤ Determines an Action Plan ➤ Describes how to Implement • The process in developing a Comprehensive Plan include <ul style="list-style-type: none"> ➤ Town Board establishes a committee ➤ Committee to update the plan <ul style="list-style-type: none"> ○ Analysis of existing conditions ○ Identification of vision ○ Goals ○ Action items ○ Implementation schedule ○ Public/stakeholder input ➤ Committee Public Hearing ➤ Committee to advance updated draft to Town Board for consideration ➤ Town Board approval process <ul style="list-style-type: none"> ○ Public Hearing ○ GML 239-m – County Planning Review ○ State Environmental Quality Review Act (SEQR) 	<p>None</p>
<p>Project Scope and Schedule</p>	<ul style="list-style-type: none"> ▪ Jaclyn Hakes (MJ) presented the Scope of Work and key Phases throughout the process. ▪ The overall project includes 3 phases. Phase 1 is the comprehensive plan update ▪ Phase 1: Comprehensive Plan Update includes the following tasks. Public engagement will occur throughout the process. <ul style="list-style-type: none"> ○ Task 1 - Project Initiation / Management ○ Task 2 - Community Profile/Inventory ○ Task 3 - Public Involvement ○ Task 4 - Direction for Comprehensive Plan ○ Task 5 - Technical Investigation Items ○ Task 6 - Key Recommendations ○ Task 7 - Draft Comprehensive Plan ○ Task 8 - Final Draft Comprehensive Plan 	<p>None</p>

	<ul style="list-style-type: none"> ▪ Phase 2: Zoning Map & Text Amendment to be consistent with the comprehensive plan update ▪ Phase 3: GEIS Update to be consistent with the comprehensive plan and zoning update ▪ Schedule: The anticipated schedule for Phase 1 is a year-long process for the CPSC initiating in March 2019. The Town Board adoption process will follow the CPSC process. Phase 2 and 3 are anticipated to be completed Fall 2020. The schedule is subject to change. 	
<p style="text-align: center;">Roles and Responsibilities</p>	<p>Jaclyn Hakes (MJ) described the roles and responsibilities of each party involved in the process including Comprehensive Plan Steering Committee (CPSC), the Town of East Greenbush, Core Team, and Consultant Team.</p> <p>CPSC: Functions as an Ambassador for the community and organizations, providing feedback and input on the plan vision, concepts and action items.</p> <p>Town: Includes the community members and Town Board and is encouraged to provide input throughout the planning process.</p> <p>Core Team: The role entails review of draft information and draft plan language along with assisting with project logistics.</p> <ul style="list-style-type: none"> ▪ Consultant Team ▪ Town Staff ▪ CPSC Chair(s) <p>Consultant Team: Led by Jaclyn Hakes (MJ), the consultant team will facilitate the planning process, offer professional expertise and develop the draft plan.</p> <ul style="list-style-type: none"> ▪ MJ Engineering (Prime) ▪ River Street Planning and Development ▪ EDR 	None
<p style="text-align: center;">Existing Conditions – Demographics</p>	<p>Jaclyn Hakes (MJ) presented highlights of existing demographics in East Greenbush including Population, Income, Age, Housing, and Employment. See meeting presentation for tables and specific data.</p>	None
<p style="text-align: center;">Group Exercise – Needs and Opportunities</p>	<p>The CPSC engaged in an interactive needs and opportunities exercise. Members were asked to identify what they believe are needs and opportunities for the community. The following input was provided by the CPSC:</p>	None

	<p>Needs:</p> <ul style="list-style-type: none"> ▪ Existing conditions study for an accurate baseline ▪ Business/Economic Development on Route 9/20 ▪ Safe and healthy environment ▪ Improvements in parks and recreation ▪ Improve walkability ▪ Integrate residential and commercial development especially in transition areas ▪ Need for a town center or some place for people to meet and congregate. It could be several smaller locations ▪ Historic preservation ▪ Community gathering spaces ▪ Economic and environmental sustainability ▪ Community identity and sense of place ▪ New construction <p>Opportunities:</p> <ul style="list-style-type: none"> ▪ Connect the community through a trail, similar to the Emerald Necklace ▪ Intersection of Rt.4 and 9/20 could make a town center 	
<p>Discussion of Next Steps</p>	<p>Jaclyn Hakes (MJ) walked through the next steps in the process.</p> <ul style="list-style-type: none"> ▪ Establish regular CPSC meeting schedule ▪ Select CPSC Chair(s) ▪ Public Engagement <ul style="list-style-type: none"> ○ Comprehensive Plan website is found here: https://www.eastgreenbush.org/departments/planning-zoning/2018-comprehensive-plan-update ○ MJ Team to prepare an Engagement Plan 	<p>Tentative schedule: CPSC meetings 4th Monday of the month at 6pm every other month. The MJ Team will prepare a meeting schedule.</p> <p>Meeting follow-up for CPSC members:</p> <ul style="list-style-type: none"> ▪ Share other thoughts regarding needs/opportunities ▪ Consider Co-chair nominations ▪ Consider public engagement venues and/or events to piggyback
<p>Public Comment</p>	<p>Comments, questions, or concerns from the public included:</p> <ul style="list-style-type: none"> ▪ Best approach for getting more public participation throughout the process ▪ Making East Greenbush a place people want to be ▪ The need to focus on residential aspects and affordability in the community ▪ Better aesthetics of the community 	

Adjourn	The meeting is adjourned.	None

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:
Jaclyn Hakes, AICP

cc: Consultant Team, CPSC, Town Planning & Zoning Department