



Paula A. Mahan  
Town Supervisor

# TOWN OF COLONIE

## TOWN ATTORNEY'S OFFICE

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Michael C. Magguilli  
Town Attorney

### **Comprehensive Plan Review Committee** Minutes for June 22, 2016 Organizational Meeting

Committee Members present: Christine Cary, Jack Cunningham, Bob Daggett, Chris Dennis, Rebekah Nellis Kennedy, Joseph LaCivita, Michael C. Magguilli, Linda Murphy, Gary Rinaldi, Ellen Rosano, Craig Shamlian, Paul Shepard

#### 1. New Business

- a. Introduction – Paula A. Mahan
- b. Introduction of Committee members
- c. Introduction of competitive solicitation consultants: Barton & Loguidice, CHA Consulting, and Saratoga Associates
- d. 2005 Comprehensive Plan –
  - i. Comprehensive Plan adopted in August 2005
  - ii. Land Use Law adopted in January 2007
  - iii. 2005 Comprehensive Plan intended to apply from 2005-2015
  - iv. Build out analysis was done for the 2005 Comprehensive Plan – the Town has not been built out in numbers close to that build out analysis predicted
- e. 2010 Comprehensive Plan Update –
  - i. 2005 Comprehensive Plan Vision and Goals reviewed and updated in 2010
- f. Scope of work for Comprehensive Plan Review Committee
  - i. Analyze and review 2005 Comprehensive Plan
  - ii. Analyze and review 2010 Comprehensive Plan Review Committee memorandum
  - iii. Select consultant to guide 2016 Comprehensive Plan review activity
  - iv. Set goals and implementation timelines and practices
  - v. Communicate findings and recommendations to Town Board
- g. Scope of work for consultant
  - i. Analyze and review 2005 Comprehensive Plan
  - ii. Analyze and review 2010 Comprehensive Plan Review Committee memorandum
  - iii. Develop timeline for adoption of recommendations
  - iv. Hold 3-5 public engagement/focus group meetings
  - v. Review build-out analysis (contained in Section 1.1 of the 2005 Comprehensive Plan)
  - vi. Develop recommendations for Committee review
  - vii. Update Open Space Map and other analysis within 2005 Comprehensive Plan
  - viii. Determine SEQRA action, if needed
- h. Dissemination of public information to residents

- i. Website:
- ii. Email address:
- iii. Residents can see information and send comments to the Committee
- i. Next steps
  - i. Consultant responses due July 21, 2016
  - ii. Selection Committee will meet in July and August
  - iii. Committee will adopt a consultant at August 24, 2016 meeting

## 2. Comments and Questions

- a. Question: Is the Town only choosing among the 3 consultants listed?
  - i. Yes, each of the 3 consultants listed have ties back to Saratoga Associates, which created the 2005 Comprehensive Plan, so they have substantial and important background, which enables the Town to get the review process completed in the most cost-effective way possible.
- b. Question: Will the 2010 materials be available anywhere?
  - i. Yes, the 2010 Review and Update memorandum will be available online.
- c. Question: Who will comprise the focus groups?
  - i. Public engagement/focus groups will consist of residents and the public generally, neighborhood associations, and the development community. This review and update process is controlled by the New York State Town Law, which provides for an open, responsible, and flexible planning process.
- d. Question: Would the consulting process be better served by having a new consultant, unrelated to the 2005 Comprehensive Plan, involved?
  - i. In reviewing this Plan, the Town is doing its best to get a substantial review and planning process, while spending cost-effectively for its consultant on this project. Each of the 3 potential consultants have ties back to Saratoga Associates, which created the 2005 Comprehensive Plan, so they have substantial and important background, which enables the Town to get the review process completed in the most cost-effective way possible.
- e. Comment: Recommendation to come up with a goal for planning and goal statement.
  - i. The Committee plans to create a goal statement for its review.
- f. Comment: Please get the calendar of events up sooner rather than later.
  - i. Events and meetings will be placed on the website as soon as possible.
- g. Question: How will other municipalities and governmental agencies become involved in this review process?
  - i. The Town will submit the review materials and recommendations to other interested agencies, including surrounding municipalities, the Albany County Planning Board, etc. There is a regional component to a Comprehensive Plan. The Town will be looking at what other municipalities in the area have done. The Town has ongoing partnerships and works side by side with Albany County, the City of Albany, the Pine Bush Commission, other neighboring municipalities, the Capital District Transportation Commission, the Capital District Transit Authority, and the Albany Airport Authority, among others.
- h. Question: Will a copy of the Request for Proposals be on the website?
  - i. Yes, the Request for Proposals will be on the website.
- i. Question: When will Committee meetings take place?
  - i. Most Committee meetings will occur in the evenings.
- j. Comment: Neil Gifford, Albany Pine Bush Commission. Commends the Town on revisiting the 2005 Comprehensive Plan, and looks forward to participating in the process.

- k. Comment: Starling D'Angelo, Shaker Heritage Society. Excited about the opportunity to be involved in updating the plan. There is a great deal of development pressure in this region. Hopes that the Town has a strategic plan for preservation of open space and looks holistically at the community at large.
  - i. This review of the 2005 Comprehensive Plan will include an update of the Open Space Map.
- l. Question: How will applicable transportation studies be reviewed?
  - i. The Airport Area GEIS is currently being reviewed as well. Scoping is starting, and then the update will be on hold pending this review of the 2005 Comprehensive Plan, so that the updated Comprehensive Plan information will be taken into account when completing the Airport Area GEIS update. Albany County is doing a traffic study with us during this time. Albany County has scheduled a Memorandum of Understanding for a traffic study to be done with the Capital District Transportation Commission. There is no currently planned Route 9 traffic study. An access management plan for Route 9 is currently in place. The State has not indicated that it has plans to study the Route 9 corridor. The Town currently spends a substantial amount of time working with the Town Designated Engineers and other professionals to try to mitigate traffic throughout the Town. The Town advocates for new bridges and updates to the Northway, among other things. The Town will continue to work with professionals on this issue. Approximately 150,000 people pass through Colonie each day, because the Town is at a crossroads between surrounding municipalities, in addition to being a prime location.
  - m. Comment: The solution to Route 9 traffic is not to add another housing development. However, the Town needs to expand its tax base in order to keep taxes low. The Town should focus on slowing growth in some areas and smart planning in other areas.
  - n. Question: Will the Town enact a moratorium on development Town-wide?
    - i. The Committee acknowledged the suggestion and intends to review and comment on every proposal presented to the Committee.
  - o. Comment: The Town should consider changing the Land Use Law to increase minimum lot sizes.
  - p. Question: How will school districts be involved in this process?
    - i. The Town will invite the districts in our Town to help with the process and give comments.
- 3. Next meeting – August 24, 2016 at 6:00 pm in the Public Operations Building at 347 Old Niskayuna Road

cc: Paula A. Mahan, Committee Members