
TOWN OF COLONIE COMPREHENSIVE PLAN UPDATE

TOWN OF COLONIE
ALBANY COUNTY, NEW YORK
COMPREHENSIVE PLAN ADVISORY COMMITTEE (CPAC) MEETING



To: Town of Colonie Comprehensive Plan Advisory Committee
From: Chuck Voss, AICP, Senior Land Use Planner – Barton & Loguidice, D.P.C.
Re: Meeting Summary Notes
Date: October 19, 2016

Meeting Location: Town of Colonie Public Operations Center
Meeting Date/Time: October 19, 2016 - 6:30 pm – 8:30pm
Meeting Attendees: CPAC, Barton & Loguidice, and 30+ members of the general public

Summary Notes

This was the second meeting of the Comprehensive Plan Advisory Committee (CPAC) since Barton & Loguidice (B&L) was selected as the Town's planning consultant for the Town of Colonie Comprehensive Plan Update project. Joe LaCivita, Director of the Planning and Economic Development Department (PEDD) and Chairman of CPAC, welcomed everyone. He also noted that the comprehensive plan webpages on the Town's website have been updated.

Mr. LaCivita introduced Michael Welti, AICP, Senior Land Use Planner with B&L and the Project Manager for this project and Chuck Voss on B&L's team. Mr. Welti thanked the committee and the Town for selecting B&L. He then reviewed the meeting agenda. A copy of the agenda is attached.

A summary of the discussion follows below:

Community Outreach Process

Mr. Welti discussed the need to conduct Issues Identification Workshops to provide an opportunity to reach out into the community and solicit feedback about issues important to the public. These workshops will be open to the public and will be formatted to include a short presentation about the Comprehensive Planning process, followed by facilitated discussions about key issues.

Possible workshop topics include:

- o *What do you like about living/working in Colonie? What is working, and should be protected or enhanced?*
- o *What are the problems/concerns that should be addressed through the plan?*
- o *What would we like to accomplish in regard to this issue?*
- o *What are some of the obstacles to accomplishing this? How to...?*

It was noted that most of these workshop meetings will occur at various public schools around the town to geographically reach the entire community, and would take place in the evenings to accommodate maximum public participation.

Efforts to publicize these workshops will include: formal press releases; announcements at Town Board meetings; posting of notifications on town web site; posting of flyers at local polling places on election day; distribution of flyers via e-mail and web sites of interested stakeholders; publication of meeting schedules in newspapers of record (Spot Light, Times Union; Capital District Business Review); Posting of notices in Village of Menands and Village of Colonie newsletters; and general word of mouth.

It was discussed that CPAC members should attend as many of the workshops as they can to listen to public comments. Mr. Welti advised the CPAC that these meetings are not intended to be a question and answer format between CPAC members and the public. Thus CPAC members should expect to play a limited role, and use these workshops to hear what the public's issues and concerns are.

The proposed public workshops are scheduled for November and early December (See attached meeting schedule).

Community Survey

Mr Welti briefed the CPAC on recent developments in relation to utilizing a formal survey to augment the plan development process. Mr. Welti noted that conducting a formal survey was not part of the original scope of work, but would be added into the project.

Siena College's Siena Research Institute (SRI) was contacted by the project consultants and the Town Planning Director to help the CPAC formulate and conduct a limited sample survey. Mr. Welti briefed the CPAC on his discussions with SRI's Dr. Levy. It was noted that utilizing a reputable 3rd party such as SRI would bring a sense of accountability and accuracy to the survey data.

Dr. Levy recommended that a random sample of 1,500 residents be used, and that multiple means of response to fill out the survey be utilized. SRI's call center would also be deployed to assist with the survey data collection. Mr. Welti noted that according to his discussions with SRI, a survey of this nature could yield a statistical response rate of %80+. Which is an extremely high response rate.

SRI noted that a general cost for such a limited sample survey might run in the range of \$5,000-\$10,000. However a formal proposal from SRI had not been requested at the time of this meeting. But the CPAC did agree that this would be a very beneficial tool for the committee, and requested that Mr. Welti and Mr. LaCivita meeting with SRI and request a formal proposal.

Mr. Welti suggested that a subcommittee of the main CPAC be formed to assist with the survey development and data collection once SRI had provided a scope of services and cost.

The anticipated time frame for the survey's distribution is early Spring 2017. It was also discussed that the Town of Colonie Industrial Development Agency (IDA) may provide funding for the survey, since the data collected could benefit both the CPAC and the IDA.

Neighborhood Coalition Meeting

Mr. Welti discussed with the CPAC about attending an upcoming Colonie Neighborhood Coalition meeting for the purpose of reaching out to this large stakeholder group, and informing them about the work of the CPAC. The CPAC strongly endorsed this idea and asked Mr. Welti and Mr. LaCivita to contact the CNC representative to schedule a time for the consultant team to attend a CNC meeting. It is anticipated that this meeting will occur sometime in mid-November.

Community Ambassadors

Mr. Welti suggested to the CPAC that they utilize another public outreach tool "Community Ambassadors" to assist the committee in their data collection work. Mr. Welti noted that members of the CPAC can be utilized to go out into the public and meet with various stakeholder groups to give and get information about the planning process. These ambassadors can provide valuable information to the public and groups who otherwise may not be directly involved in a process such as this. And they can be used as a conduit to keep these groups of people informed moving forward.

Mr. Welti suggested that CPAC member volunteer to be ambassadors and begin this outreach work in early 2017.

The potential list of groups and organizations the ambassadors could/could reach out to include:

- SIREP & Realtors Broker groups
- Chambers of Commerce
- Seniors groups
- Veterans groups
- PTA's
- Rotary organizations
- Farm Bureau
- Land Conservancies

Update – Data Collection

Mr. Welti informed the CPAC that he had meet with Rocky Ferarro at the Capital District Regional Planning Commission (CDRPC) to acquire more information on the larger regional issues that may affect or impact the Town of Colonie.

Mr. LaCivita presented a power point presentation showing the various Federal, State, County and local road networks in town. The purpose of this display was to show a comparison of how the total road network is integrated and spread out across the entire town. The presentation noted that there were approximately 570+ miles of Town roads, and 44 mile of sidewalks.

Mr. Welti then presented several slides depicting maps showing development approvals and their locations since 2007. These maps will be refined as new data is acquired and made available at a later date.

Other maps that may be developed by the consultant team include:

- Greenspace Preserved
- Agricultural Districts

- o Phased Developments

Mr. Welti then provided the CPAC with a summary of what the 2007 Build Out Analysis actually attempted to show, and how that data did not actually show what was expected to be built, but showed a projection of what could be built under the zoning in place at that time, if all available parcels were developed.

However the CPAC felt that it would be pertinent for the consultant team to make some projections in this new plan about what potential new numbers of development will occur over the next 10-20 years.

Next Steps

- o Next CPAC Meeting will be on November 16th, 2016.
- o The December CPAC meeting will take place on 12/21 tentatively.

Public Comments

- Residents asked if comments or questions to the CPAC could be submitted in person or via email? Mr. LaCivita said both ways were acceptable.
- CPAC members were encouraged to sign up to attend 1-2 of the upcoming public workshops.
- Attendees wanted to know if the CPAC meetings could be video recorded or use a stenographer. The CPAC would take that under advisement.
- Attendees asked if the survey could be placed on-line as well as using the SRI method. The CPAC would take that suggestion under advisement and seek guidance from SRI about using two survey instruments.
- A suggestion was made to provide name plates for each member of the CPAC so that the public could see who the members were.



**Town of Colonie
Comprehensive Plan Advisory Committee (CPAC)
October 19, 2016, 6:00 PM
Agenda**

- I. Welcome and Agenda Review**

- II. Community Outreach Process**
 - A. Issues Identification Workshops (5) – November/December**
 - Dates, times, locations
 - Format – presentation/facilitated discussion:
 - *What do you like about living/working in Colonie? What is working, and should be protected or enhanced?*
 - *What are the problems/concerns that should be addressed through the plan?*
 - Select 5 Priority Issues. For each:
 - *What would we like to accomplish in regard to this issue?*
 - *What are some of the obstacles to accomplishing this? "How to..."*
 - Meeting Publicity – website, press release, flyers, other?
 - B. Community Survey – discussion with the Siena Research Institute**
 - Survey subcommittee
 - C. Neighborhood Coalition Meeting – November ____, time/location**
 - D. Committee Ambassadors**
 - List of potential organizations to visit

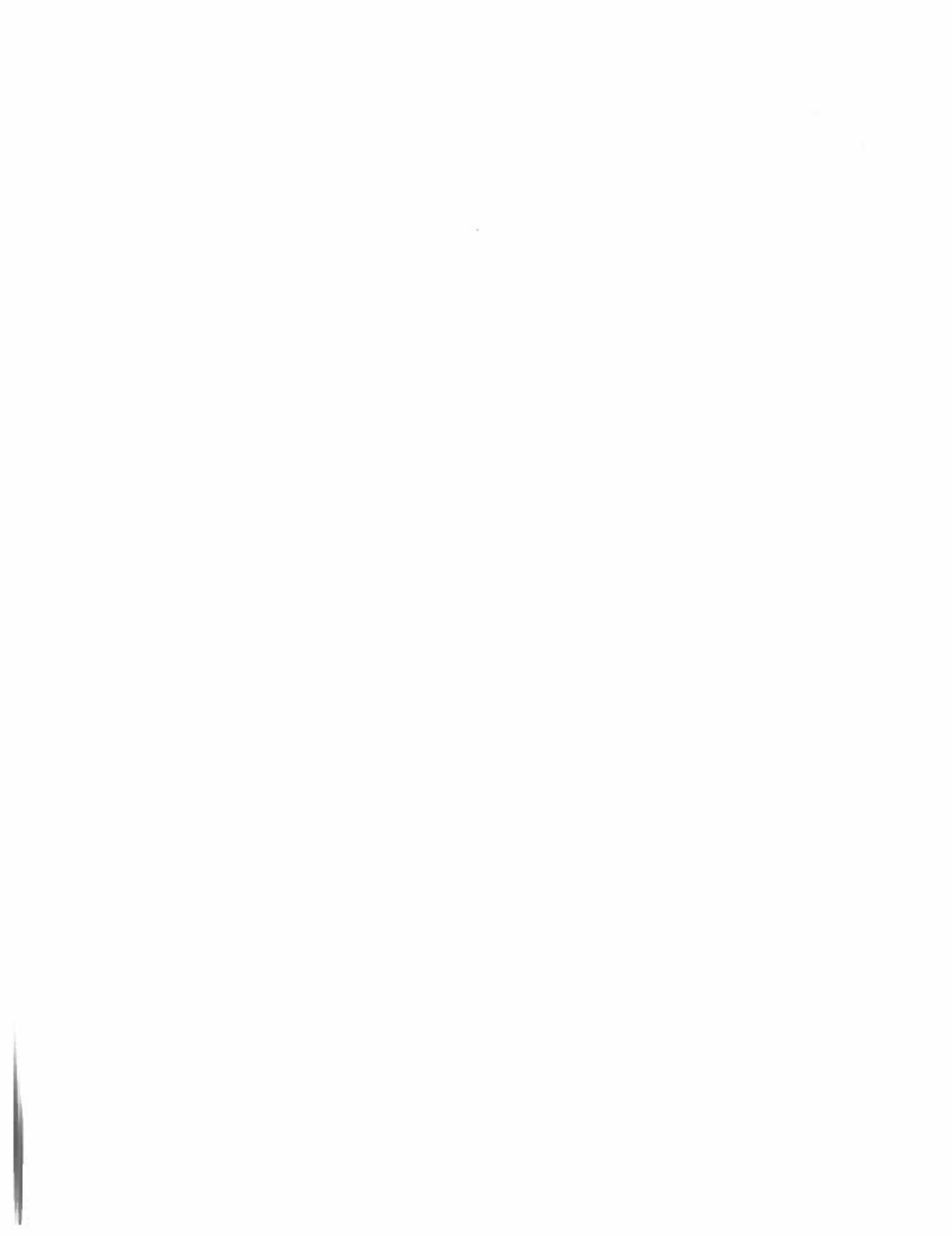
- III. Update - Data Collection (Community Profile)**
 - A. Roadway Jurisdiction Map
 - B. Draft Pathways Plan
 - C. Development Approvals since 2006

- IV. Next Steps**

Upcoming CPAC Meetings: November 16, December 21 (tentative)

- V. Public Comment**

- VI. Wrap-up and Adjournment**





Paula A. Mahan
Town Supervisor

TOWN OF COLONIE

PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT

Public Operations Center
347 Old Niskayuna Road
Latham, New York 12110-2289

Phone (518) 783-2741 Fax (518) 783-2888
Planning Board Agenda (518) 783-1511
www.colonie.org/pedd

Joseph LaCivita
Director

COMPREHENSIVE PLAN COMMUNITY MEETING SCHEDULE

The following locations have reserved: (End time needs to be 8:30 because they lock up the buildings at 9:00 so I reserved 6:30-8:30)

NOVEMBER 10th 6:30-8:30PM
Forts Ferry Elementary Auditorium
95 Forts Ferry Road
Latham, NY 12110
Phone: (518) 785-9203

NOVEMBER 29th 6:30-8:30PM
Loudonville Elementary Auditorium
349 Osborne Road
Loudonville, NY 12211
Phone: (518) 434-1960

DECEMBER 1st 6:30-8:30PM
Shaker Jr. High Auditorium
475 Watervliet-Shaker Road
Latham, NY 12110
Phone: (518) 785-1341

DECEMBER 7th 6:30-8:30PM
Lishakill Middle School Auditorium
68 Waterman Avenue, Albany, NY 12205
Phone: (518) 456-2306

DECEMBER 14th 6:30-8:30PM
The Crossings Main Meeting Room
580 Albany Shaker Rd
Loudonville, NY 12211
Phone: (518) 438-5741

