



**TOWN OF HALFMOON
2013
ZONING UPDATE COMMITTEE
HALFMOON TOWN HALL
7:00 P.M.
JUNE 27, 2013**

SUMMARY MEETING NOTES

In Attendance: Committee Members (voting): Brenda LaMere, Wayne Allen, Jason Dell, Fred Bahr, Eli Taub, Michelle Manchester, Walt Polak (Chair); Committee Members (non-voting): Jim Bold, Brian Knowles, Jeff Burdyl; Staff: Lyn Murphy, Mike Bianchino (CHA), Roy Casper, Rich Harris; Others: Paul Hotaling (Town Board, Craig Hayner (Town Board), Glen Griffiths (Community News).

Walt Polak, Committee Chairman, asked each attendee to introduce themselves, their interests and background. Polak provided a general overview of the intent of the committee; we will not be doing a complete Comprehensive Plan update; staff is here to help (Town Engineer from CHA, Planning staff, Town Attorney, etc.) and they have some ideas and issues to review; we have also heard from residents, developers (large and small) on issues that need to be addressed related to the Town Code/zoning ordinance and development, in general. We are looking for consensus on issues discussed, and we have voting and non-voting members of the committee. We are looking for the committee to move along a path to present findings related to development in the Town, and to include potential changes to the Town Code/zoning ordinance. The committee should have an understanding of the planning/zoning process and that not all decisions are made at the Town Board level, as the Planning Board and Zoning Board of Appeals review most of the projects that come before the Town. The findings of this committee should be driven by input from the people and it should be a plan of the people, similar to the plan developed in 2003.

Chairman Polak discussed the meeting schedule; meetings to be held the third Thursday of the month, at 7 PM in the same room (Meeting Room); agenda will be sent to the committee within a couple days of each meeting. Chairman reviewed the voting and non-voting members, with voting members Polak, LaMere, Allen, Dell, Bahr, Taub and Manchester; non-voting members are: Bold (representing the Historian/Historical Society), Knowles (representing the Trails Committee), and Burdyl (representing the ZBA).

A spreadsheet with everyone's contact information will be circulated, so members can contact each other. (Staff to provide).

The content of each binder was explained; they are large enough so that members can add documents; currently includes full copy of the Zoning Ordinance from the Town Code, the Zoning Map and excerpts from the 2003 Comprehensive Plan, including the Action Plan.

Request that committee be provided the zoning regulations/rules of adjacent and neighboring towns/cities (staff to research and provide); discussion on Clifton Park's "Town Center" study and study related to the Exit 9 Land Use and Transportation Study (staff to provide); this information may be helpful to the committee moving forward.

Request that soil study be conducted or if already exists, such information be provided to the committee; county-wide data/maps are available to provide general idea of soils (staff to provide).

Mr. Polak reviewed goals and objectives of the committee; in 2003 the town was divided into sections and conducted surveys and meetings in each section; goals and recommendations evolved from that effort, based upon public input (parks, trails, waterfront development, etc.); a committee was then formed that looked at ideas and made overall recommendations in 2003 plan; public came out – some in favor and some against – the specific recommendations when it came to Town Board action; many were never enacted due to public opposition once they came before the Town Board for enactment in the Town Code/zoning ordinance.

General discussion on public outreach in 2003 and what should be done now as part of this effort; the committee discussed the survey approach used in 2003; however, no funding is available for such an effort this time; the agenda allows for public comment at each meeting, time permitting; additional ideas for public involvement during this process will be discussed as we move along; comment cards are also available for residents and website updates to be provided.

Discussion on how public notice is provided in the current Town Code for planning/development projects; Town Code requires adjacent property owners be notified via certified mail for those projects requiring a public hearing; however Planning Board and Town Board sometimes do extended notification via first class mail beyond code requirements to gather greater public input; discussion on potentially extending the notification in the Town Code to include properties within a certain distance (500 ft., 1000 ft., etc.) as part of this committee's recommendations. Also discussed was how some municipalities (e.g. Colonie) actually post notices on the property subject to the public hearing, for those driving by to see.

Mr. Knowles suggested the committee look at ordinance from the view of a SWOT analysis (strengths, weaknesses, opportunities and threats).

Mr. Polak discussed issues and topics for the committee to begin discussion; circulated list of 14 items previously sent via email; some issues have been brought to the Town's attention from staff and based upon issues that arose in the past that should be discussed and/or addressed by this committee (attached).

Homework assignment for the committee discussed; extra copies of the zoning map were distributed; large versions were also provided and additional copies will be provided at the next meeting (staff to provide); committee assignment to drive around town with zoning map and mark-up those areas they think changes in zoning and development patterns can or should be made, e.g. where more development and what type should occur, where it should be changed or limited under zoning, where open space or parks needed, traffic concerns, etc.; committee to bring back marked-up map at next meeting for staff to consolidate for future meeting discussion.

Discussion on content of next meeting; helpful to have a portion dedicated to explaining the planning process in town; staff to present the type of applications, how they go through the process, when projects go to the Town Board, ZBA, Planning Board, etc.; intent is so the committee understands the process and then can understand how best to address the issues or concerns; this will help each committee member come up with one or two changes or ideas they believe are needed based upon own experiences.

Discussion on Town's Northern Generic Environmental Impact Statement (GEIS); GEIS summary and findings to be added to binders (staff to provide).

Discussion on zoning map; rationale regarding manufacturing/industrial zoning along Rts. 4/32, other portions of Town.

Discussion on the need for State or County involvement in addressing many of the issues that residents have raised; issues surrounding the Northway exits, requests for speed reductions, need for improvements to Guideboard Road and Rt. 236 intersection and Rt. 146; these are State and/or County roads and the Town tries to help by securing easements, but the State and County not investing money to improve; the Town cannot reduce speed limits on their own, need state approvals.

Requested list of all agencies involved in different processes would help understanding of these issues; may be helpful to invite staff from some of these agencies in and explain roles (staff to provide).

Request for full build out population projection under current zoning; Town would need CHA assistance in this regard due to GIS and resource limits; general discussion on vision for town, type of build out we envision; any needs for securing additional open space or parks; this can be looked at as part of homework assignment – committee members to indicate on map where such things should occur.

Next meeting to be held Thursday, July 18th, 7 PM in the Town Hall Meeting Room.

Notes by R.Harris