

# TOWN OF ROTTERDAM

## COMPREHENSIVE PLAN UPDATE

### MEETING SUMMARY

**Purpose:** Comprehensive Plan Advisory Committee (CPAC) Meeting #1

**Date and Time:** October 10, 2019 6:30-7:30 pm

**Location:** Town Hall, 1100 Sunrise Blvd, Rotterdam, NY

**Attendees:** See Attached Sign-in

Agenda Item	Discussion	Key Decisions & Outcomes
<p><b>Welcome and Introductions</b></p>	<p>Jaclyn Hakes (MJ) welcomed the members of the committee and the public and provided an overview of the agenda.</p> <p>Comprehensive Plan Steering Committee (CPSC) members present included:</p> <ul style="list-style-type: none"> <li>• Gregory Campoli</li> <li>• Jonathan Tingley</li> <li>• Lynn Flansburg</li> <li>• David Ahl</li> <li>• Milan Jackson</li> </ul> <p>The MJ Team members present included:</p> <ul style="list-style-type: none"> <li>• Jaclyn Hakes, AICP, Director of Planning Services</li> <li>• Andrew Gillcrist, Planner</li> </ul> <p>The following items were included on the meeting agenda:</p> <ol style="list-style-type: none"> <li>1. Welcome and Introductions</li> <li>2. Comprehensive Planning 101</li> <li>3. Project Scope and Schedule</li> <li>4. Roles and Responsibilities</li> </ol>	

	<ul style="list-style-type: none"> <li>5. Group Exercise</li> <li>6. Next Steps</li> <li>7. Public Comment</li> </ul>	
<p><b>Comprehensive Planning 101</b></p>	<p>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.</p> <p><b>Purpose of a Comprehensive Plan</b></p> <ul style="list-style-type: none"> <li>• Sets framework for long-term vision</li> <li>• Identifies opportunities and challenges</li> <li>• Is a fact-based resources for planning initiatives</li> <li>• Tracks progress in implementing community policies (short-term work programs)</li> </ul> <p><b>Stages of a Comprehensive Plan</b></p> <ul style="list-style-type: none"> <li>• Existing state – Where are we?</li> <li>• Desired/Future State – Where are we going/where do we want to be?</li> <li>• Implementation – How do we get there?</li> </ul> <p><b>Why have a plan?</b></p> <ul style="list-style-type: none"> <li>• Identify Long-term Community Vision <ul style="list-style-type: none"> <li>○ Community and Stakeholder Input</li> </ul> </li> <li>• Outline / Describe Approach to Achieve Vision</li> </ul> <p><b>How do you create one?</b></p> <ul style="list-style-type: none"> <li>• Analysis of existing conditions</li> <li>• Identification of vision</li> <li>• Goals</li> <li>• Action items</li> <li>• Implementation schedule</li> <li>• Public/stakeholder input</li> </ul> <p><b>A comprehensive plan is not...</b></p> <ul style="list-style-type: none"> <li>• Zoning</li> <li>• Parcel specific</li> <li>• A venue to address individual projects under review or in the review pipeline</li> </ul> <p><b>Process</b></p> <ul style="list-style-type: none"> <li>• Town Board establish a committee</li> <li>• Committee to update the plan</li> <li>• Committee Public Hearing (required)</li> </ul>	

	<ul style="list-style-type: none"> <li>• Committee to advance updated draft to Town Board for consideration</li> <li>• Town Board approval process (required items) <ul style="list-style-type: none"> <li>○ Public Hearing</li> <li>○ GML 239-m – County Planning Review</li> <li>○ State Environmental Quality Review Act (SEQR)</li> </ul> </li> </ul>	
<p><b>Project Scope and Schedule</b></p>	<p>Jaclyn Hakes (MJ) presented the Scope of Work and key phases throughout the process.</p> <p><b>Project Tasks</b></p> <ol style="list-style-type: none"> <li>1. Project Coordination</li> <li>2. Community Engagement Plan and Process</li> <li>3. Existing Conditions Inventory and Analysis</li> <li>4. Plan Vision and Goals</li> <li>5. First Draft Comprehensive Plan</li> <li>6. Final Draft Comprehensive Plan</li> <li>7. Adoption Assistance</li> </ol> <p><b>Schedule</b></p> <p>The anticipated schedule is a year-long process for the CPAC initiating in October 2019. The Town Board adoption process will follow the CPAC process and is anticipated to be completed in January 2021. The schedule is subject to change.</p>	
<p><b>Roles and Responsibilities</b></p>	<p>Jaclyn Hakes (MJ) described the roles and responsibilities of each party involved in the process including the CPAC, the Town of Rotterdam, and the Consultant Team.</p> <p><b>Project Team</b></p> <ul style="list-style-type: none"> <li>• Town of Rotterdam <ul style="list-style-type: none"> <li>○ Includes the community members and Town Board and is encouraged to provide input throughout the planning process.</li> </ul> </li> <li>• CPAC <ul style="list-style-type: none"> <li>○ Functions as an Ambassador for the community and organizations, providing feedback and input on the plan vision, concepts and action items.</li> </ul> </li> </ul>	

	<ul style="list-style-type: none"> <li>• Consultant Team <ul style="list-style-type: none"> <li>○ Led by Jaclyn Hakes (MJ) as Project Manager, the consultant team will facilitate the planning process, offer professional expertise and develop the draft plan.</li> </ul> </li> </ul>	
<b>Group Exercise</b>	<p>The CPAC 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 CPAC:</p> <p><b>Opportunities:</b></p> <ul style="list-style-type: none"> <li>• River frontage</li> <li>• Rural lands</li> <li>• Transportation &amp; accessibility – 3 exits off of I-90</li> <li>• Good school systems</li> <li>• Housing variety &amp; affordability</li> <li>• Access to Albany &amp; growth of community</li> <li>• Vacant buildings</li> </ul> <p><b>Needs/Challenges:</b></p> <ul style="list-style-type: none"> <li>• Infrastructure <ul style="list-style-type: none"> <li>○ Wastewater</li> <li>○ Bridges</li> </ul> </li> <li>• Traffic congestion</li> <li>• Vacant buildings</li> <li>• Property maintenance</li> <li>• Death of mall</li> <li>• Tax base</li> <li>• Walkability</li> <li>• Sidewalks</li> <li>• Bike paths</li> <li>• Town park – central location or pocket parks</li> </ul>	
<b>Next Steps</b>	<ul style="list-style-type: none"> <li>• Establish regular meeting schedule</li> <li>• Public engagement</li> <li>• Senior Center Event Pop-up</li> <li>• Public Meeting #1</li> </ul>	<p>Tentative schedule: CPAC meetings will be held the 2<sup>nd</sup> Thursday of the month at 6:30 PM every other month.</p>

		<p>The MJ team will prepare a meeting schedule.</p> <p>Meeting-follow-up for CPAC members:</p> <ul style="list-style-type: none"> <li>• Share other thoughts regarding needs/opportunities</li> <li>• Help spread the word about Public Open House on November 14</li> </ul>
<b>Public Comment</b>	<ul style="list-style-type: none"> <li>• Community events should be utilized as public engagement opportunities. Events including elections, school events, etc.</li> </ul>	None
<b>Adjourn</b>	The meeting is adjourned at 8:00PM	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:  
Andrew Gillcrist

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