

# VILLAGE OF MENANDS: STUDY ADVISORY COMMITTEE (SAC)

## Meeting 2 Summary Memorandum

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### Project Title: Village of Menands – Land Use Regulations and Zoning Update

*Summary Writer:* Krithika Prabhakaran

*Issue Date:* July 2, 2021

#### *Study Advisory Committee (SAC) Attendees:*

Megan Grenier - Village of Menands Mayor

Aileen Nicoll – Deputy Mayor/Village Trustee

Lyle Darmetko – Village Code Enforcement Officer

Nancy & Jerry Ruppert – Village Residents

Michael Williams – Capital District Transportation Authority (CDTA)

Sean Maguire – Town of Colonie Planning and Economic Department

Audrey Burneson – NYS Department of Transportation Region 1 Planning

Susan Olsen - NYS Department of Transportation Region 1 Planning

Sandy Misiewicz – Capital District Transportation Committee (CDTC)

Rima Shamieh - Capital District Transportation Committee (CDTC)

Paul Cummings – Chazen, A LaBella Company

Krithika Prabhakaran - Chazen, A LaBella Company

Nicolette Wagoner – LaBella Associates

#### Meeting Notes

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- SAC member introductions were made.
- Chazen provided a recap of SAC tasks and interim homework assignments since the 1<sup>st</sup> SAC meeting.
- Chazen provided an overview of the agenda items.
- Chazen reviewed the benefits of a form-based code approach for the Village and went over different styles of incorporating a form-based code to update a municipality's zoning code through three different examples (Town of Malta FBC, Town of Plattsburgh FBC, and Town of Stillwater FBC).
- Chazen provided a summary of feedback from the study area field visits and surveys
  - The CDTC asked if there were certain sites where members disagreed with the future land use vision provided in the Village's Comprehensive Plan. Chazen responded saying that based on the survey responses, the majority of members

- were in support of the future land use vision for sites located along the Broadway Corridor; however, there were mixed responses on what the future land use vision should be for sites located in the peripheries of the village, where residential districts are prevalent.
- The SAC stated that though the survey responses revealed members' reactions to long-term residential areas, this planning process and land use and zoning update will not result in drastically changing those sites, but rather suggest improvements in those areas.
  - Chazen stated that once public outreach efforts are conducted and completed, Chazen will compare feedback from the public with feedback from the SAC (survey response memorandum) in detail, to see if views are aligned.
  - Chazen reviewed the updated public engagement plan.
  - Chazen reviewed the new project website they developed with the Village webmaster. The project website incorporated input from the SAC.
    - The SAC stated that the conceptual title image on the webpage was misleading and misrepresented the Village and the goals of the project. Chazen stated that they will remove this image and would replace it with an image more representative of what the Village would like to offer its residents. SAC members suggested replacing the image on the webpage with an image of The Lofts, farmers market, a transect concept sketch, etc. Chazen stated that SAC members email an image of their choice to update the webpage.
    - The SAC approved and appreciated the translation hyperlinks, comment feedback section, and calendar to post events on the website.
    - Chazen requested that the SAC take a few days to review the website content and links and provide them with their feedback.
  - Chazen reviewed the list of compiled public outreach contacts generated from SAC feedback, which included a short list of resident/business owner names and addresses, as well as, public outreach ideas. Chazen requested that the SAC review this document and generate a more robust list of contacts of people that would be interested in providing feedback for the project, in order to start generating focus groups and stakeholder interviews.
  - Chazen stated that they may have the contacts of property owners and interested developers from the public outreach done for the Comprehensive Plan study to include into this project's public outreach list.
  - Chazen requested that the SAC choose a summer event to conduct a large public workshop. The SAC stated that the Village Picnic on August 18, 2021, would be the ideal venue for a public workshop/outreach event:
    - Chazen stated that they can set up a tented booth, print large maps, and provide online content and QR codes so that the public can access the on-line webpage for more project information.
    - Chazen stated that with the SAC's consent, they could prepare an elevator pitch/presentation element to introduce the project to the public and have an interactive map element to gather input at the event.
    - The SAC suggested incentivizing the project and booth by providing a giveaway or food.
    - The CDTC and Mayor, suggested providing food coupons/giveaways to Stewart's ice-cream, Dunkin Donuts, Subway, and/or supporting small local businesses within the Village in some way.
    - The Mayor stated that this event would include multiple local businesses, hot food, live music, and a movie – the ideal setting to host a public workshop/outreach event.

- Chazen discussed their next steps after the meeting:
  - Draft and distribute SAC Meeting 2 meeting minutes by June 29, 2021
  - Send homework assignments to the SAC to review and provide feedback on:
    - Summary of Survey Responses (by next Monday June 28, 2021)
    - Website link (by next Monday June 28, 2021)
    - Compiled Public Outreach Feedback List (by next Friday July 2, 2021)
  - Update and finalize project webpage
  - Develop public outreach contact list with information from SAC
  - Interim TAC Meeting 2 (TBD; Tentatively the week of July 5th)
  - Develop and share preliminary public engagement materials on website
  - Execute select action items (e.g. stakeholder interviews, focus groups, etc.)
  - Conduct first outdoor public workshop at the Village Picnic
  - Finalize and send invite for the 3rd SAC Meeting (TBD)