



Town of Poughkeepsie

1 Overocker Road
Poughkeepsie, NY 12603

845-485-3600 Phone
845-485-3701 Fax

Date: Wednesday, September 25, 2019

Time: 5:00 PM

Location: Town Hall – 1 Overocker Road

Purpose: Comprehensive Plan Committee Meeting #13; Consultant Kickoff Meeting

Comprehensive Plan Review Committee Attendance: Bill Carlos, Ann Shershin, Yvonne Laube, Carl Whitehead, Maribeth Rubenstein, James Challey, Daniel Salvatore, Jeffrey Renihan, David Silver

Consultant Attendance: Bonnie Franson, Max Stach

Town Staff Attendance: Mike Welti

Members of the Public Attendance: Steven Michalski, Frank and Trevor Haughie

AGENDA ITEM	NOTES	TASK
Welcome and Agenda Review	Mr. Carlos and Mr. Welti called the meeting to order.	N/A
Committee Business	<p><i>Consultant Procurement</i></p> <p>Mr. Welti reviewed the consultant procurement process. The proposal review subcommittee reviewed RFP responses. Five (5) consultants responded, and three firms were selected for an interview with the subcommittee. The subcommittee consisted of Bill Carlos, Ann Shershin, Maribeth Rubenstein, and Dan Salvatore.</p> <p>The subcommittee selected Nelson, Pope & Voorhis as its preferred consultant. The Scope and contract will be finalized for action at the Town Board meeting on October 2, 2019.</p> <p>Although a contract is not in place, representatives of NP&V agreed to be present at this meeting in order to move the comprehensive planning process forward.</p> <p>The Committee members and Nelson, Pope & Voorhis team introduced themselves. Adriana Beltrani and Kristen Taylor were unable to make this meeting due to having weddings on the same day, and honeymooning thereafter.</p> <p>NP&V handed out a Consultant Agenda to review for this Kickoff Meeting.</p>	N/A
Scope of Services	Max Stach and Bonnie Franson reviewed the Scope of Services included with the proposal. It was noted that certain tasks associated with community participation would likely be advanced as per the request of the Town. Bonnie Franson went through some of the reports that have been reviewed	N/A

	<p>and/or compiled, including the 2007 Plan, the Hudsonia Biodiversity Study, DEC Habitat Report, maps prepared by DC Planning, GIS layers provided by DC Planning, the zoning chapter, Historic Resources Study.</p> <p>Bonnie Franson reminded the CPRC that the plan is the Town's plan, not the "consultants" plan. It should be a plan for the next 10 years.</p> <p>The CPRC noted that there have not been applications for single family subdivisions in some time. The existing mall is becoming dated.</p> <p>It was noted that what is happening in the Town is a reflection of economic shifts nationally, where consumers want an experiential lifestyle. Beer gardens and other social gathering spots are very popular.</p> <p>The Town does not anticipate a large rewrite of the zoning code which was completely rewritten at the time the 2007 Plan was updated. This will be a process will likely result in targeted, limited changes.</p>	
<p>Stakeholder Engagement</p>	<p><i>Online Survey</i> Bonnie Franson asked if the Town had a copy of the Marist Public Opinion Survey from the 2007 plan. It may be useful to repeat some of the questions from the prior plan, and see how the responses compare to the 2007 Plan for trend analysis.</p> <p><i>Public Workshops</i> CPRC to focus on conducting early outreach to the public to obtain additional input on the comprehensive plan.</p> <p>First two public workshops should be held in November.</p> <p>Workstations are a standard setup.</p> <p>Will need to get draft vision, goals and objectives to CPRC in October.</p> <p>Second set of public workshops would be held in March. These workshops would serve to meet the sustainability portion of the grant requirements, but also be a focused meeting with topics selected by CPRC to address with the public.</p>	<p><i>Town, with NP&V's assistance, will follow up with the 2007 Marist survey and try to obtain a copy as background for a new, online public survey to be administered by the CPRC.</i></p>
<p>Current Town and Regional Planning Initiatives</p>	<p>Climate Smart Task Force – working with a checklist from the program to determine what Poughkeepsie may already be doing, and what needs to be done; working with Cornell Cooperative Extension – contact person is Michelle Gluck. Mike Welti and the CPRC members, especially the Town Board members, discussed the consolidation of Town services analysis that is ongoing. The Report should be available at the end of the month. An architect has been hired</p>	<p><i>Town to provide CPRC with Town consolidation study when made available.</i></p>

	<p>to evaluate Police/ Court/Town Hall/Arlington Fire District needs and if the services can be consolidated on one site. Discussion has involved consideration of relocating to the IBM site.</p> <p>IBM Plan - IBM is doing its own analysis of its future facility needs. Mike Welti anticipates it will be completed in Fall 2019 and that town will receive information or the plan itself</p> <p>Route 9 Interchange and Arterials Study- The DCTC has a started a study of the Route 9 interchange and arterials. . The Town and DCTC are also working on the Arlington Main Street Redesign Initiative as a follow-up to the Arlington Town Center Pedestrian Plan (2017).</p> <p>It was noted that the Town CAC was reconstituted last year, and the committee is commencing creation of a NRI. A grant application was submitted to the NYS DEC Estuary program this past summer.</p>	<p><i>CPRC to obtain copy of IBM Comprehensive Plan when made available.</i></p>
<p>Development Applications</p>	<p>Hudson Heritage – conditional approval for Phase 1; had very favorable reception when they intended to preserve some of the existing buildings (including the Administration Building). There are probably about 1,000 units of multifamily dwelling approved or under construction. When development suitability is addressed, need to address redevelopment suitability.</p>	<p>N/A</p>
<p>2019 Plan Recommendations</p>	<p>Bonnie Franson asked the CPRC if they had gone through and reviewed the 2007 policy/plan recommendations – the CPRC has done so informally; but it would be a useful exercise to determine what has been achieved, what is relevant, and what may be irrelevant or obsolete.</p>	<p><i>NP&V to create a matrix of the 2007 Plan recommendations to transmit to the Town Planning Department for initial review, and the CPRC.</i></p>
<p>GIS Mapping</p>	<p>NP&V has reviewed the existing maps preliminarily. Ultimately, the maps need to support the analyses and findings of the Committee. Ms. Franson recommended that the existing and planned trails all be shown on a map, including what is present in the City of Poughkeepsie, to determine where there are trail gaps.</p> <p>Development Suitability Analysis and Buildout – The CPRC wants to critically evaluate what vacant and underutilized land exists <u>after</u> mapping environmental constraints, and also identify parcels subject at present to land use applications. The CPRC wants the planning process to consider vacant buildings as well – what is the vacancy rate? Realtors need to be consulted for their input in terms of market conditions. A separate map could be created to illustrate all brownfield locations – determine if there are any properties subject to institutional controls that would affect their use. It is noted that</p>	<p><i>NP&V will prepare trails map, development suitability maps</i></p> <p><i>NP&V to reach out to local realtors; will coordinate with the CPRC</i></p> <p><i>NP&V will obtain brownfield data from the NYSDEC and map</i></p>

	<p>the Schatz/Federal site is a great location, located along the rail trail, there is a spur to Hudson Heritage and the hospital is next to it. It is about 20 acres.</p> <p>NP&V will review current AADT traffic and see how they have changed from what was surveyed in 2007.</p>	<p><i>NPV will prepare traffic AADT map</i></p>
<p>Additional Data Gathering</p>	<p>Market Studies - need to see what may have been submitted for various land use application which document housing/commercial demand. The CPRC indicates that apartments are mostly being built which will create a demographic trend toward renters – at what point can the market be saturated with particular types of housing? Follow up would occur with Dutchess County Planning to determine what information the agency may have on apartment vacancies, rental inventory, etc. County is expressing that there is demand for rentals.</p> <p>Anecdotally, there are residents living in the Town that commute to the Bronx – homeowners are willing to make the longer commute to ensure a safe environment for their households. Related to this, it would be useful to see what migration data may be available for the Town, County or region.</p> <p>CPRC member indicated that housing should be affordable, and the Town should accommodate all kinds of people – don't push people out; the word "inclusive" should be part of the vision.</p> <p>The CPRC agrees it would be useful to develop a list of recent and under construction projects, and list housing stock and commercial developments, based on type and total number of units and commercial space. Need to know at what point, if any, the market is saturated.</p> <p>The CPRC wants to look to ways to make redevelopment more attractive. Potential options to be investigated include lower taxes, 485-b tax exemptions, zoning approaches, address flexible uses for gap spaces in commercial plazas. Greenfield development should not be afforded the same incentives.</p>	<p><i>Planning Department and NP&V to research what market studies submitted which document market trends.</i></p> <p><i>NP&V to contact DC Planning to determine what housing data may be available; also will check into in and outmigration data.</i></p> <p><i>NP&V to follow up with Metro North and Amtrak to determine what ridership data and parking surveys the agency may have for their facilities.</i></p> <p><i>NP&V will begin to collect list of developments, which will be supplemented by Town Planning Department.</i></p>
<p>Site Visit</p>	<p>CPRC is enthused at the prospect of obtaining a mini bus and checking out strategic sites as a group. Mike Welti will organize the effort to determine what vehicles may be available. Could be a weekday or weekend event.</p>	<p><i>Mike Welti to research vehicles available for tour of Town.</i></p>
<p>Initial Planning Observations</p>	<p><i>Vision Statement</i> <i>Exercise 1: What words such as adjectives do you want to see in the Poughkeepsie Vision Statement. Identify three (Parentheses indicate more than one response provided):</i></p> <p>Education Community Safe</p>	<p><i>Initial input from CPRC which will be expanded upon and evaluated</i></p>

	<p>Vibrant Inspiring Accessible Alive Pleasant Amenity Rich Balance Business Opportunities Easy Affordable (4) Diverse (2) Redevelopment Resilient Sustainable Centers (2) Mixed Use Open/Open Space/Green (5) Preserve</p> <p>Issues <i>Exercise 2: What do you think are the three largest issues confronting the Town in the next 10 years? (Parentheses indicate more than one response provided):</i></p> <p>Water/Aging infrastructure (4) Traffic/Transportation/Commuters/Congestion (5) Safe and attractive walking environments (1) Vacant spaces No jobs or job creation to match housing/attracting new businesses and jobs (4) Not enough greenspace/preserved land (3) Development to community detriment (1) No development (1) Redevelopment of underutilized commercial space Taxes/fiscal concerns/high taxes forcing out seniors and businesses (3) Aging housing stock Affordability Senior housing Maintain year round population of younger people Climate changes (2)</p> <p>Assets <i>Exercise 3: What do you think are the Town's three most significant assets? (Parentheses indicate more than one response provided):</i></p> <p>Hudson River (5) Library Walkways and walking trails/parks (2) Diverse population CSA's/Farmers Market Natural setting</p>	
--	---	--

	<p>Arlington/Business District (2) School/educational/cultural system (8) Central location to everything Peach Hill Shopping Tourism Nice place to live Access to NYS and train stations (2) Healthcare (2) Food</p>	
Next Steps	<p>The CPRC will meet in October with NPV present. The next CPRC meeting will be held on Wednesday, 10/23 at 5:00 PM.</p> <p>Project Website: http://www.townofpoughkeepsie.com/planning/cprc/index.html</p> <p>CPRC Email: CPRC@townofpoughkeepsie-ny.gov</p> <ul style="list-style-type: none"> ▪ An automated email response has been generated for when members of the public submit comments to the CPRC email. 	<p><i>The next CPRC meeting will be held on Wednesday, 10/23 at 5:00 PM.</i></p>
Public Comment	No comments provided.	N/A
Adjournment	The meeting adjourned at 6:50 PM.	N/A

Thank you,

Michael A. Welti

Michael A. Welti, AICP
Director of Municipal Development

The Town of Poughkeepsie gratefully acknowledges the State of New York for providing funding support for the preparation of its Comprehensive Plan. The opinions, results, findings and/or interpretations of data contained herein are solely those of the Town of Poughkeepsie and do not necessarily represent the opinions, interpretation or policy of the State of New York.

Attachment A
Meeting Agenda



**Town of Poughkeepsie
Comprehensive Plan Review Committee (CPRC)
Committee Meeting #13
Wednesday, September 25, 2019 @ 5:00 PM
Town Hall Meeting Room**

Agenda

- I. Welcome and Agenda Review

- II. Committee Business
 - a. Consultant Procurement:
 - Five (5) consultant proposals received by August 2, 2019 deadline
 - Proposal review subcommittee: Bill Carlos, Ann Shershin, Maribeth Rubenstein, Dan Salvatore
 - Friday, August 16th – reviewed proposals and created shortlist
 - Tuesday, August 27th – interviewed three (3) firms/teams
 - Selected Nelson, Pope & Voorhis (NP&V) as our preferred consultant
 - Refining scope and finalizing contract for October 2nd Town Board mtg.

- III. Project Kick-off with Nelson, Pope & Voorhis (NP&V) –

Bonnie Franson AICP, CEP, PP and Max Stach, AICP

- IV. Next Steps
 - a. Next CPRC Meeting: October 23rd

- V. Public Comment

- VI. Adjournment

Comprehensive Plan Review webpage:
<http://townofpoughkeepsie.com/planning/cprc/index.html>

Committee email address:
CPRC@TownofPoughkeepsie-ny.gov

This project has been funded, in part, by the Climate Smart Community Grant Program, Title 15 of the Environmental Protection Fund through the New York State Department of Environmental Conservation; and by a grant from the Hudson River Valley Greenway.

Attachment B
NPV Agenda

CPRC Committee

Meeting #1

Comprehensive Plan Kick-Off Mtg (Task 1.2)

Consultant Agenda

- 1.0 Committee introductions
- 2.0 Scope of services review
- 3.0 Discussion of stakeholder engagement
 - 3.1 First x2 public workshop in November
 - 3.2 Online survey
 - 3.3 Second x2 public workshop in March
- 4.0 Other current planning initiatives
 - 4.1 Climate Smart Committee
 - 4.2 Consolidation of Town services
 - 4.3 IBM Campus Master Plan
 - 4.4 Development applications
 - 4.5 Other
- 5.0 Initial planning observations
 - 5.1 Map/post-it exercise
 - 5.2 Other

Attachment C
Comp Plan Schedule

		PROPOSED SCHEDULE														
TASK		MONTH														
No.	Title	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov
1 Project Kickoff																
1.1	Document Review															
1.2	Kickoff Meeting	•														
2 Field Visit																
3	Develop Community Outreach Plan		•													
4 Inventory and Analysis																
4.1-4.10	Existing Conditions Analysis															
4.11	CPRC Meetings			•	•											
4.12	Inventory and Analysis Report															
5	Workshop on Draft Vision/Goals/Objectives			◊◊												
6	Public Online Survey															
7	Develop Final Vision, Goals and Objectives					•	•									
8	Workshop on Sustainable Plan Concepts							◊◊								
9	Prepare Draft Comprehensive Plan							•	•	•						
10	CPRC Public Hearing on Draft Plan											◊				
11 Completion & Approval of Plan																
11.1	SEQR EAF, Public Scoping & DGEIS															
11.2	Town Board Hearing												◊			
11.3	Town Board Meetings											○		○		
11.4	Final Comprehensive Plan & FEIS															
11.5	Prepare FGEIS Notice of Completion															
11.6	Adoption of Plan														○	



CPRC Meetings



Public Workshop/Public Hearing



Town Board Meetings