



City of Saratoga Springs

Open Space Plan Update

MEETING SUMMARY

Purpose: Open Space Steering Committee Meeting
Date and Time: Friday, February 26, 2021, 3:00 - 4:00 PM
Location: Via Zoom
Attendees: See Attached

Agenda Item	Discussion	Key Decisions & Outcomes
Welcome/ Schedule Update	<p>Christina Carton, Open Space Plan Steering Committee Chair welcomed everyone.</p> <p>Christina Carton introduced Jaclyn Hakes, M.J. Engineering (MJ). Ms. Hakes presented an update of the project schedule.</p> <p>Following input from the City, the order of the project tasks has been modified to shift public engagement to earlier in the process. Input from the community will help guide the overall vision for the Open Space Plan Update.</p>	N/A
Public Engagement	<p>Jaclyn Hakes (MJ) presented an overview of public engagement.</p> <p>MJ, in coordination with the City, has developed a project website as a primary resource for public information which will include:</p> <ul style="list-style-type: none">• Information about the project• Upcoming public engagement opportunities• Overview of pas planning projects and initiatives.• Photo gallery of open space resources in the City• Community Survey• Add background on the Greenbelt and Complete Streets projects	N/A

<p>Public Engagement (cont'd)</p>	<p>Community members may leave comments through the website and sign up to receive updates.</p> <p>Sarah Starke (MJ) provided a tour of the Draft Project Website.</p> <p>Discussion of inclusion of specific examples of open space projects within the website including Pitney Meadows, Rowland Hollow and Waterfront Park.</p> <p>A project logo was developed for the website. The logo incorporates the themes of water, nature, and trails. After a brief discussion, it was agreed to adopt the proposed logo for the project.</p> <p>MJ will refine the project website following input from discussion and provide a preview link the Steering Committee.</p> <p>It is anticipated the website will be live (public) in mid-March.</p> <p>MJ, in coordination with the City, has drafted an online Community Survey using Survey Monkey. The topic areas proposed include:</p> <ul style="list-style-type: none"> • Participant Information • Visioning Questions • Open Space – Recreation • Open Space – Natural Areas • Tools for Open Space Protection • Other thoughts <p>The estimated completion time for the survey is currently 10 minutes.</p> <p>Steering Committee discussed the overall topic areas and provided the following input:</p> <ul style="list-style-type: none"> • Review the Recreation Plan Survey to avoid duplication • Seek input from community members on the funding of maintenance • Suggest a question that gauge's support for planning process tools • Seek input on connectivity • Seek input on the changed perception of open space due to COVID. <p>Discussion of increase in park attendance due to COVID, need to highlight in the final Plan.</p> <p>Discussion of methods for statistically valid survey.</p>	<p>MJ to revise the Project Website following input from discussion.</p>
--	---	--

<p>Public Engagement (cont'd)</p>	<p>Discussion of utilizing school district for survey distribution.</p> <p>MJ will refine the community survey following input from discussion and provide a preview link the Steering Committee the first week of March.</p> <p>It is anticipated the survey will be live in mid-March and close after one month. MJ will draft a press release and flyer for the survey and website. A second round of publicity will be issued one week before the close of the survey.</p> <p>Committee members to share the survey flyer with their organizations.</p>	<p>MJ to revise Community Survey following input from discussion.</p> <p>MJ to draft a press release and flyer for the website and community survey.</p>
<p>Overview of Key Recommendations from Previous Plans</p>	<p>Christina Carton (MJ) presented an overview of past planning initiatives in Saratoga Springs including:</p> <ul style="list-style-type: none"> • 2020 Natural Resource Inventory • 2019 Recreation Master Plan • 2016 Saratoga Greenbelt Trail • 2015 Comprehensive Plan • 2002 Open Space Plan Update • 1994 Open Space Plan <p>Discussion of New York State Open Space Conservation Goals.</p> <p>Discussion of goals from the 1994 and 2002 Open Space Plans.</p> <p>Discussion of goals for the 2021 Open Space Plan Update and committee feedback.</p> <p>Committee to continue to develop Open Space goals following input from Community Survey.</p>	<p>N/A</p>
<p>Next Steps</p>	<ul style="list-style-type: none"> - MJ to revise the Project Website and provide a preview link to the Committee the first week of March. - MJ to revise the Community Survey and provide preview link in Survey Monkey to Steering Committee the first week of March. - MJ to prepare publicity materials for the Project Website and Community Survey. - Next Steering Committee Meeting 3/26/2021 at 3:00 PM via Zoom 	<p>The next Steering Committee meeting is March 26, 2021 at 3:00 PM via Zoom</p>

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:
Sarah Starke, MJ Engineering and Land Surveying, PC

cc: Consultant Team, Steering Committee, City Planning & Zoning Department, Project File

Attendance

Name	Affiliation
Christina Carton	City of Saratoga Springs, Administrator of Parks, Open Space, Historic Preservation & Sustainability
Susan Barden	Principal Planner, City of Saratoga Springs
Tom Denny	Chair, Open Space Advisory Committee
Alane Ball Chinian	Regional Director, Saratoga-Capital District Region, NY State Office of Parks, Rec & Historic Preservation
Mike Horn	Conservation Director, Saratoga PLAN
Jennifer Hunt Dempsey	Open Space Advisory Committee; Wilton Wildlife Preserve
Stephen Samuell	Open Space Advisory Committee
Jaclyn Hakes	MJ Engineering
Sarah Starke	MJ Engineering