

**Town of Putnam Valley  
Comprehensive Plan Review Committee (CPRC)**

**Preparation of Zoning and Subdivision Regulations**

**Meeting 2**

**May 15, 2007**

**5:30 PM, Putnam Valley Recreation Department**

**Meeting Notes**

**Attending:** Karin Greenfield-Sanders, Irvine Flinn, Eugene Yetter, Ross Keating, Sam Davis, David Gordon and Mike Welti

**1. Welcome and Agenda Review**

Mike Welti, Project Manager from The Chazen Companies (TCC), reviewed the agenda for this meeting (attached).

**2. Project Schedule**

David Gordon, Town Attorney, requested that the committee discuss the schedule for the remainder of this project with the intent of outlining a process for adoption of the plan and the zoning and subdivision amendments.

After much discussion of alternatives, the CPRC agreed to the following preferred schedule:

- Final CPRC Meetings – June 5, June 26, and July 17
- July 20 - final drafts of amended land use regulations and DGEIS from Chazen to the Town
- July 25 - Special Town Board Meeting - David will provide his legal analysis of the documents to the TB and the TB will be asked to accept the DGEIS as complete, start public review, set a public hearing date, and initiate referrals under GML.
- August 14 – TB Public Hearing
- August 15 – Regular TB Meeting – chance to discuss comments from the public hearing
- August 31 – end public comment period
- September 14 – FGEIS from Chazen to the Town
- September 19 – TB accepts FGEIS as complete
- October 10 – TB adopts Findings Statement
- October 17 – Adoption of the Plan and Amended Land Use Regulations

This “preferred” schedule is subject to further refinement as the process evolves.

### **3. Old Business.**

The committee discussed whether it would be possible to have Bill Zutt (Planning Board attorney) review the draft land use regulations along with David Gordon. Everyone agreed that it would be desirable to have Bill Zutt involved in the process. The CPRC decided to check with the Town Board to see if this would be possible from a financial standpoint.

The Committee reviewed and refined the meeting notes from Zoning Meeting 1 and agreed that these should be made available for public review (posted on the Town website). The Committee also agreed that the minutes from the CPRC's April 24<sup>th</sup> public hearing should be made available for public review.

### **4. Comprehensive Plan**

The Committee reviewed a memo prepared by TCC (attached) that summarized the substantive comments received at the April 24<sup>th</sup> public hearing and which suggested responses to these comments. The Committee discussed each comment and suggestion, deciding on final edits to the Comprehensive Plan.

It was agreed that TCC would make the desired edits and circulate a final draft to the CPRC in advance of its next meeting on June 5<sup>th</sup>. At the meeting on June 5<sup>th</sup>, the CPRC will consider a resolution to forward the final draft plan to the Town Board with a recommendation that it be adopted.

### **5. Zoning and Subdivision Regulations**

The CPRC reviewed in detail the conservation subdivision and hillside management sections of the preliminary draft zoning law prepared by TCC. There were many questions and comments, and several suggested changes to both of these sections. TCC will prepare revised versions of both, and send them to the CPRC in advance of the next meeting.

The CPRC also agreed to review other portions of the updated Draft Zoning Law, originally prepared by TCC and Bill Zutt under a separate initiative, and to send comments and suggestions to Karin Greenfield-Sanders within the next week. These comments will be forwarded to TCC. TCC will prepare a new version of the draft zoning law, incorporating these comments as appropriate and other changes that are consistent with the final draft comprehensive plan, in advance of the next CPRC meeting.

**6. Next Steps** – The next CPRC meeting will be held at 5:30PM on June 5<sup>th</sup> at the Parks and Recreation Department.

**7. Public Comment** – None

**8. Adjournment** – 8:30PM



**Town of Putnam Valley  
Comprehensive Plan Review Committee**

**Zoning Meeting 2  
Tuesday, May 15, 2007  
5:30 PM**

**AGENDA**

1. Welcome and Agenda Review
2. Old Business
  - CPRC Zoning Meeting 1 notes
  - CPRC Public Hearing minutes
3. Comprehensive Plan
  - CPRC Public Hearing – review and discuss comments
  - Final edits to the CPRC document
  - Next Step – Town Board
4. Zoning and Subdivision Regulations
  - Conservation Subdivision
  - Hillside Management
  - Comments/suggestions on anything you have reviewed thus far?
5. Next steps:
  - Next CPRC Meeting – Tuesday, June 5?
6. Public Comment
7. Adjournment

## MEMORANDUM

To: Town of Putnam Valley Comprehensive Plan Review Committee

From: Michael Welti, AICP

Date: May 15, 2007

Re: Notes from the CPRC Public Hearing – April 24, 2007

Job #: 10616.00

A public hearing was held by the Comprehensive Plan Review Committee (CPRC) on April 24, 2007. The purpose of the public hearing was to allow for public comment on the Draft Comprehensive Plan prior to forwarding the document to the Town Board for consideration. Although a stenographer was on hand and took verbatim minutes of the meeting and the stenographer's minutes will be reviewed by the CPRC in its entirety, the following key points were made and should be responded to in the Plan.

*Comment: The existing CC-2 Zoning District encompasses approximately 21 single-family residences. The existing zoning code does not allow for single-family detached structures and these homes are considered nonconforming uses and would therefore require variances from the ZBA if these structures were to be expanded upon. The CPRC should consider allowing both commercial and residential uses within the proposed commercial zone to encompass Morrissey Drive.*

Response: The speaker is correct in stating that detached single-family residences are not permitted in the CC-2 Zone (or other commercial zones in Town) and therefore homeowners would require variances from the ZBA for expansion of these structures. Given the small percentage of commercially zoned land in Town and the fact that the existing commercially zoned areas are suitable for commercial development, it is not recommend that single-family detached structures be a permitted use in these areas; however, apartments above commercial enterprises should be encouraged in all commercial zones. Given the reported abundance of single-family structures in the Morrissey Drive area, the revised code could allow for existing residential uses in the new Morrissey Drive commercial zone to be continued and even expanded upon as long as the underlying bulk zoning regulations (setbacks, coverage, height, etc.) were not exceeded.

*Comment: The Putnam Valley Business Association and other like organizations should be utilized as a resource in enhancing economic development in Town.*

Response: It is recommended that the following, or similar language, be added under the “Commercial Areas” section of the Plan:

- Consider working with local merchants throughout the Town and local organizations to develop a marketing campaign or other initiatives to encourage greater support for local businesses. Small local stores, such as the Pudding Street Market and the Putnam Valley Country Store, provide an important service to local residents. To retain these types of businesses and to encourage additional businesses that are appropriate for the Town, the Town should adopt a proactive business retention and recruitment approach. The Town could work with the Putnam County Economic Development Corporation, the Putnam Valley Economic Revitalization Corporation, the Putnam Valley Business Association, and the Westchester/Putnam Chamber of Commerce to develop a “buy local” marketing strategy and to focus on targeted business development and outreach.

*Comment: Additional focus on tourism as a method of enhancing economic development should be considered. The Town should consider establishing an economic development task force or creating a tourism enterprise zone. The Town should encourage horse and dog shows, musical festivals, and film production within Putnam Valley.*

Response: The Plan currently recommends utilizing Fahnestock State Park as a resource in encouraging tourism in Putnam Valley. This section should be expanded upon to include the establishment of a tourism task force and the encouragement of the use of the Town Park for cultural events.

*Comment: The Plan provides significant recommendations regarding environmental preservation and less on commercial/economic development.*

Response: It is recommended that a new recommendation be added to the “Other Commercial Areas” section of the Plan that provides for the investigation of other parcels in Town that may be suitable for commercial development. Although these parcels do not have to be identified now, it leaves the door open for future endeavors. Further, the recommendation (above) relating to working with local merchants and organizations to stimulate economic growth should be included.

*Comment: The Plan should include recommendations for future solid waste collection.*

Response: TCC will contact the County Planning Department and other relevant sources to identify if any County wide studies have occurred or if any services are available to Putnam Valley residents that do not utilize private carters.

*Comment: The synagogue in Lake Peekskill is the 1<sup>st</sup> synagogue in Putnam County and should be highlighted as such in the Plan.*

Response: The recommendation pertaining to historic and cultural preservation should be expanded to include mention of the synagogue as a resource.