

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

**Preparation of Zoning and Subdivision Regulations**

**Meeting 1**

**April 10, 2007**

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

**Meeting Notes**

**Attending:** Karin Greenfield-Sanders, Irvine Flinn, David Spittal, Eugene Yetter, Tom Carano, Ross Keating, Sam Davis, Taro Ietaka, Mike Welti, and Jan Johannessen

**1. Welcome and Agenda Review**

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

**2. Old Business**

The CPRC Meeting 11 Notes have been revised and have been posted on the Town's website.

**3. Comprehensive Plan**

Taro Ietaka, Chairman of the Environmental Commission, was asked to attend the meeting so that the CPRC could review with him the Plan recommendations that involve the Environmental Commission and to discuss the Biodiversity Overlay Zone. Taro indicated that the Environmental Commission was happy to assist in the implementation on the Comprehensive Plan and hoped that its adoption would spur additional membership to the Environmental Commission. The CPRC discussed how the Environmental Commission could partner with members of the various lake protection organizations within Town. Taro stated that the Comprehensive Plan recommendation for requiring conservation subdivisions was in-line with the intent of the Biodiversity Overlay Zone and he questioned whether the additional overlay zone was necessary. Sam Davis distributed a model Conservation Area Overlay ordinance prepared by Pace University for the Metropolitan Conservation Alliance and hoped that the model ordinance would assist the Town in its preparation of the Biodiversity Overlay Zone. It was noted that while conservation subdivision design is an important conservation tool, the proposed Biodiversity Overlay District would further protective measures specifically surrounding biodiversity.

The CPRC discussed the pros and cons of further upzoning for lands within the proposed Biodiversity Overlay Zone, parcels that are within the County Agricultural District or areas that have been identified on the Plan Concept Map

as potential lands for conservation. It was decided that major revisions to the recommendations, if any, would be postponed until after the CPRC received public comment at the public hearing.

The CPRC reviewed and discussed the final edits to the draft Plan. Additional edits provided by the CPRC this evening will be made prior to its distribution for the public hearing. Copies of the Plan will be provided to the Town Clerk and the library and the Plan will be posted on the Town's website. It was decided that the Town will provide a stenographer at the public hearing and that Mike Welti will provide a brief presentation before opening the public hearing for comment.

#### **4. Zoning and Subdivision Regulations**

TCC reviewed with the CPRC its scope of services recently approved by the Town Board. Prior to commencing work on the Comprehensive Plan, TCC was commissioned to revise the Town's Zoning Ordinance to remove inconsistencies and ambiguities contained within the existing Code and to provide more contemporary regulations where needed. The majority of this work is now complete and will become the basis for the draft regulations as the committee moves forward in bringing them into compliance with the Comprehensive Plan. TCC distributed this previously prepared draft zoning ordinance for the CPRC's review. TCC also prepared and distributed a memorandum that outlined the major changes to the zoning and subdivision regulations that will be required to make them consistent with the draft Comprehensive Plan (attached). The consultants and the committee reviewed this memo together.

**5. Next Steps** – The CPRC public hearing will be held on April 24, 2007 at 7PM at the Elementary School. The next CPRC meeting will be held on May 15<sup>th</sup> at 5:30 PM.

**6. Public Comment** – None

**7. Adjournment** – 8:30PM

## MEMORANDUM

To: Members of the Comprehensive Plan Review Committee

From: Mike Welti, AICP and Jan Johannessen

Date: April 10, 2007

Re: Draft Zoning Ordinance and Subdivision Regulations

Prior to commencing work on the Comprehensive Plan, The Chazen Companies (TCC) was commissioned to revise the Town's Zoning Ordinance to remove inconsistencies and ambiguities contained within and to provide more contemporary regulations where needed. The revised zoning regulations were based upon the 1995 Zoning Code and no changes to the Town's existing zoning districts were made. The majority of this work is now complete and the revisions have been reviewed by Bill Zutt, Esq., at least three times. The Town Board recently commissioned TCC to update this draft ordinance to amend the regulations consistent with the Town's draft Comprehensive Plan. Below is an Article by Article outline of the major revisions that will need to take place over the course of the next few months:

### **Article I : General Provisions**

- Few, if any, changes will be required.

### **Article II: Definitions**

- The draft zoning ordinance already includes substantial revisions to the definitions. This Article will still need some additions and refinements as amendments are made to the body of the Code.

### **Article III: Establishment and Designation of Districts and Allowable Uses**

- This Article outlines the Towns underlying zoning districts and will require substantial changes to be consistent with the Comprehensive Plan. Specifically, the new commercial zone for Morrissey Drive will need to be created and the R-1 and R-2 Zones removed.

- This Article establishes the Town's Zoning Map and revisions to the map will be required. Specifically, the new commercial zone for Morrissey Drive will need to be created and the R-1 and R-2 Zones removed.
- This Article establishes the Town's "Land Use Category Table" and revisions to the Table will be required.

#### **Article IV: Base District Regulations**

- The purpose and intent of each Zoning District must be reviewed and refined.
- It is recommended that this Article be combined with Article III.

#### **Article V: Regulations Applying to All Districts**

- It is recommended that this Article be renamed "General Regulations."
- The "Bulk Regulation Table" will need to be refined as needed.
- The Buildable Area requirements will need to be refined.
- The Maximum Disturbed Area requirements should be refined.
- Further refinement to the nonconforming lots and uses section is required.
- The off-street parking requirements should be reviewed.
- A new "Blasting" section should be added.
- The signage regulations have already been substantially altered; this section and the associated table should be reviewed.
- The Town's "Type I Action List" should be reviewed.

#### **Article VI: Supplemental Regulations**

- It is recommended that the requirements for accessory apartments, tree protection, landscaping and screening, and lighting be located in Article V.
- It is recommended that requirements for site plan and conservation subdivision (previously called cluster) be stand-alone Articles.

- Many of the regulations in Articles V and VI are new or have been substantially altered and will need to be reviewed.
- Design guidelines must be developed and, perhaps, located in this Article (or as a stand alone article or appendix). Also, the role (if any) of ABACA should be addressed.

#### **Article VII: Special Use Permit**

- The procedures for special use permits should require little refinement, if any.
- It is recommended that the design guidelines will be referenced in this Article (also should be referenced in the stand-alone Site Plan article).
- The general standards for special uses, and the individual standards for specific special uses, have already been substantially refined; however, these requirements should be reviewed.

#### **Article VIII: Environmental Overlay Districts**

- Significant changes have already been made to both the Hillside Management Overlay and the Ground and Surface Overlay and should be reviewed.
- TCC will have Russell Urban-Mead review the regulations of the Ground and Surface Water Protection zone for adequacy.
- The Hillside Overlay should be refined to be consistent with the Plan and ridgeline protections should be added; the Hillside Management Map should be altered to illustrate ridgelines.
- Additional regulations for both these overlay zones will likely be required.
- The Biodiversity Overlay Zone should be added to this Article.

#### **Articles IX through XIV**

- These sections have already been strengthened and are likely to be adequate but should be reviewed nonetheless.

### **Subdivision Regulations**

The subdivision regulations must also be updated. The latest draft prepared by TCC includes significant changes from the existing regulations. These changes must be reviewed and refined. In addition, new procedures for conservation subdivisions must be added and a few additional issues considered.