

**TOWN OF PUTNAM VALLEY**  
**Town Board Special Meeting**  
**October 29th, 2025**

**Town Hall                      5 PM**

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**AGENDA**

**Meeting called to Order**

**Pledge of Allegiance**

1.        Introduce Local Law for New Zoning Changes

**Adjournment**

**Next Town Board Meeting: Work Session, Wednesday, November 12th, 2025, 5 PM**

**TOWN OF PUTNAM VALLEY**  
**TOWN BOARD SPECIAL MEETING**  
**Wednesday, October 29th, 2025,**  
**5:00 PM**

**PRESENT:** Supervisor Annabi  
Councilman Luongo  
Councilwoman Tompkins  
Councilman Russo  
Councilwoman Howard

**ALSO PRESENT:** Town Clerk Michelle Stephens  
Town Counsel Sarah Ryan

Supervisor Annabi called the meeting to order at 5 pm, followed by the Pledge of Allegiance

Councilman Luongo asked for a moment of silence for all the members of our community who have passed and for all the members in the Armed Forces who are serving around the World

** Purpose of the Meeting**

The meeting was called to **introduce a proposed local law** to amend current zoning and mapping.

1. The **zoning map**, and
2. The **text of the zoning code** — specifically updates to the **CN (Neighborhood Commercial) District**.

These updates aim to:

- Encourage **small-scale, locally owned businesses**.
- Revitalize **hamlet centers**.
- Provide **tax relief** by growing the local business base.

- Introduce **design guidelines** to ensure that business areas blend aesthetically with nearby residential zones.

### **Presentation by Bruce Barber (Town Planner)**

**Bruce Barber** presented a comprehensive background and rationale for the proposed zoning amendments.

#### **Historical Context**

- The **2007 Comprehensive Plan** recommended expanding CN zoning areas to promote neighborhood-scale commerce.
- For nearly 17 years, this recommendation was not implemented.
- The **current Town Board** revived the initiative in response to residents' calls for more local business opportunities and reduced residential tax burdens.

#### **Development Process**

1. The Town Board reviewed the **2007 Comprehensive Plan** and existing zoning.
2. Consultants (Engineer **Todd Atkinson**, Attorney **Sarah Ryan**, Building Inspector **Rich Quaglietta**, and Bruce Barber) analyzed existing CN zoning language and maps.
3. The **Neighborhood Business Committee (NBC)** was formed in **January 2025** to refine proposals.
4. Multiple **draft revisions** were produced, incorporating community feedback.
5. The final draft now proposes both **map changes** and **text amendments**.

#### **Proposed Zoning Map Changes**

- **Expansion of CN zones** to several new areas:
  - **Tompkins Corners**
  - **Rosehill Cemetery area**
  - **Church, Mill, and Peekskill Hollow Roads**
  - **Intersection of Cimarron Church and Lake Oscawana Lake Rd**
  - **Sunset Hill & Oscawana Lake Road**
  - **Dunderberg Road / former Spruce Hill Inn property**

A document listing all affected **tax parcels and property owners** will be made publicly available at the **Town Clerk's Office** and **online**.

## Goals of the CN Zoning Update

- Promote **neighborhood-scale businesses** (e.g., coffee shops, tailors, yoga studios, potters, bakeries).
- Encourage **local shopping** and community interaction.
- Support **mixed-use development** with potential housing above businesses.
- Ensure new development **blends with residential areas** via new design standards:
  - Landscaping and screening
  - Walkability and shared parking
  - Lighting and signage design
  - Architectural consistency
  - Building setbacks and aesthetics

## Discussion and Clarifications

**Supervisor Annabi and Board Members** emphasized:

- The focus is on **mom-and-pop shops, not large chains** (e.g., no Costco or Dunkin' Donuts).
- Zoning definitions include “fast food,” but this can mean **ice cream shops or pizzerias**, not corporate franchises.
- The plan aligns with **small-town character** and **common-sense business growth**.
- Mixed-use options could include **residences above storefronts**, depending on septic and parking capacity.
- Wants the input of Dale Philips, (Planning Board) and Bill Maskiel (Zoning)
- Councilman Russo asked Bruce Barber for clarification that some of these businesses would provide housing opportunities, to which Bruce responded that the Planning Board would determine the number of bedrooms based on septic system and parking.
- Councilwoman Tompkins acknowledged how long everything takes to come together

## Acknowledgments:

- **Councilwoman Tompkins** was recognized for her significant contributions and coordination with the **NBC**.
- The **NBC's** community survey was instrumental, showing residents wanted “**a place to be**” — community gathering spaces like cafés or small shops.

 **Legal & Procedural Steps (Sarah Ryan, Town Attorney)**

**Council Sarah Ryan** outlined the formal process:

1. **Introduction of the proposed changes to the code/map to the public.**
2. **Public hearing** scheduled for **November 19, 2025 (6:00 PM).**
3. Referral to:
  - **Putnam County Department of Planning, Development, and Public Transportation**
  - **Neighboring municipalities**
  - **Town Planning Board and Zoning Board of Appeals**
4. Environmental review under **SEQRA (State Environmental Quality Review Act)** — classified as a **Type 1 Action** (requires a full Environmental Assessment Form).
5. The **Town Board** will act as the **Lead Agency** for SEQRA review.
6. If revisions are needed after public comments, the law will be reintroduced for further review.

Residents will be able to access:

- The **draft local law**
- The **revised zoning map**
- The **14-page environmental narrative and parcel list**

These materials will be posted on the **town website** and available at the **Town Clerk's office**.

**INTRODUCE LOCAL LAW FOR NEW ZONING CHANGES**

Presented by Councilwoman Tompkins

 **RESOLUTION #R25-282**

WHEREAS, the Town of Putnam Valley Town Board hereby proposes that certain Town Zoning Code local law amendments be made to Town Code Chapter 165, entitled “Zoning,” specifically to §§165-13(A)(2) relating to Permitted Uses in

the Neighborhood Commercial (CN) District; 165-13(A)(3) relating to Special Permit Uses in the CN District; 165-13(A) to add design standards in the CN District; 165-6 to change the Town of Putnam Valley Zoning Map to add certain parcels to the CN District; and

WHEREAS, the proposed amendments are annexed hereto as Exhibit A and incorporated herein as if recited verbatim, and the Town Board does direct that said amendments be spread across the record as if they, in fact, had been read verbatim; and

WHEREAS, this action to amend the Zoning Law is a Type I Action under the New York State Environmental Quality Review Act (SEQRA), and a Full Environmental Assessment Form (FEAF) is attached hereto; and

WHEREAS, the Town Board has determined that the proposed amendment must be referred to the Putnam County Department of Planning, Development, and Public Transportation for review and recommendation; and

WHEREAS, the amendments require a public hearing.

NOW, THEREFORE BE IT RESOLVED THAT:

1. The Town Board hereby states that, because only the Town Board can consider and adopt changes to the Town Code that it is the only involved agency, and the Board hereby declares that it is the Lead Agency and will

conduct the environmental review of this matter pursuant to Article 8 of the Environmental Conservation Law; and

2. The Town Board hereby sets a public hearing on the proposed amendments for November 19, 2025, at 6:00 pm, or as soon thereafter as the matter may come to be heard, in the Town Hall, 265 Oscawana Lake Road, Putnam Valley, New York; and
3. The Town Board refers this matter to the Putnam County Department of Planning, Development, and Public Transportation for a recommendation pursuant to GML §239-m; and
4. The Town Board directs the Town Clerk to notify the Town Clerks of each of the surrounding municipalities of the public hearing pursuant to GML §239-nn.
5. The Town Board refers this matter to the Town of Putnam Valley Planning Board and Zoning Board of Appeals for review and comment.

Dated: 10/29/2025

Moved: Councilwoman Tompkins

Seconded: Supervisor Annabi

Motion passes/ fails:      Ayes 5    Nays 0

|                |                       | AYE      | NAY | ABSTAIN |
|----------------|-----------------------|----------|-----|---------|
| PRESENT/ABSENT | Councilwoman Howard   | <u>X</u> | ___ | ___     |
| PRESENT/ABSENT | Councilman Luongo     | <u>X</u> | ___ | ___     |
| PRESENT/ABSENT | Councilwoman Tompkins | <u>X</u> | ___ | ___     |
| PRESENT/ABSENT | Councilman Russo      | <u>X</u> | ___ | ___     |
| PRESENT/ABSENT | Supervisor Annabi     | <u>X</u> | ___ | ___     |

**Town of Putnam Valley Local Law No. \_\_\_ of 2025**

**A Local Law Amending the Town of Putnam Valley Town Zoning Code and Zoning Map Relating to the Neighborhood Commercial (CN) District**

BE IT ENACTED, by the Town Board of the Town of Putnam Valley, Putnam County, New York, as follows:

**Part 1. Title**

This Local Law shall be known as the “A Local Law Amending the Town of Putnam Valley Town Zoning Code and Zoning Map Relating to the Neighborhood Commercial (CN) District.”

**Part 2. Purpose**

The purpose of this local law is to amend the Town of Putnam Valley Code to change the Permitted and Special Permit Uses within the Neighborhood Commercial (CN) District and to add Design Standards for development projects within the said District. This local law shall also amend the Town of Putnam Valley Zoning Map to rezone certain parcels, consistent with the Town of Putnam Valley Comprehensive Plan, to encourage the integration of low-impact neighborhood businesses and small-scale shopping areas into the neighborhoods which they serve.

**Part 3. Enactment**

This Local Law is adopted and enacted pursuant to the authority and power granted by §10 of the Municipal Home Rule Law of the State of New York.

**Part 4. Amendments of the Town Code**

**I. Permitted Use Changes - CN District**

Chapter 165, Section 165-13(A)(2) (Provisions for nonresidential districts, CN Neighborhood Commercial Districts, Permitted Uses), of the Town Code is amended as follows:

*Repeal*

§165-13(A)(2)(i) – Convenience stores with gas pumps

*Replace*

§165-13(A)(2)(a) – Residences above commercial stores (Planning Board to determine number of bedrooms)

§165-13(A)(2)(w) – Dry-cleaning or Laundry services; drop-off

**II. Special Permit Use Changes – CN District**

Chapter 165, Section 165-13(A)(3) (Provisions for nonresidential districts, CN Neighborhood Commercial Districts, Special Permit Uses), of the Town Code is amended as follows:

*Repeal*

§165-13(A)(3)(e) – Catering establishments

§165-13(A)(3)(f) – Cocktail lounge/bar

§165-13(A)(3)(h) – Laundry services, storefront

§165-13(A)(3)(k) – Automotive, sales or rental

§165-13(A)(3)(o) – Exterminating services

§165-13(A)(3)(q) – Laundromat, on-site

§165-13(A)(3)(v) – Theatres and cinemas.

§165-13(A)(3)(w) – Contractor yard

§165-13(A)(3)(aa) – Automotive repairs/ service

§165-13(A)(3)(bb) – Automotive gas station

*Replace*

§165-13(A)(3)(p) – Kennel, commercial (No outdoor runs)

§165-13(A)(3)(y) – Veterinary hospitals (No outdoor runs)

**III. Design Standards – CN District**

**The Town of Putnam Valley Zoning Code Article III, §165-13(A) is amended as follows**

*Add*

Section 165-13(A)(6):

- 6) Design standards CN District. The following standards shall be applied during the site plan and subdivision review of any development project in the CN (Neighborhood Commercial) District. The Planning Board may use its discretion to waive or modify these standards.
  - a) Screening and landscaping. A hedge, fence or wall of a design and material subject to approval by the Planning Board, with a height of not less than six feet and, except in the case of planting screens of not more than eight feet, adequate to screen, to the extent practicable, at all seasons of the year the operations conducted on the lot from any abutting residence district. In addition:
    - i) The side yard and rear yard setbacks shall be landscaped to a depth of not less than 15 feet along their length except openings required for driveways, utilities and pedestrians unless otherwise determined by the Planning Board.
    - ii) The front yard setback shall be landscaped to a depth of not less than 10 feet along its length except openings required for driveways, utilities and pedestrians as determined by the Planning Board.
    - iii) The minimum lot size, height, lot and bulk regulations, minimum street frontage and related standards for the CN District shall be as set forth in § 165-14 of the Town of Putnam Valley Town Code.
    - iv) If the property proposed for development adjoins a residential property located in a residential district all site improvements, with the exception of a driveway, shall be set back an additional 15 feet from the minimum yard setback.
    - v) The additional setback is intended to provide a visual and noise buffer between residential and nonresidential uses. The additional setback, as well as the minimum yard setback area, shall be planted with a mixture of evergreen and deciduous plantings, or fencing, at a height so as to provide, as much as practicable, a visual screen of the non-residential improvements from residential uses. The species type, location and height of such landscaping shall be subject to the approval of the Planning Board.

- b) There shall be no parking or loading areas placed or located within any front, side, or rear setback.
- c) Utilities shall be placed underground.
- d) All exterior trash storage containers shall be screened so that they are not visible from off the property. Each trash enclosure shall be constructed of masonry walls and with a steel gate painted to be compatible with the color of the masonry walls and building it is to serve.
- e) Sidewalks may be provided along any existing or proposed public street. The sidewalks may be separated from the street by a tree lawn at least four feet wide. New streets may, unless waived by the Planning Board, incorporate sidewalks into the design, and may, where practicable, link existing and future potential sidewalks and pedestrian pathways.
- f) New or in-fill construction should be designed so as to be compatible with the general rural character and architectural design of buildings on the street frontage. The setback, height, bulk, gable and pitch of roofs, use of porches, shutters and other exterior design elements should result in an overall design that complements the existing character of the streetscape.
- g) Existing tree rows and hedgerows, stonewalls, and similar features shall, to the extent practicable, be retained in the development of any new use or the expansion of any existing use.
- h) Additions to existing buildings shall use materials and details complementary to those incorporated in the parent structure.
- i) The construction of any blank, windowless facade facing a street shall be prohibited.
- j) The utilization of ribbon or continuous strip glazing in any building facade shall be prohibited.
- k) Pitched roofs shall be used on buildings in lieu of flat roofs to the extent feasible. If pitched roofs are not feasible or practical in a given situation, then, at a minimum, a pitched roof architectural feature shall be required as a detail element, i.e., entryway or tower element to break the horizontal facade. Buildings located adjacent to residential districts shall incorporate the use of pitched roofs for the entire structure.
- l) All roof-mounted equipment shall be screened entirely from view utilizing screens of a height equal to the height of the equipment.
- m) Any large building facade and the sides visible from a street shall incorporate changes in plane and architectural features that give the appearance of several common-wall buildings.

- n) Major modifications to the existing landscape such as extensive grading, clear-cutting of trees, or other similar activities shall be avoided to the extent possible
- o) All streets shall be designed to permit the installation of electric, water, sewer, gas, and other utilities underground, either initially or at the time major improvements or upgrades are made to the street or the particular service
- p) The use of a "boulevard" entrance for new streets and driveways is encouraged. Such boulevard entrances shall be improved with landscaping, fencing, stone walls, or other suitable aesthetic improvements as approved by the Planning Board. Lots in excess of two acres should provide secondary access for emergency purposes.
- q) Parking and loading areas shall be located at the rear of the principal building. The Planning Board may permit parking spaces to be located to the front or side of the principal building where the Board has determined that site conditions do not permit parking to be located at the rear of the building.
- r) The primary entrances to any building should be oriented to the lot frontage. Secondary entrances should be oriented to parking, plazas, or parks.
- s) New buildings in proximity to historic structures and historic districts listed on the National or State Register of Historic Places shall be designed in a manner consistent with the general architectural features of such historic features in terms of form, materials, fenestration, and roof shape.
- t) The total number of required parking spaces shall be broken up into smaller "blocks" of parking, with no more than 10 parking spaces per parking block. Parking blocks shall be separated from each other by a landscaped island no less than five feet wide.
- u) Service alleys for deliveries and utility access shall be established along rear property lines wherever practical.
- v) Where permitted, drive-through facilities shall be located at the rear of principal structures and landscaping shall be used to reduce the visibility of such facilities.
- w) Pedestrian safety and internal vehicular circulation must be considered in the design of any drive-through facilities.
- x) Cross-easements between lots may be used to provide shared access to parking whenever possible.
- y) Off-street parking lots and loading areas, accessory use structures or storage other than sheds shall be screened from public walkways and streets utilizing landscaping and/or fencing as determined by the Planning Board.

**IV. Zoning Map Amendments**

The zoning map of Chapter 165, Section 165-6 of the Town Code is amended to change the district designations of the following Tax Parcels to the Neighborhood Commercial (CN) District:

| <b>A: Parcels at the Intersection of Oscawana Lake Road, Church Road, and Cimarron Road</b> |              |            |                            |
|---------------------------------------------------------------------------------------------|--------------|------------|----------------------------|
| <b>Section</b>                                                                              | <b>Block</b> | <b>Lot</b> | <b>Listed Owner</b>        |
| 72.16                                                                                       | 1            | 3          | Wiedemann                  |
| 72.16                                                                                       | 1            | 4          | Cimarron Real Estate Corp. |
| 72.16                                                                                       | 1            | 19         | Jacobs                     |
| 72.16                                                                                       | 1            | 20         | Salaun Family Trust        |
| 73.13                                                                                       | 1            | 13         | Arnett/Ordaz               |
| 73.13                                                                                       | 1            | 14         | Ramirez                    |
| 73.15                                                                                       | 1            | 15         | Swindler                   |
| 73.13                                                                                       | 1            | 21         | Noban/Velazquez            |
| 73.13                                                                                       | 1            | 22         | Smith                      |
| 73.13                                                                                       | 1            | 23         | Sinachi/Hernandez          |
| 73.13                                                                                       | 1            | 24         | Devine                     |
| 73.13                                                                                       | 1            | 25         | DiPillo                    |
| 73.13                                                                                       | 1            | 26         | Eagens                     |
| 73.13                                                                                       | 1            | 27         | Reform Temple of PV        |

| <b>B: Parcels at the Intersection of Oscawana Lake Road and Cedar Drive</b> |              |            |                           |
|-----------------------------------------------------------------------------|--------------|------------|---------------------------|
| <b>Section</b>                                                              | <b>Block</b> | <b>Lot</b> | <b>Listed Owner</b>       |
| 73.5                                                                        | 1            | 23         | Ianescu/Landers           |
| 73.5                                                                        | 1            | 24         | Rozeik Holdings, LLC.     |
| 73.5                                                                        | 1            | 25         | Fontana                   |
| 73.5                                                                        | 1            | 39         | Osca Properties, LLC.     |
| 73.5                                                                        | 1            | 40         | Camp Lookout Imp District |
| 73.5                                                                        | 2            | 54         | Osca Properties, LLC.     |

| <b>C: Parcels at the Intersection of Oscawana Lake Road and Sunset Hill Road</b> |              |            |                     |
|----------------------------------------------------------------------------------|--------------|------------|---------------------|
| <b>Section</b>                                                                   | <b>Block</b> | <b>Lot</b> | <b>Listed Owner</b> |
| 73.5                                                                             | 2            | 58         | Estabridis          |
| 73.5                                                                             | 2            | 59         | Sprecht             |
| 73.5                                                                             | 2            | 63         | NHD Realty Corp.    |
| 73.6                                                                             | 1            | 6          | Lamarche            |

|    |   |    |                |
|----|---|----|----------------|
| 73 | 1 | 36 | Zvenigorodskly |
|----|---|----|----------------|

| <b>D: Parcel at the Intersection of Oscawana Lake Road and Dunderberg Road</b> |              |                |                     |
|--------------------------------------------------------------------------------|--------------|----------------|---------------------|
| <b>Section</b>                                                                 | <b>Block</b> | <b>Lot</b>     | <b>Listed Owner</b> |
| 62.18                                                                          | 1            | 73.2 (Partial) | Babington           |

| <b>E: Parcels at the Intersection of Peekskill Hollow Road, Mill Street and Church Road</b> |              |            |                             |
|---------------------------------------------------------------------------------------------|--------------|------------|-----------------------------|
| <b>Section</b>                                                                              | <b>Block</b> | <b>Lot</b> | <b>Listed Owner</b>         |
| 84.7                                                                                        | 1            | 4          | Baital                      |
| 84.7                                                                                        | 1            | 5          | Andrade                     |
| 84.7                                                                                        | 1            | 41         | Town of Putnam Valley       |
| 84.7                                                                                        | 1            | 42         | Napolitano                  |
| 84.7                                                                                        | 1            | 43         | Martinez                    |
| 84.7                                                                                        | 1            | 44.1       | Capone                      |
| 84.7                                                                                        | 1            | 45         | Putnam Valley Grange<br>841 |
| 84.7                                                                                        | 1            | 46         | Zastenchik                  |
| 84.7                                                                                        | 1            | 47         | Kenneson                    |
| 84                                                                                          | 2            | 34         | Glenview Park Inc.          |

| <b>F: Parcels at the Intersection of Peekskill Hollow Road, Wicoppee Road and New Hill Road</b> |              |            |                             |
|-------------------------------------------------------------------------------------------------|--------------|------------|-----------------------------|
| <b>Section</b>                                                                                  | <b>Block</b> | <b>Lot</b> | <b>Listed Owner</b>         |
| 63                                                                                              | 3            | 8          | Tompkins<br>Cultural Center |
| 63                                                                                              | 3            | 9          | Resistribe LLC              |
| 63                                                                                              | 3            | 10         | Tompkins<br>Cultural Center |
| 63                                                                                              | 3            | 16         | Resistribe, LLC             |
| 63                                                                                              | 3            | 24         | PV Volunteer Fire           |
| 63                                                                                              | 2            | 27         | Schmittman                  |

| <b>G: Parcels at the Intersection of Peekskill Hollow Road and Taconic State Parkway</b> |              |            |                          |
|------------------------------------------------------------------------------------------|--------------|------------|--------------------------|
| <b>Section</b>                                                                           | <b>Block</b> | <b>Lot</b> | <b>Listed Owner</b>      |
| 52                                                                                       | 3            | 70         | Hollow Preserve,<br>Inc. |

|    |   |    |             |
|----|---|----|-------------|
| 52 | 3 | 71 | Luso Fagata |
|----|---|----|-------------|

**The Town of Putnam Valley Zoning Code Article I, §165-6 (B)(1) is amended as follows:**

*Replace.*

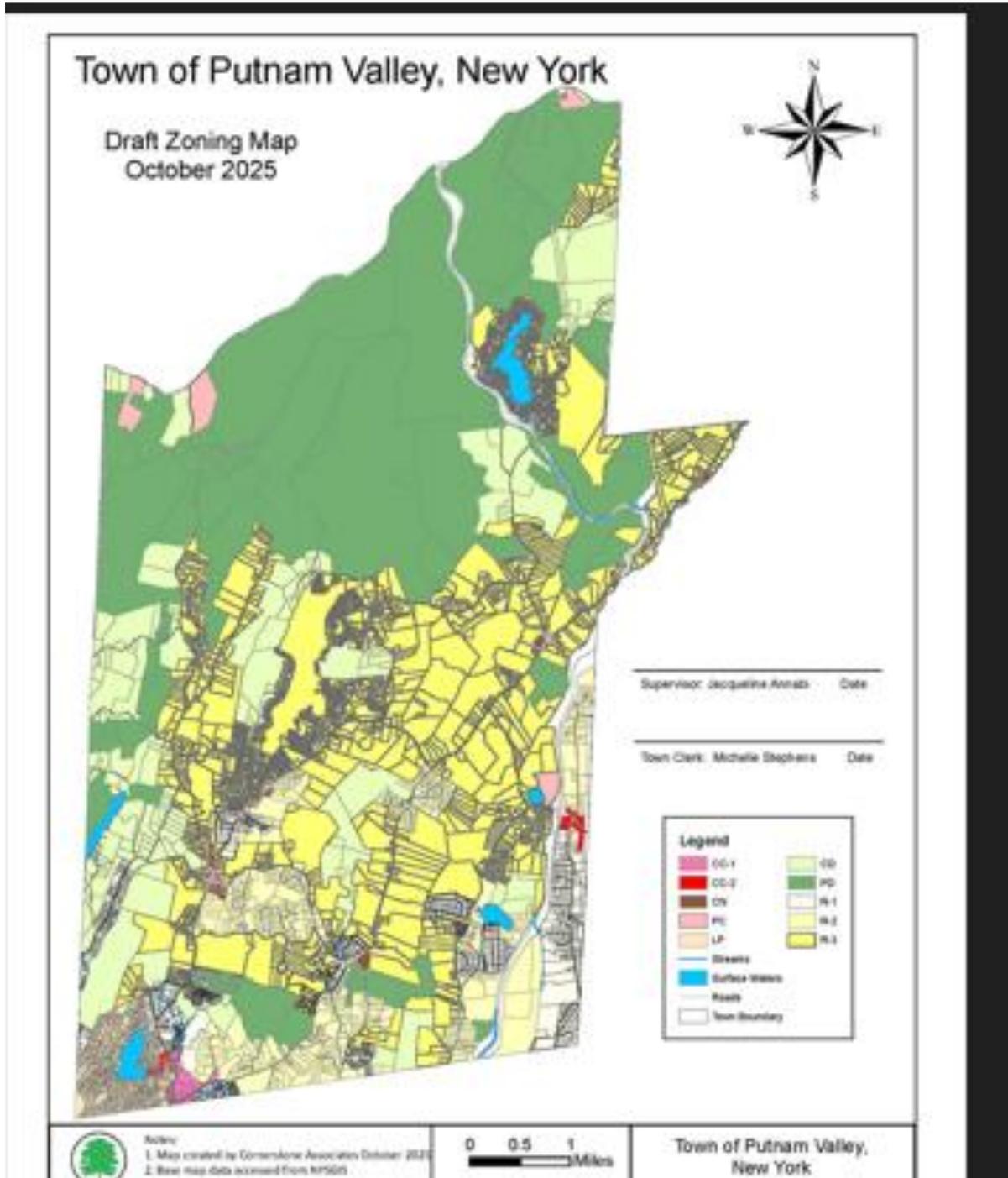
The location and boundaries of the zoning districts are established as they are shown on the Zoning Districts Map, dated June 21, 2025, as said districts may hereafter be amended by local law, which Zoning Districts Map is signed by the Supervisor and Town Clerk, and which Map and any amendments thereto are hereby declared to be part of this chapter.

**Part 5. Severability**

The invalidity of any part or provision (e.g., word, section, clause, paragraph, sentence) of this Local Law shall not affect the validity of any other part of this Law which can be given effect in the absence of the invalid part or provision.

**Part 6. Effective Date**

This Local Law shall take effect immediately upon the filing with the Office of the Secretary of State of the State of New York, in accordance with the applicable provisions of law, and specifically, Article 3, Section 27 of the New York State Municipal Home Rule Law.



🗨️ **Closing Discussion**

- The Board stressed **community involvement** and **transparency**.
- All affected property owners will receive **direct notification letters**.
- The Board plans to **keep the public hearing open** if necessary to ensure full participation.
- Emphasis was placed on **long-term, careful planning** and **small-business sustainability**.
  
- The proposal aims to **revitalize business districts** while **maintaining local character**.
- **Economic benefits:** new businesses, increased sales tax revenue, and reduced residential tax burden.
- **Community benefits:** enhanced local services, walkable hamlets, and stronger neighborhood identity.

The **Putnam Valley Town Board** introduced a comprehensive local law to modernize its Neighborhood Commercial zoning — expanding small-business zones, adding design guidelines, and setting the stage for community-focused economic growth, with full public input scheduled for November 19, 2025.

● **Adjournment**

Supervisor Annabi motioned to **close the meeting** at 5:28pm

Seconded by Councilman Luongo, unanimously carried.

Respectfully submitted,

*Michelle Stephens*

Michelle Stephens  
Town Clerk  
10/31//2025

