



Village of Briarcliff Manor Comprehensive Plan Update

Working Group Kickoff Meeting Notes | January 24, 2025

10:00 – 11:00 AM

Attendees:

Briarcliff Manor Comprehensive Plan Working Group

Joshua Ringel, Village Manager

Christine Dennet, Village Clerk/Assistant Village Manager

Amy Karpati, Environmental Advisory Council Chair

Rhea Mallet, Village Trustee

Malcom Netburn, Village Trustee

BFJ Planning

Sarah Yackel, BFJ Planning Project Principal

Michelle Gilman, BFJ Planning Project Manager

Nick Cerdara, BFJ Planning Urban Planner

1. Welcome

- a. The BFJ Planning team will work together with the assembled Village Comprehensive Plan Update Working Group to lead the Comprehensive Plan Update process. The Working Group will convene on a monthly basis (4th Friday of the month) to review progress made on the Comprehensive Plan, review plan deliverables, and ensure that the Plan accurately reflects community priorities. Equity and sustainability are two guiding principles of the 2026 Comprehensive Plan Update.
- b. The group reviewed a 2-page handout summarizing the purpose of a comprehensive plan and outlining the roles and responsibilities of the Working Group (see attached).

2. Comprehensive Plan Process

- a. The 2026 Plan will update existing conditions, goals and recommendations. The Plan will reflect the clarity of the 2007 Comprehensive Plan and provide an updated set of directives to help guide Briarcliff Manor.
- b. The Plan will be structured like the 2007 Comprehensive Plan, with some minor modifications to place more emphasis on open space, sustainability, and the downtown.
- c. The BFJ team reviewed the attached Comprehensive Plan outline and project schedule with the Working Group.



3. Community Engagement

a. Vision Survey

- i. A short 3-question Village-wide vision survey will be distributed as the first phase of community engagement. The purpose of the vision survey is to help determine if the community's priorities have changed since the 2007 plan.

b. Stakeholder Meetings

- i. Stakeholder meetings will be held with the following departments/organizations:
 1. Department of Public Works
 2. Recreation Department
 3. Emergency Services Provider
 4. Environmental Advisory Committee
 5. Sustainability Advisory Committee
 6. Chamber of Commerce/Rotary/Business Leaders

4. Discussion – Working Group Priorities

- i. Better pedestrian/bike access throughout the Village.
- ii. Climate resilience, biodiversity conservation, and natural resources protections.
- iii. Access to open, sustainability, and housing affordability are all issues of equity.
- iv. Increase tax base to maintain affordability – channel density to downtown and other appropriate areas while preserving Briarcliff's neighborhoods and natural resources.

Attachments:

1. “*What is a Comprehensive Plan?*” 2-page handout
2. Comprehensive Plan Update Table of Contents
3. Project Schedule

VILLAGE OF BRIARCLIFF MANOR COMPREHENSIVE PLAN UPDATE

What is the Village of Briarcliff Manor Comprehensive Plan?

A Comprehensive Plan is a long-range strategy that offers policy guidance for the Village's future growth, land use and development issues, infrastructure and transportation, and other services such as open space. The Plan sets goals and recommended actions to achieve community priorities. The Comprehensive Plan must be adopted by the Board of Trustees, and any future land use regulations must be consistent with the Plan. Such regulations would need to be adopted by the Board of Trustees in a separate process.

In general, New York State recommends that municipalities update their Comprehensive Plan every 10 years or so, to reflect current demographic trends, recent planning objectives, and the development context. The current Village of Briarcliff Manor Comprehensive Plan was adopted in 2007.

What ISN'T the Village of Briarcliff Manor Comprehensive Plan?

- **A data book:** The Plan is not intended to be an encyclopedic compilation of all information about Briarcliff. It should be accessible to the community and focused on key issues that primarily relate to the physical environment. BFJ Planning has the technical expertise to analyze the data and trends necessary to identify the Village's vision, issues, and opportunities, while preparing a document with a compelling, public-facing narrative and graphics.
- **A strategic plan:** A Comprehensive Plan is a long-range policy document identifying where a community wants to go and laying out strategies on how to get there. A strategic plan deals more with the organizational and operational systems needed to achieve the broader vision. A Comprehensive Plan would not get into details on departmental staffing and budgeting.
- **Zoning:** While the Plan may make recommendations on potential zoning changes or approaches, such suggestions do not constitute regulations. Adopting zoning would need to be a future step undertaken by the Board of Trustees, based on further analysis (including environmental review) and possibly additional community engagement, depending on the nature and scale of the proposal.

How is the Comprehensive Plan Used?

The **Village Manager** and **Village Staff** use the Comprehensive Plan to identify or confirm priorities, policy direction, and determine how best to allocate staff time and resources.

The **Board of Trustees** uses the Comprehensive Plan when adopting new laws and ordinances, allocating budgets, and making spending decisions. For example, the decision to change the zoning code, fund new programs, build capital improvements, and fund property acquisitions, should be consistent with the Comprehensive Plan's goals and objectives, or designed to effectuate its recommendations. As the body that adopts zoning ordinances, the Board should understand that the Comprehensive Plan is the foundation establishing the Zoning Map and Zoning Regulations.

The **Planning Board** and **Zoning Boards** use the Comprehensive Plan to guide their decisions when reviewing development applications. New development should be consistent with Briarcliff's land use goals and objectives, and in particular, the land use recommendations of the Comprehensive Plan.

Other **State, County and Local governmental agencies** use Briarcliff's Comprehensive Plan to understand the Village's priorities and to coordinate projects that may impact each other's borders.

Businesses and investors use the Comprehensive Plan to know how the Village will invest resources.

Residents can use the Plan to hold elected representatives accountable to the community-driven vision.

What is the Role of the Working Group?

The Working Group will be asked to take part in the following activities:

1. Participate in regular meetings with Consultants

The Working Group will meet monthly. These virtual meetings, which will last about one hour, are intended to be interactive discussions about the process and content of the plan. The consultant team will provide meeting agendas in advance of the meeting. Working Group meetings are tentatively scheduled for the 4th Fridays of the month at 10:00 AM. There will be approximately eight (8) Working Group meetings in 2025.

2. Review and comment on draft content of the plan:

The consultant team will provide draft sections of the Comprehensive Plan to the Working Group for review and comment. The Working Group will be asked to read through draft materials and provide comment to ensure that the team is accurately reflecting the priorities of the community in the plan.

3. Spread the word about opportunities for community engagement

Public participation is a necessary aspect of creating a Comprehensive Plan. The Working Group will be asked to help ensure the success of community engagement by posting about Comprehensive Plan update events on their own social networks, reaching out to their contacts in the community, and spreading the word via any community organizations that they are involved in.

4. Attend and assist at community meetings

Working Group members will be asked to attend public events held during the process, as available. Members may also be asked to help "staff" some of these events, such as workshops, pop-up events etc., by facilitating discussion among members of the public.

Village of Briarcliff Manor Comprehensive Plan Update

Proposed Table of Contents

Part 1: Introduction

- Chapter 1: Introduction, Vision, and Goals
- Chapter 2: Regional and Historic Context

Part 2: Existing Conditions

- Chapter 3: Village Population
- Chapter 4: Land Use, Zoning, and Visual Resources
- Chapter 5: Transportation
- Chapter 6: Downtown and Business Areas
- Chapter 7: Community Facilities, Parks, and Recreation
- Chapter 8: Open Space
- Chapter 9: Natural Resources and Sustainability

Part 3: The Village Plan

- Chapter 10: The Village Plan

Appendix

- Open Space Element

