

# Village of Briarcliff Manor Comprehensive Plan Update



Working Group Meeting Notes | April 25, 2025

12:15 PM – 1:30 PM

## 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, Project Principal

Michelle Gilman, Project Manager

Nick Cerdara, Project Planner

## **1. Comprehensive Plan Progress Update**

### a. Stakeholder Meetings Recap

#### i. Department of Building and Engineering

1. The discussion centered around Village Code updates, including streamlining § 202 Trees for clarity, as well as the challenges of digitizing records due to office, storage, and staffing restraints.

#### b. Business Roundtable

- i. Since the Chamber of Commerce is no longer active, a downtown business roundtable will be organized for May 15<sup>th</sup> via Zoom to gain input from local business owners and employees. BFJ will prepare a flyer advertising the roundtable and the Village will coordinate flyer distribution.

- ii. BFJ will prepare a survey seeking input on business needs for businesses located outside of the central business districts (CB1 and CB2). Pending businesses' interest and availability, a second roundtable will be held in June.

## **2. Review Draft Chapters**

### a. Chapter 1: Introduction, Vision, and Goals

- i. The comprehensive plan will be titled “The Village of Briarcliff Manor Comprehensive Plan: Shaping a Sustainable and Vibrant Future”

- ii. The comprehensive plan will recommend being updated in 10 years instead of 20.
- iii. The Working Group discussed moving the vision statement and goals to the beginning of the chapter to better frame the plan's discussion.
- iv. The plan should incorporate active language in its vision statement and goals.
- v. The vision statement should highlight that environmental and sustainability goals apply to the entire Village (e.g., residential neighborhoods, business districts), not just open spaces and conservation lands.
- vi. The plan will provide additional context to the topics listed under the 2007 Plan Accomplishments section.
  - 1. For example, when discussing the B/BT Zone Study the Plan should reference that the CT zones were created to allow for an increase in the tax base.
  - 2. The 2024 adoption of the Village speed limit will be added as an accomplishment. The Village speed limit was lowered to increase pedestrian and roadway safety.

b. Chapter 7: Community Facilities, Parks, and Recreation

- i. The 2006 Briarcliff Manor Trails Study will be added to the Prior Plans & Studies section.
  - 1. BFJ will schedule a follow-up meeting with the Recreation Department to learn more about outcomes of the trail study and any planned future upgrades to the trail system.
  - 2. The Working Group emphasized that continuing to identify opportunities for trail connections should be a priority.
- ii. The plan will incorporate references to greenway grants and other funding opportunities currently being pursued by the Village into the chapter.
- iii. Techniques to integrate natural features into developed areas (e.g., rewilding), and increase local biodiversity across the Village should be incorporated as recommendations in the plan.
- iv. Because sustainability is an underlying theme across plan chapters, the Working Group discussed using an icon, colors, or other visual cues to highlight related actions and recommendations.
- v. To better support the plan's narrative structure and thematic goals, the Community Facilities, Parks, and Recreation chapter will be split in two: Parks, Recreation and Open Space and Community Facilities and Services.

### 3. Next Steps

- a. Next Working Group Meeting – Friday, May 30 at 12:15 PM
  - i. Discuss key takeaways from the downtown business roundtable
  - ii. Review sample graphic layout of Chapter 1
  - iii. Review updated comprehensive plan structure
  - iv. Ongoing review of introduction and existing conditions chapters
- b. Summer / Fall Project Schedule
  - i. Working Group Meetings
    - 1. Friday, June 27
    - 2. Friday, September 12

3. No July or August Working Group meetings
  - ii. A complete draft plan will be circulated to the Working Group in the end of August
  - iii. The Public Workshop will be held in early October