



Village of Briarcliff Manor Comprehensive Plan

Working Group Meeting Notes | May 30, 2025

12:15 PM – 1:00 PM

Attendees:

Briarcliff Manor Comprehensive Plan Working Group

Christine Denner, Village Clerk/Assistant Village Manager

Amy Karpati, Environmental Advisory Council Chair

BFJ Planning

Sarah Yackel, Project Principal

Michelle Gilman, Project Manager

Nick Cerdara, Project Planner

1. Comprehensive Plan Progress Update

- a. Stakeholder Meetings Recap (see attached summary of Stakeholder Engagement)
 - i. Business Roundtable
 1. The Business Roundtable, held at 5:30 PM on May 15, was attended by five business and property owners from the Pleasantville Road corridor in downtown Briarcliff Manor. The discussion focused on the downtown streetscape plan, parking and accessibility, and opportunities to promote local businesses.
 - ii. To supplement the roundtable, BFJ Planning conducted additional one-on-one meetings with six downtown business and property owners. Discussion takeaways include:
 1. The permitting and application process can be time-consuming and costly for some applicants.
 2. Increasing foot traffic on Pleasantville Road is a priority.
 3. There is potential to improve the marketing and promotion of Briarcliff Manor's local businesses.

2. Review New Comprehensive Plan Layout

- a. Based on feedback from the previous Working Group meeting, the chapter layout for the Comprehensive Plan has been updated to the following structure:
 - i. *Part I: Introduction*
 1. Chapter I.1: Introduction, Vision, and Goals
 2. Chapter I.2: Regional and Historic Context
 3. Chapter I.3: Village Population
 4. Chapter I.4: Land Use and Zoning
 - ii. *Part II: Plan Elements*
 1. Chapter II.1: Natural Resources and Sustainability
 2. Chapter II.2: Housing
 3. Chapter II.3: Downtown and Business Areas



4. Chapter II.4: Parks, Recreation, and Open Space
5. Chapter II.5: Transportation
6. Chapter II.6: Community Facilities and Services

iii. *Part III: The Village Plan*

1. Chapter III.1: The Village Plan
2. Chapter III.2: Action Plan

iv. *Technical Appendix: Open Space Plan*

3. Draft Plan Review

- a. The Working Group reviewed suggestions to more clearly incorporate sustainability and resiliency into both the vision statement and the goals related to sustainability and natural resources.
- b. The Working Group also discussed strategies to solicit public feedback on the Plan's vision statement. Potential engagement strategies include posting on social media, employing a Social Pinpoint community engagement tool, and circulating a public survey.
- c. The Working Group was pleased with the plans' graphic layout. They suggested placing each Plan Element chapter's goals at the beginning to help frame the discussion.
- d. The Working Group discussed reviewing the Village's accessory dwelling unit policy as a potential recommendation for inclusion in the Comprehensive Plan.
- e. The BFJ Team will await comments and notes from the Working Group to incorporate as edits in the Draft Plan.

4. Next Steps

- a. Next Working Group Meeting – Monday, June 23 at 12:15 PM
 - i. Review Chapter II.2: Housing
 - ii. Review Chapter II.3: Downtown and Business Areas
- b. Summer / Fall Project Schedule
 - i. Working Group Meetings:
 1. July Meeting – Date TBD
 2. No August Working Group meeting
 3. Friday, September 12
 - 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