



CITY OF PORT JERVIS COMPREHENSIVE PLAN AND ZONING CODE UPDATE

COMPREHENSIVE PLAN AND ZONING UPDATE COMMITTEE

MEETING #1 – PROJECT KICK-OFF
JUNE 22, 2017, 7:00 PM

SUMMARY NOTES

Meeting Location: 20 Hammond St., Council Chambers
Meeting Attendees: Committee: David Bavoso, Valerie Maginsky, Eric Hipsman, Dominic Cicalese, Sean Ryan Donnelly, and Jessica Ridgeway (Orange County Planning Department)
Consultant: Michael Welti, AICP (Barton & Loguidice)
Others: Conor Carolan and Myriam Lopez

This was the first meeting of the City of Port Jervis Comprehensive Plan and Zoning Update Committee since the City's contract with Barton & Loguidice was approved by the NYS Department of State (DOS) and finalized. It served as the Project Kickoff Meeting (Task 7, "Second Project Meeting" under the DOS' agreement with the City). The meeting was attended by members of the Committee, the Barton & Loguidice consulting team, and others (see above).

Welcome, Introductions, and Agenda Review

Following the welcome and introductions, Michael Welti (B&L) reviewed the agenda with the committee (attached).

Review Project Scope, Timeline, and Budget

Mr. Welti reviewed the scope, timeline, and budget for the project (attached) with the committee. There was some discussion about the SEQR process associated with adoption of the comprehensive plan update and revised zoning. It was noted that the scope of work, that forms the basis for B&L's contract with the City, anticipates the preparation of a Full Environmental Assessment Form (FEAF) in support of a Negative Declaration. Mr. Welti stated that this is usually a satisfactory level of review under SEQR for the adoption of a comprehensive plan and related zoning amendments but there is no guarantee that that will be the case. Should additional review under SEQR (i.e. an Environmental Impact Statement) be required, that would be accomplished as an additional service with an agreed upon scope and fee at that time.

Background Information

The Delaware River Waterfront Revitalization Plan (2009) is the most recent and most comprehensive planning document that the City of Port Jervis has. This document, along with the existing zoning (Chapter 535 of the City Code), will be the foundation for this effort. The only other pertinent document identified by the Committee was a Strategic Downtown Plan (2003). The City does not have a previous comprehensive plan or master plan document.

It was noted that the Orange County Planning Department has several resources that will be useful for this effort. The County is in the process of updating the County Comprehensive Plan and Ms. Ridgeway (Orange County Planning) gave a brief update on that process. She described the County's innovative approach to community outreach that is gearing up this summer via the coUrbanize website (<https://courbanize.com/projects/orangecounty-ny>). It was agreed that there is an opportunity for the City to piggyback on the County's effort. Mr. Welti will follow-up with Ms. Ridgeway about this.

Community Participation Plan

As part of the DOS process, the City of Port Jervis must prepare a brief document that outlines its approach to community participation for this project. As discussed earlier, the scope of work outlined in the City's agreement with B&L already includes a robust community outreach process. In order to prepare the Community Participation Plan, Mr. Welti asked the Committee to help him generate a list of organizations in the community that the Committee could reach out to from time to time with information about this process (upcoming public meetings, etc.), as well as news organizations and other ways for providing information to the community. The Committee identified the following:

Organizations

- Fire Department
- Minisink Valley Historical Society
- Tri-State Chamber of Commerce
- Business and Professional Women's Club
- PBA
- The Elks Lodge
- Interfaith Council
- Rotary
- The Outdoor Club
- CSEA
- Neighborhood Watch
- Operation PJ PRIDE
- School Board
- Empowering Port Jervis
- PJ Youth Football, Little League, and Tri-State Soccer

Local Media

- Pike County Dispatch
- The Gazette (part of The Record)
- The Little Paper
- Minisink Media Group (radio)
- Radio 106.9
- Mayor Decker's Saturday morning radio show

Others

- Library – The Hub (computer center) and website
- Mayor's newsletter
- City Facebook page (Mayor's)
- Fire Department Facebook page
- Access TV – Access 23 (Spectrum)

Mr. Welti will work with Ms. Maginsky to pull contact information together for these and the consulting team will prepare the Community Participation Plan for review by the Committee and by DOS.

Committee Discussion – Issues Identification

At the start of the Comprehensive Plan process, it's important to collect data and information about the community and to engage the community in a conversation about the community's strengths and their issues of concern regarding the future. That, along with an introduction to the process, will be the focus of the initial set of public meetings that will be held later this summer (Ward Meetings). Tonight, Mr. Welti asked the Committee to help him answer two questions as a start to this community conversation. The questions and responses follow:

What do you like about living/working in Port Jervis? What is working, and should be protected or enhanced?

- Old time charm – community feel
- Walkability – can walk everywhere
- Access to the train (NYC)
- Architecture – good building stock
- Access to nature – on the mountain in minutes
- Access to beautiful water – Delaware and Neversink
- Not too far gone – not too far from turning the corner. They don't need a whole lot – things are looking more positive
- Convenience – easy access to other places (I-84, Route 17)
- Multiple faiths
- Closeness to rural areas – the City in the Country
- There is an actual downtown – self-contained and includes everything that is needed – the hospital, City Hall, the Post Office (except a supermarket – have a Port Jervis Market Place and a small organic/natural herb, vitamin and food shop)
- History – the canal, railroad
- Emergent art scene – more than most people realize – Up Front Gallery is the engine
- Reservoirs – great water quality and quantity (discussion about NYC ownership of the water treatment facility)
- Strong public school system – great staff (could use updated facilities)
- Safety – very safe community – community policing

What problems/concerns should be addressed through the plan? What can be done to improve life in Port Jervis?

- Tradition can be a hindrance - some people in the community struggle with change
- Getting young people and young families to come back
- Jobs – maybe not the industrial jobs that they used to focus on – maybe the focus should be on things like tourism, the outdoors (the Mountain and the River), quality of life – niche businesses
- Broadband – better service would be helpful – would provide more opportunities for work to be done here
- Traffic – traffic calming needed to make pedestrian environment safer – especially on Front Street (downtown).
- Parking downtown – when everything is active downtown, parking is and will be a problem. Perhaps a parking garage will be needed at some point.
- Access to water is not easy considering this is a river town.
- Plant street trees (the right kind)
- Make it easier for visitors to find their way around – wayfinding, perhaps a map of downtown (kiosk) at the train station
- Different groups of people – they don't always see things the same way
- Reputation – Port Jervis has a lot to offer but that's not always what you hear

Next Steps

- Community Participation Plan – B&L Team will draft this
- Ward Meetings – July and August
 - Issues Identification – Mr. Welti described how these meetings will be organized.
 - Mr. Bavoso will discuss this with the Council at their meeting next week. Will look to schedule these 4 meetings in August. Three of the wards meet at local firehouses. One meets at City Hall
- Analysis of Existing Codes, Plans, and Physical Inventory – B&L Team will start to collect information. Mr. Welti to coordinate with Ms. Ridgeway at Orange Co.
- Next Committee Meeting (B&L) – September 28th

Public Comment

The two members of the public in attendance contributed throughout. No additional public comment was received.

Wrap-up and Adjournment

The meeting was completed and adjourned at about 9:00 PM.



**Comprehensive Plan and Zoning Update Committee
Meeting #1 – Project Kick-Off
June 22, 2017, 7:00 PM
Agenda**

I. Welcome, Introductions, and Agenda Review

II. Review Project Scope, Timeline, and Budget

III. Background Information

- Background Documents:
 - City of Port Jervis Delaware River Waterfront Revitalization Plan (2009)
 - City of Port Jervis Zoning (Chapter 535)
- Other Sources:
 - Orange County Planning Department
 - Hudson Valley Pattern for Progress

IV. Community Participation Plan

V. Committee Discussion – Issues Identification

- What do you like about living/working in Port Jervis? What is working, and should be protected or enhanced?
- What problems/concerns should be addressed through the plan? What can be done to improve life in Port Jervis?

VI. Next Steps

- Community Participation Plan
- Ward Meetings – July and August
 - Issues Identification
- Analysis of Existing Codes, Plans, and Physical Inventory
- Next Committee Meeting (B&L) – September 28th

VII. Public Comment

VIII. Wrap-up and Adjournment

This document was prepared with funding provided by the New York State Department of State under Title 11 of the Environmental Protection Fund.



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**City of Port Jervis
Comprehensive Plan and Zoning Update**

Project Understanding and Approach

As part of the implementation of the City's *2009 Delaware River Waterfront Revitalization Plan*, the City of Port Jervis seeks to update its Comprehensive Plan, Zoning Law, and other land use regulations in accordance with New York State law. Its intent is to modernize planning and zoning procedures and to further the quality of residential life in the City, support its tourism businesses, and maximize its commercial and industrial opportunities while at the same time protecting its heritage, environment, and natural resources.

A Comprehensive Plan, in its most simple sense, is an opportunity for the community to take stock of its current situation, to think about where it wants to go in the future, and to formulate ideas for how to get from here to there. The process is informed by previous plans and projects, data and information gathered about local and regional trends, and public input. To be successful, the plan must reflect the values and aspirations of the community, and must generate buy-in to assure that the plan's recommendations are implemented.

Zoning is the most important tool that communities in New York State have for implementing their Comprehensive Plans. Therefore, it is recommended that the City of Port Jervis update its zoning code to reflect the recommendations in the Comprehensive Plan as an immediate and successive step. As the Comprehensive Plan begins to take shape, we will evaluate the City's existing zoning to determine what components of the zoning will need to be amended to achieve the City's vision. These changes will be described in the Comprehensive Plan; but specific zoning language (and map amendments if necessary), will be prepared for consideration by the Common Council immediately or soon after the Comprehensive Plan's adoption.

Proposed Scope of Work

To accomplish the work desired by the City of Port Jervis, and to meet all applicable terms and conditions of the City's agreement with the NYS Department of State (Contract T1000699), Barton & Loguidice will undertake the following scope of work. Under each task in our proposed scope of work below, we have listed the corresponding Department of State (DOS) task or tasks that will be concurrently completed.

Task 1: Project Coordination and Committee Meetings

[DOS Tasks: 6, 7, 17, 18, 19]

Upon authorization to proceed with this project, the B&L Team will work to organize a kick-off meeting with the City of Port Jervis' Comprehensive Plan/Code Update Committee and DOS to initiate the project. At the kickoff meeting we will review the scope of work and timeline, share preliminary information about the city, and begin to organize the public outreach efforts. Following the kickoff, we will meet with the Committee on a periodic basis throughout the project (6 meetings total including the kickoff meeting). These will be working

meetings to review progress, discuss ideas, and organize public outreach activities. If necessary, B&L will also assist the Port Jervis Community Development Agency (PJCD) in completing quarterly, semi-annual, and final reporting requirements that are part of the City's administrative duties under its contract with DOS.

Deliverables: B&L will prepare an agenda and meeting materials for each of these meetings with the Committee. If necessary, we will also prepare summary notes of the committee meetings.

Task 2: Community Participation

[DOS Tasks: 8, 11, 13, 14]

Beginning at the kick-off meeting, the B&L Team will work with the Committee to prepare a Community Outreach Process and Plan. This will be submitted to DOS for approval. Elements of the Public Outreach process will include:

- Project Website – The B&L Team will establish a simple project website that will provide information about the project and its current status, meeting notes, announcements regarding upcoming meetings, and interim work products available for public review. The website will also include a mechanism for public input directed to the Committee and the consultant team.
- Ward Meetings (4) – To introduce the project to the community, the B&L Team will work with the City Council to piggyback on an existing meeting in each of the four Wards. At each Ward meeting, we will make a short presentation about the project and facilitate a discussion about the “issues of concern” that should be considered as we begin to work on the comprehensive plan update and zoning code revisions.
- Visioning Workshop – Once a basic understanding of the City's current state has been established – based on issues identified with the committee and with the public at the Ward meetings, and through our analysis of existing conditions (Task 4) – the B&L Team will work with the committee to conduct a Community Visioning Workshop. This will be an interactive, hands-on event designed to generate ideas about the future of Port Jervis.
- City-wide Public Meeting – Based on the outcome of the Visioning Workshop and further consultation with City officials and the committee, the B&L Team will develop initial goals and recommendations for the Comprehensive Plan Update and Zoning Code Revisions. Before developing these fully, the concepts will be presented to City officials and the public at a City-wide Public Meeting. The B&L Team will facilitate a discussion about these preliminary concepts, and the feedback will be utilized to refine these as the Draft Comprehensive Plan Update and Zoning Code Revisions are prepared.
- Public Hearings (2) – Once the Draft Comprehensive Plan Update and Zoning Code Revision is completed, it will be made available for public review and the Committee will sponsor a public hearing to solicit comments. Later, when the committee has refined the Draft, and a Final Draft Comprehensive Plan Update and Zoning Code Revision has been submitted to the Common Council, the Council will conduct a second Public Hearing.

Deliverables: The B&L Team will prepare agendas, presentations, maps, and other materials necessary to conduct each of the public meetings described above. The B&L Team will also prepare summary notes of each public meeting except the public hearings. The City will ensure that formal minutes from the public hearings are prepared.

Task 3: Training for Local Boards and Staff

[DOS Task: 10]

The B&L Team will coordinate with the City to conduct two, two-hour training sessions for members of their local review boards and appropriate city staff. At the City's request, the first will provide information about the Religious Land Use and Institutionalized Persons Act of 2000 (RLUIPA) at the start of this project. The second will be held near the end of the project, when the overall direction of the Comprehensive Plan Update and Zoning Code Revisions is known. The second session will focus on the use of tools and techniques that will be recommended and might include subjects such as: smart growth and cleaner greener concepts, natural and cultural features preservation standards, form-based codes, and downtown development issues.

Deliverables: Presentations tailored to the specific topics identified with the City and the Committee.

Task 4: Analysis of Existing Codes, Plans, and Physical Inventory

[DOS Task: 9]

Under this Task, the B&L Team will assess the City's existing land use regulations in relation to the goals, objectives, and recommendations in the Port Jervis Delaware River Waterfront Revitalization Plan, other City plans, and in consideration of the issues identified by the committee and the community early on in this process. This review will also consider the existing regulations in the context of current best practices such as smart growth and cleaner greener concepts, natural and cultural features preservation standards, and innovative techniques such as form-based codes.

The Inventory and Analysis from the Port Jervis Delaware River Waterfront Revitalization Plan will also be selectively updated as appropriate for the Comprehensive Plan. The level of detail for this component of the project will depend on the City's ability to provide technical assistance or to secure technical assistance from the Orange County Department of Planning.

Deliverable: A written analysis of existing codes, plans, and physical inventory with supporting maps and other graphic materials. This will later serve as a section or chapter of the Comprehensive Plan Update.

Task 5: Vision, Goals, and Recommendations

[DOS Tasks: 9, 12]

Based on the outcome of the Visioning Workshop, the B&L Team will work with the Committee to craft a vision statement and goals for the future that will form the basis for the Comprehensive Plan Update. Preliminary recommendations for the plan and related changes to the Zoning Code will also be crafted to move Port Jervis toward its vision and goals. The preliminary vision, goals, and recommendations will be presented to the community for discussion at the City-wide Public Meeting.

Deliverable: Preliminary Vision, Goals, and Recommendations prepared for presentation to the community at the City-wide Public Meeting.

Task 6: Draft Comprehensive Plan Update and Revised Land Use Code

[DOS Tasks: 12, 13]

Based on feedback from the community at the City-Wide Public Meeting, the B&L Team will work on a Draft version of the Comprehensive Plan Update and Revised Land Use Code with the committee. The Committee's Draft will be the subject of the first public hearing.

Deliverable: Draft Comprehensive Plan Update and Revised Land Use Code with text, maps, and supporting graphics.

Task 7: Final Comprehensive Plan Update and Revised Land Use Code

[DOS Tasks: 13, 16]

Following the Committee's public hearing, the B&L Team will review comments and make revisions to the plan and zoning code as appropriate. A Final Draft Comprehensive Plan Update and Revised Land Use Code will then be prepared and submitted to the Common Council.

Deliverable: Final Draft Comprehensive Plan Update and Revised Land Use Code with text, maps, and supporting graphics.

Task 8: SEQRA Compliance and Plan Adoption

[DOS Tasks: 15, 16]

The B&L team will develop and prepare Part 1 of a Full Environmental Assessment Form (FEAF) with expanded narrative for the Lead Agency. The objective of this document is to support a Negative Declaration by the Lead Agency. A draft of the Negative Declaration is also included in our scope. If, based on the FEAF, it is determined that an Environmental Impact Statement (EIS) is necessary to support adoption, the B&L team can work with the PJCDA to undertake the EIS process as an additional service with an agreed upon scope and fee at that time.

Deliverable: Part 1 of a Full Environmental Assessment Form (FEAF) with expanded narrative and a draft Negative Declaration.

Proposed Timeline

City of Port Jervis												
Task/Month	1	2	3	4	5	6	7	8	9	10	11	12
Task 1: Project Coordination & Committee Meetings (6)	★			●		●	●		●		●	
Task 2: Community Participation												
Community Participation Plan												
Project Website												
Ward Meetings (4) - Project Intro and Issues Identification		◆◆	◆◆									
Visioning Workshop					◆							
City-wide Public Meeting								◇				
Public Hearings (2)										■		■
Task 3: Training for Local Boards and Staff												
Task 4: Analysis of Existing Codes, Plans, and Physical Inventory												
Task 5: Vision, Goals, and Recommendations												
Task 6: Draft Comprehensive Plan Update and Revised Land Use Code												
Task 7: Final Comprehensive Plan Update and Revised Land Use Code												
Task 8: SEQRA Compliance and Plan Adoption												

Proposed Budget

The B&L Team proposes to complete the scope of work identified above for a Lump Sum Fee of **\$92,500**. Our sub-consultant for this project is Courtney Strong Inc., a New York State certified Women-owned Business Enterprise (WBE). As required by New York State, Courtney Strong Inc. will have a budget of \$15,000 (30% of the grant amount) for their services.

Budget Breakdown

Task 1: Project Coordination and Committee Meetings	\$11,500
Task 2: Community Participation	\$25,000
Task 3: Training for Local Boards and Staff	\$ 4,000
Task 4: Analysis of Existing Codes, Plans, and Physical Inventory	\$ 8,000
Task 5: Vision, Goals, and Recommendations	\$ 7,000
Task 6: Draft Comprehensive Plan Update and Revised Land Use Code	\$20,000
Task 7: Final Comprehensive Plan Update and Revised Land Use Code	\$10,000
Task 8: SEQRA Compliance and Plan Adoption	\$ 4,500
<u>Expenses</u>	<u>\$ 2,500</u>
Total	\$92,500