

**MINUTES OF THE MEETING OF THE COMPREHENSIVE REVIEW PLAN COMMISSION OF THE VILLAGE OF MONTEBELLO HELD ON MONDAY, OCTOBER 27, 2008 AT VILLAGE HALL.**

**THE MEETING WAS CALLED TO ORDER AT 7:40 PM.**

Members Present: Thomas Campbell-Chairman  
Lance Millman  
Jane Burke  
Rodney Gittens  
Melanie Golden

Members Absent: Sandra Ward  
Anthony Piazza

Chairman Campbell started the meeting by describing the basic background of the existing Comprehensive Plan, the purpose of this commission (review and update the existing Comprehensive Plan document as it sees appropriate), and the general rules governing public meetings. He also reminded the commission members and public attendees that the Village has imposed a moratorium on most new planning board and zoning board reviews until the commission completes its work.

Each member introduced themselves with a brief description of their work history, lives and how and why they chose to end up in Montebello, New York. Chairman Campbell also noted that the Village Planner, Village Asst. Attorney and the Village Engineer are available to speak with if members have any questions.

Chairman Campbell spoke to the public indicating that that the he anticipated there to be multiple opportunities for public input, and that the appropriate format and vehicles would be one of the first issues discussed at this meeting. He also suggested that written comments and suggestions from the public would be welcome throughout the commission's review process.

Members participated in a short exercise: Each member gave a short description of their impression of Montebello.

Chairman Campbell suggested process approach: Don't re-create the wheel – identify areas needing update, removal, addition - and work on those. He stated that the Village Mayor gave him instruction to have the commission take the document in whatever direction it felt best, but to be cognizant that it is fairly robust already.

Discussion continued about how to determine areas to focus attention.

Member Gittens started the discussion by recommending contacting the village building department for areas of concern based on building volumes in different parts of town, types of projects.

Discussion continued regarding potential need for a “Community Values” Section to the Plan. Members made additional suggestions and recommendations regarding formatting, main areas that need to be addressed, the mission statement from the last plan, commercial property tax base, and enhancing our tax base. Discussion regarding changes in demographics determined that no new census has occurred since last Comprehensive Plan was published, so little new demographic information is available.

Member Golden has a checklist from New York State on 15 recommendations that typically go into a comprehensive plan. She will bring it to the next meeting. She noted not much progress in certain areas (ie; Village Center and bike/pedestrian paths) has been made since the last plan was reviewed. Chairman Campbell thought the Commission should start by going through the plan, looking at what was recommended back then and what the actual outcome was, now, if any. He will prepare a list of all the recommendations in the existing plan and attempt to get a status on each recommendation by the next meeting.

Member Burke would like to address concerns with setbacks, Floor Area Ratio's and developmental coverage in certain areas. She and Chairman Campbell felt various zoning laws should be addressed by the Village Board. They would like to see Ira Emanuel at the next meeting; he has background knowledge in these fields and how they pertain to a Comprehensive Plan.

Members would like to gather information on proposed development from surrounding villages. Determining what is happening outside of our borders will be a great influence in revising our plan.

Discussion on how to reach the public for their opinions. Member Gittens suggested sending out a survey, Member Millman suggested a postcard announcing the public hearings, Member Golden felt a note in our Village Newsletter was also appropriate and something on our website. Chairman Campbell would like to actively solicit email and written input and include a Public Forum in the process. Discussion ensued with everyone in agreement that early input from the public should be most important; a postcard will go out in November asking for input and possibly announcing a date for a public forum. Chairman Campbell suggested an on-line survey on the website, but did not know if that is possible. Commission members also discussed having a public forum in the January timeframe once the areas of attention have been decided so the public will have specific topics to focus on.

Member Burke suggested that once draft version of the Comprehensive Plan is available, the Zoning Board and the Planning Board have a chance to review the document to

submit their comments. Further discussion on the timing and packaging of the draft will be addressed in a future meeting.

Members built a preliminary list of top Comprehensive Plan areas to consider and be prioritized in the next meeting: Traffic congestion and speeding, climate control opportunities, Village Center property, Archdiocese property, Dr. Weg property, Rella Boulevard properties, adding an Economic Development component to the plan, Floor Area Ratio and Setbacks, Architectural Review Board, Historic Area overlays, Economic Zone overlays, walking and biking paths/areas, parks and open space. This list may be updated based on input from the public and other commission members who were not in attendance at this meeting. Chairman Campbell also suggested a list of external issues that are out of our control, but must be considered when prioritizing and developing positions on the topics.

Members decided that unless indicated otherwise, future meetings monthly and will begin at 7:30PM and end by 10 PM. As a general practice, every attempt will be made to leave sufficient time (maximum 30 minutes) at the end of each meeting for the public in attendance to present comments of no more than 5 minutes each. This will be in addition to any public forum meeting that may be scheduled during the commission's tenure.

Members discussed whether large-property developers should be given additional meeting time for proposals and discussion. It was determined that the ability to submit items in writing and speak in public forums like other community members should be sufficient.

One member of the community was present and was invited to speak during the last 5 minutes of the meeting. Richard Ellsworth, representing Novartis Pharmaceutical was in attendance tonight, he requested the Board inform the commercial tax paying companies in Montebello of these Comprehensive Plan meetings.

Members discussed dates for the next meeting in November. A date will be finalized after getting input from the Members who were not able to attend this meeting.

Meeting was adjourned at 10:20