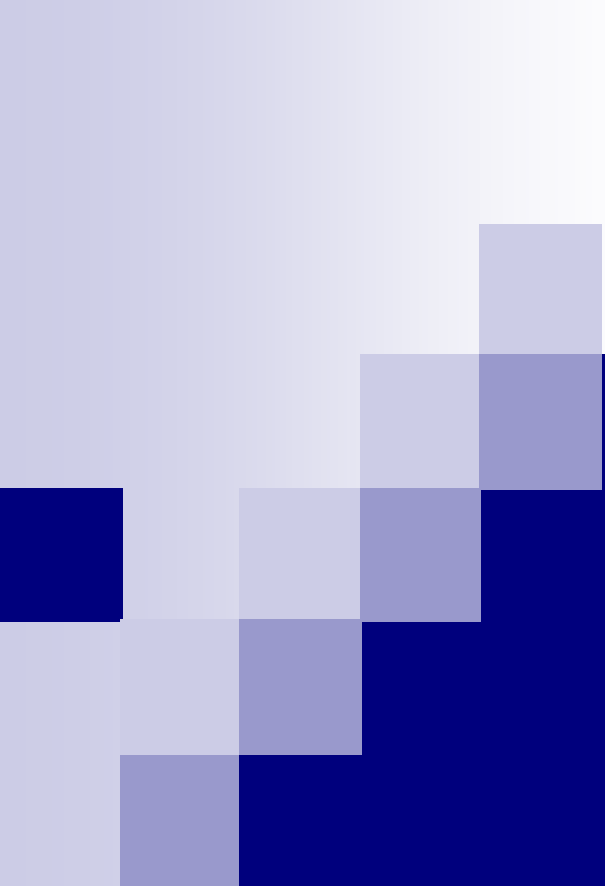




Developing a Comprehensive Plan

Town and Village of Liberty

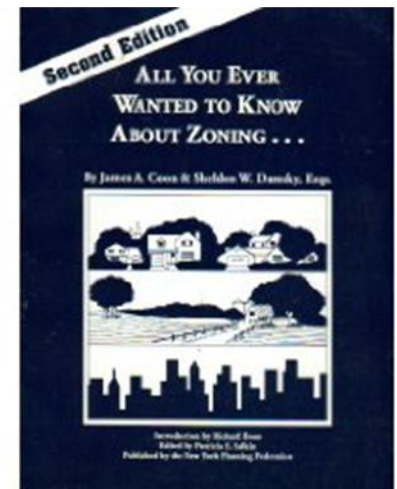


Course Overview

- Review of Statute
- Purposes and Benefits of a Comp Plan
- Illustrative Steps in the Planning Process
- Plan Contents
- Requirements
- Next Steps
- Discussion

State Training Requirements

- PB, ZBA, CPB members must complete four hours of training per year
- Training is approved by the governing board
- Training can come from a variety of sources and in a variety of formats
- To be eligible for reappointment, board members must complete the training
- Requirements may be waived or modified by resolution of the governing board if judged to be in the best interest of the municipality to do so.
- Failure to comply does not void decisions



What is a Comprehensive Plan?

- Expression of a goals and recommended action to achieve those goals
- Outline for orderly growth, providing continued guidance for decision-making
- Document which focuses on immediate and long-range protection, enhancement, growth and development
- Town Law §272-a
Village Law §7-722

Do the state comp plan statutes require villages and towns to adopt comprehensive plans?

- Master Plan
- Land Use Plan
- Comprehensive Master Plan

NYS Town Law §272-a.1. (excerpts)

“(h) It is the intent of the legislature to encourage, but not to require, the preparation and adoption of a comprehensive plan pursuant to this section.”

“(c) The development and enactment by the town government of a town comprehensive plan which can be readily identified, and is available for use by the public, is in the best interest of the people of each town.”

“(e) The participation of citizens in an open, responsible and flexible planning process is essential to the designing of the optimum town comprehensive plan.”



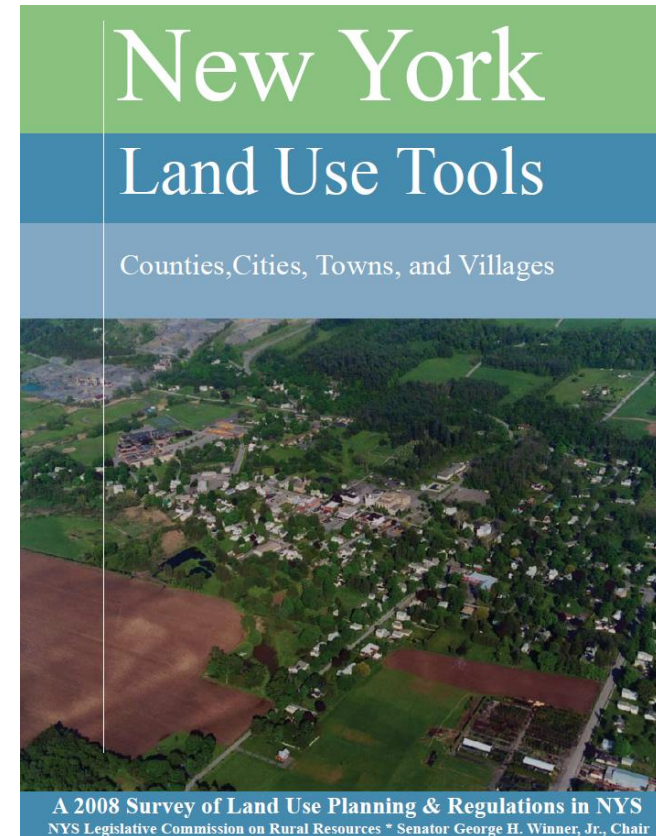
Survey of Local Governments

Source: Legislative Commission on Rural Resources

Percentage of Municipalities with Written Comp Plans

	Cities	Towns	Villages	All munis
2004	90%	64%	62%	64%
2008	92%	71%	66%	69%

How recent, relevant,
and active is your
comprehensive plan?



Can we afford to do comprehensive planning?

Can you afford not to?

- Improve chances for grants & loans
- “Project Readiness”
- Provide a more welcome environment for economic growth
- Aids predictability for
 - Residents
 - Prospective businesses

Source of Funds

- Grant programs
- Gifts
- Corporations
- Not-for-profits
- Other benefactors
- Tax revenues
- General Fund
- Bonding

Planning can help establish policies relating to:

- Preservation of Farming and Farmland
 - Right to Farm laws
 - Farmers' Market
 - Participation in Cornell programs
- Regulation of waterfront uses
 - Personal Watercraft

- Manufactured housing
 - Individual lots vs. Parks
 - Farm worker housing
- Site plan review standards



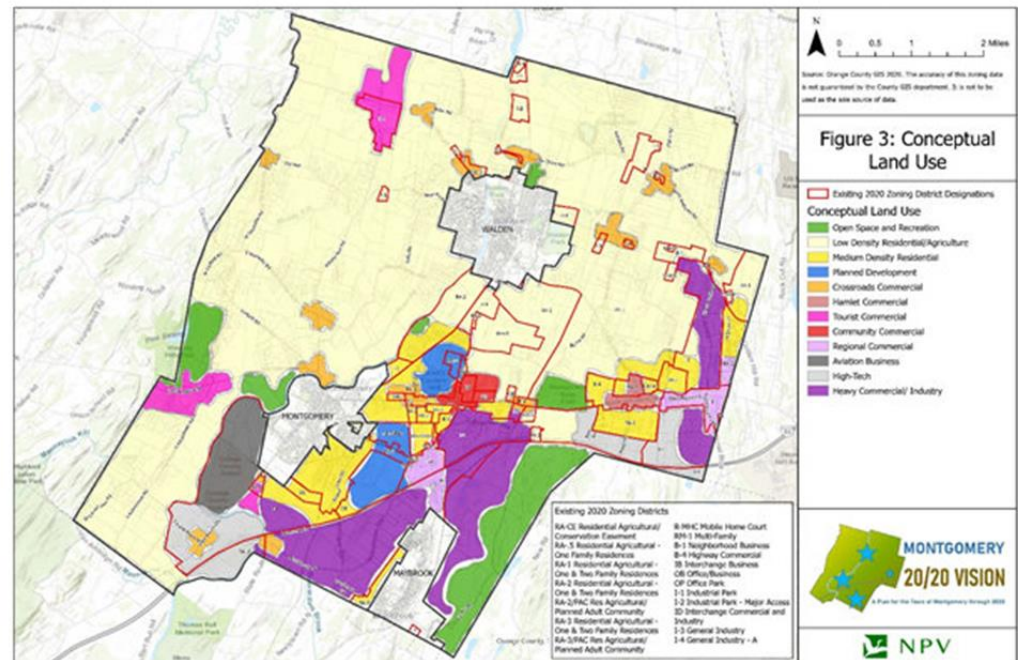
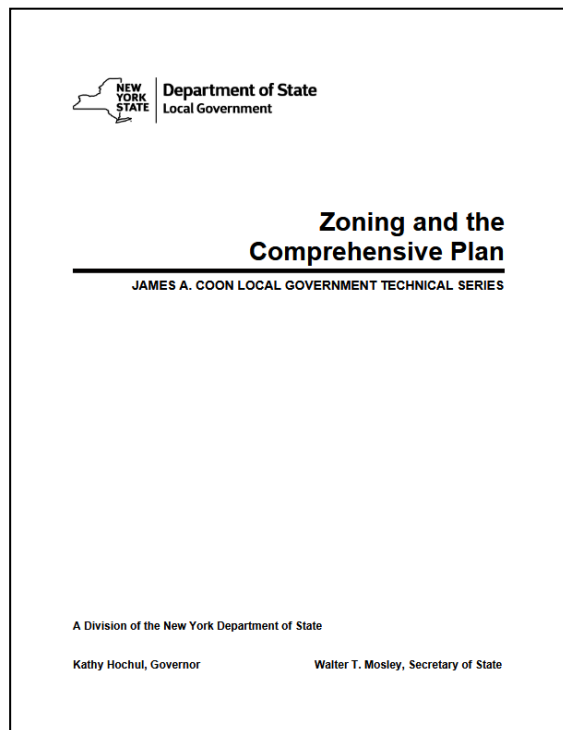
Planning can help establish policies relating to:



- Creation & enhancement of a walkable business district
 - Sidewalk requirements
- Facade improvement program
- Beautification or street tree program
- Enhancement of positive community character
 - architectural standards
 - property maintenance laws
 - junk car regulations

Planning provides a legal defense for regulations

- Zoning Must be in Accordance with a Comprehensive Plan
- Provides the basis for other actions affecting the development of the community.



Conceptual Land Use Plan, Town of Walden
(Nelson Pope Voorhis)



Getting Started

- Governing Board decides who will take the lead on the preparation of the comprehensive plan.
- General City Law §28-a
- Town Law §272-a
- Village Law §7-722

Possible Leaders

- Governing Board
- Planning Board
- Special Board

Assistance From:

- Planning Department
- Consultant
- Others



Getting Started

- Check your current plan (if one exists)
- Review the Comprehensive Plan statute
- Budget for the planning process

There are typically many people in your community who can assist in plan preparation at little or no cost to the community.

- College students
- Retired workers
- Municipal employees
- Residents with areas of expertise
- County planning staff

Identify Community Stakeholders

Identify key people to involve in the process

- Business Leaders
- Civic Leaders
- Elected Officials
- Environmental Activists
- Planning Board and ZBA



The Public's Role

Involving the Public

- Surveys or Questionnaires
- Informational Sessions
- Ongoing Outreach
- Design Charrette
- Seek Out Opinions
- Internet site

Informing the Public

- Local News Media
- Materials Available at Convenient Places
- Be Available to the Public
- Hold Open Meetings

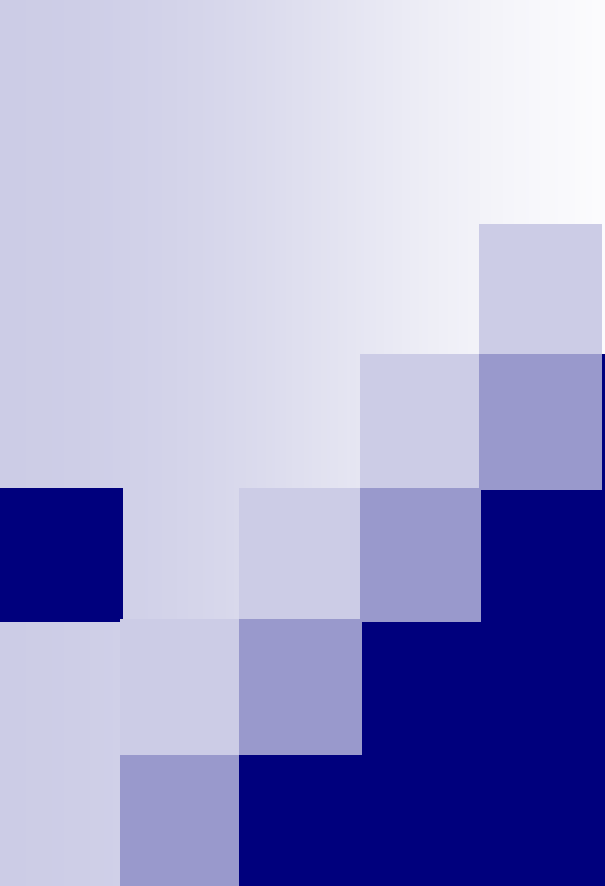


Open Meeting Law Requirements

- If a board is formally charged with preparing a comprehensive plan, such as a “special board”, it must comply with the Open Meetings Law.
- A board that is merely advisory -- the governing board can take action with or without their input -- need not comply with the Open Meetings Law.



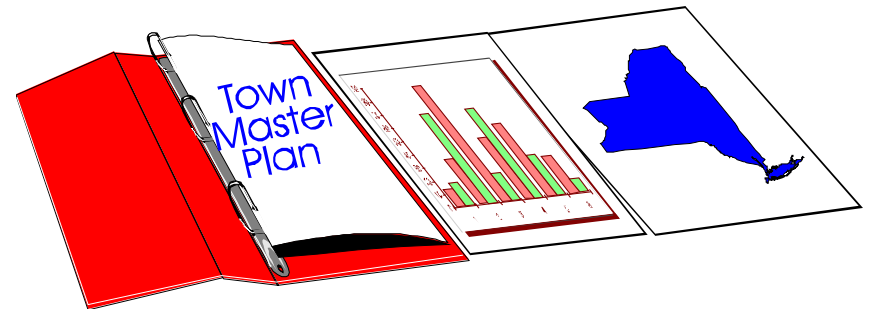
- Provide Notice to the Media in Advance
- Post Notice in a Public Location
- Provide Access to the Public



Preparing the Plan

Steps in the Development of a Comprehensive Plan

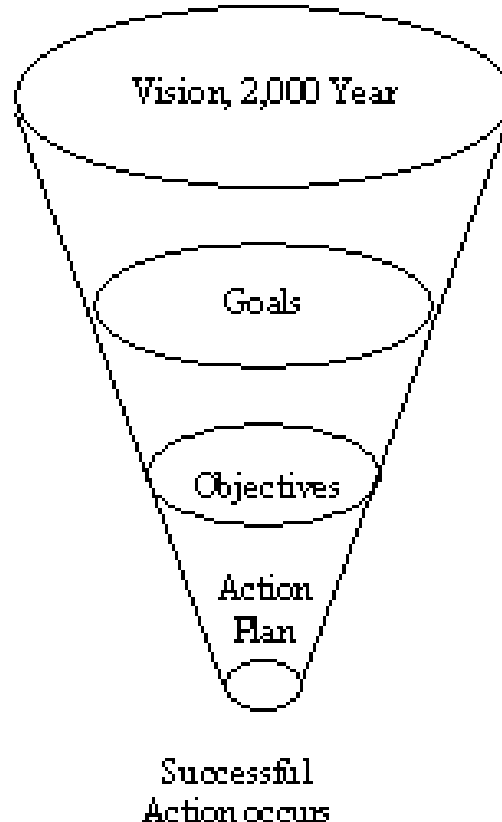
- (1) Identifying Major Issues (Focusing)
- (2) Survey & Analysis
- (3) Identifying Goals & Objectives
- (4) Development of Plan
- (5) Implementation & Evaluation



Step One: Focusing

“We’re lost, but we’re making good time.” - Yogi Berra

- Develop Preliminary Goals that may lead to a set of goals and objectives, or identify needed research
- Imagine the best for your community

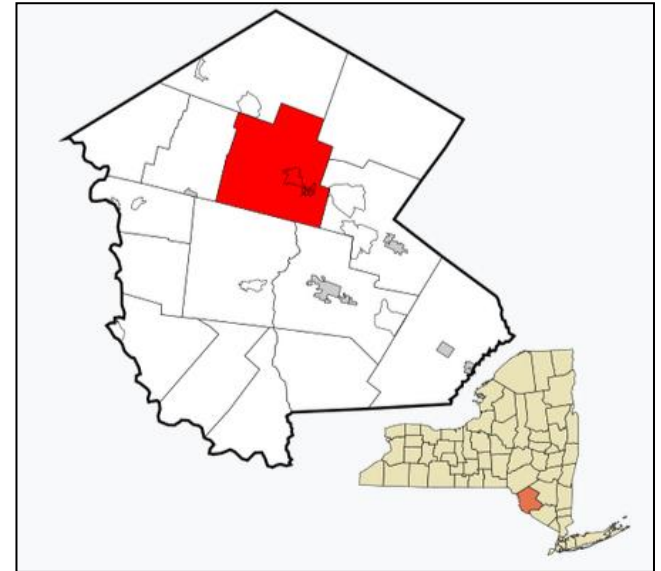


Determine the Scope of the Plan

- Is the focus on a particular type of development or a particular area of the municipality?
- Will the plan cover a single community or will it be an intermunicipal effort?

Intermunicipal Cooperation

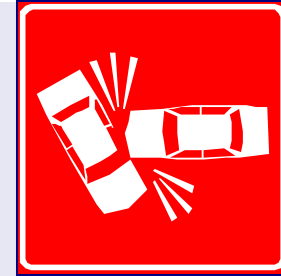
- Coordinate growth
- Share the vision
- NYS has a history of encouraging intermunicipal cooperation
 - Recognition in grant applications
 - Local Government Efficiency Program



Each municipality adopts the Joint Comprehensive Plan independently

Related Statutes
General Municipal Law §5G
Town Law §284

- Inventory Your Assets, Identify Your Liabilities
- Conduct basic research, mapping, and analysis of the information to evaluate the community's present circumstances and its future potential



- Issue: Overburdened Roads
- Goal: Reduce # of Accidents at Traffic Intersections
- Survey & Analysis: Determine and measure traffic impacts of particular development



Physical Characteristics

Information

- Base map
- Natural features
- Transportation system
- Existing land uses
- Suitability for development

Sources

- County Planning Department
- NYS Office of Real Property Services
- NYS DOT and DEC
- Utility Company
- E-911 System
- Soil & Water Conservation Service

Housing Characteristics

Information

- Number and type of units
- Age of housing
- Substandard
- Vacancy rates



Sources

- U.S. Census
- Regional Planning Agency
- State Division of Housing and Community Renewal (DHCR)
- Local non-profit housing organizations
- U.S. HUD



Demographic Information

Information

- Present & future population
- Declining or increasing population
- Change in school-age population
- Changes in senior citizen population
- Migration Patterns

Sources

- U.S. Census Bureau
- Statistical Atlases
- County Planning
- Regional Organizations

Transportation Issues

Information

- Amount and condition of roads, railroad, airport, bikeways, parking
- Demand for public transit
- Accident rates/dangerous road segments
- Proposed development
- DOT Capital Improvement Plans
- County Roads
- Proposed development
- Opportunities for walkable communities/ Complete Streets
- Regional transportation plans





Economic Trends

Information

- Project the effects of economic trends on the community's future
- Regional employment
- Changes occurring in local business industry

Sullivan County
receives \$29.9 million
broadband grant!

Sources

- Local Industrial Development Agencies
- NYS Dept. of Labor
- Sullivan County Partnership for Economic Development
- Hudson Valley Pattern for Progress

Historic Preservation

Information

- Historic areas
- Historic structures



Sources

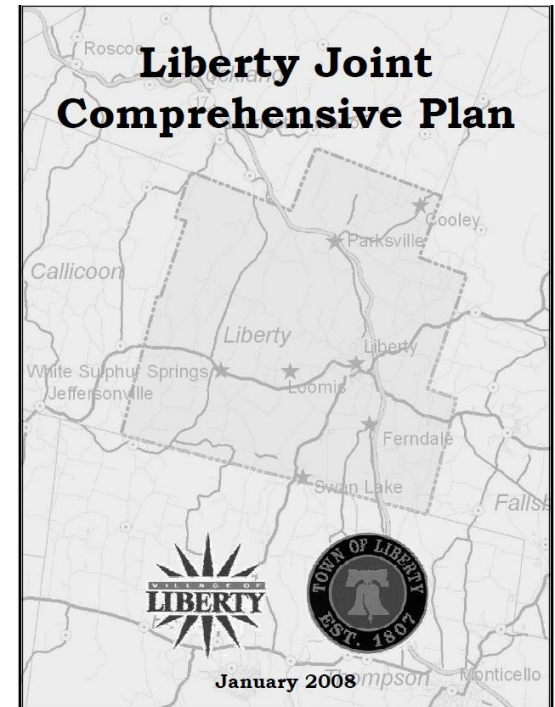
- NYS Office of Parks, Recreation, & Historic Preservation
- Local or County Historical Society
- State or Regional Preservation Groups
- NYS Library

Other Sources of Information

Some Sources of Information:

- Town or Village Hall
- County Planning Department
- Adopted Plans
- Regional Organizations
- County Tax Department
- Department of Transportation

The Municipality May Simply Need to Update Existing Information



Step Three: Establish Goals & Policies

- Analyze Information
- Discover trends
- Examine existing regulations
- Review preliminary goals, adjust based on new information

Goal Examples

- Expand the village core
- Increase business diversity
- Increase parking spaces
- Improve entrance to hamlet

Develop Policy Recommendations

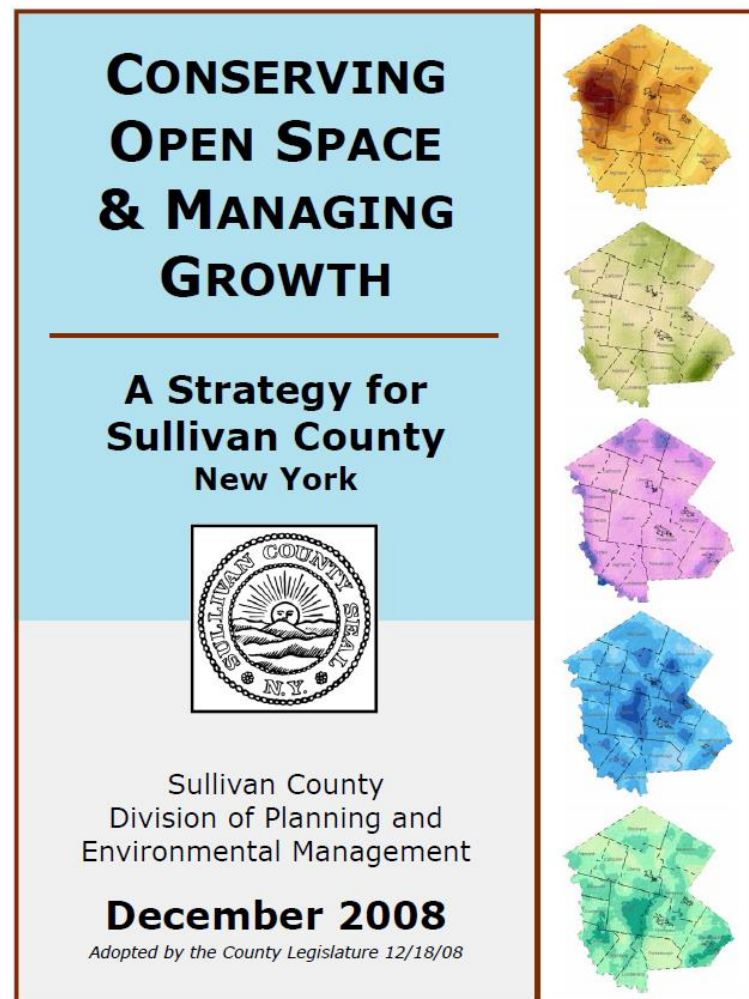


*Policy
statements
guide future
development*

- Goal: Develop Existing Municipal Parkland
- Policy: Accept money in lieu of parkland when permissible
- Goal: Improve traffic safety in commercial areas
- Policy: Work with NYSDOT on access management strategies

Consider the Plans of Other Agencies

- County Farmland Protection Plans
- Regional Office of DOT
- School District
- State Open Space Plan
- County Comp Plan
- Plans of Neighboring Municipalities



Sullivan County

Quick Links



Planning, Community
Development and Environmental
Management



**Sullivan
County**
Comprehensive
Housing Strategy



Prepared by CZB LLC

September 2022

Plans and Studies

Please select a plan for more information.

- Sullivan O&W Rail Trail Feasibility Study
- Sullivan O&W Rail Trail - Livingston Manor t
- Sullivan County Comprehensive Housing S
- Sullivan County 2020 Comprehensive Plan
- Sullivan County Climate Action Plan 2014
- Coordinated Transportation Plan
- Hazard Mitigation Plan
- Second Home Owner Study
- Market Assessment for Wind Energy
- Neversink Watershed Management Plan
- Upper Delaware River: Making the Connect
- Site Designs for Six River Access Points
- Agricultural and Farmland Protection Plan
- Open Space Protection Plan



Second Home Owner Study

**Assessing Attitudes, Consumer
Behavior, and Housing Tenure
in Sullivan County**



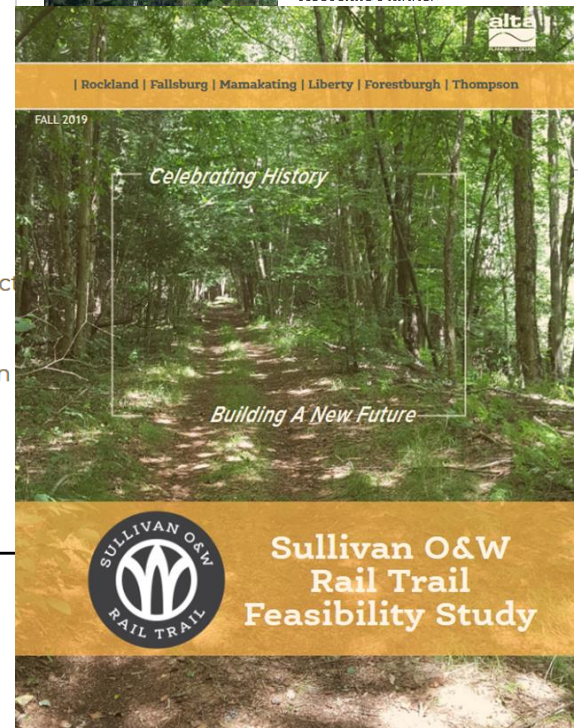
Prepared By:
*Division of Planning &
Environmental Management*

Dr. William J. Pammer, Jr., Ph.D.
Commissioner

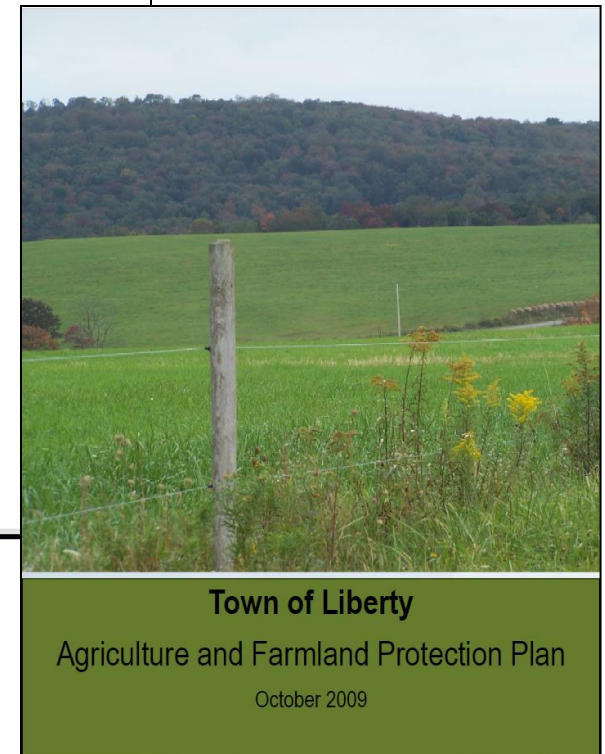
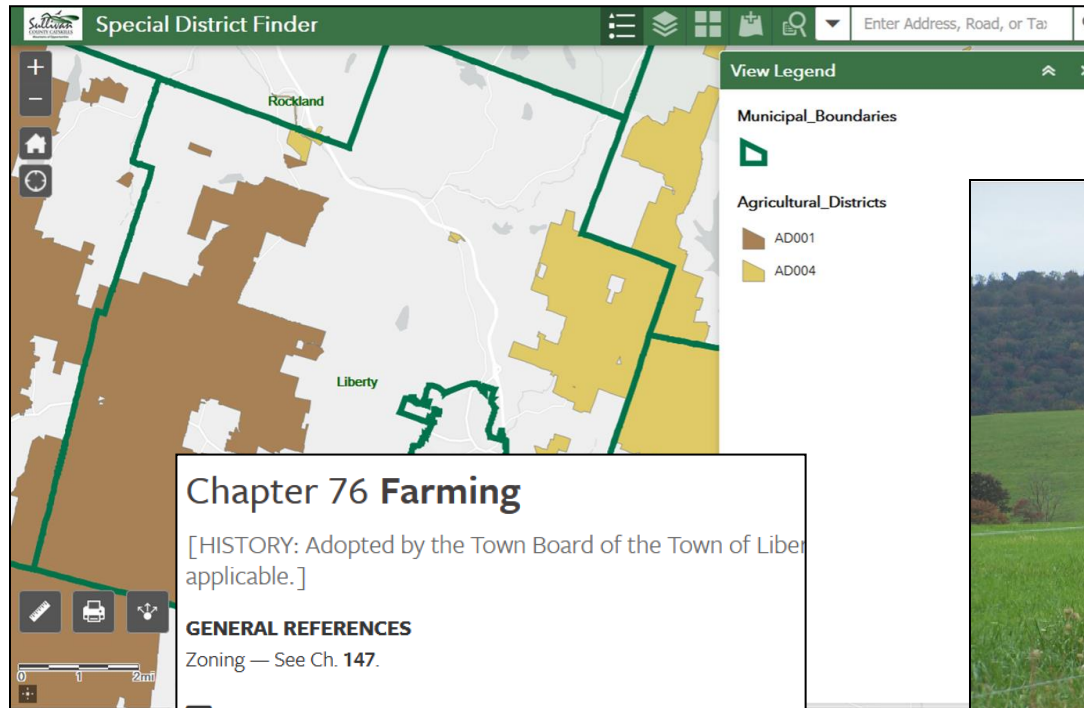
Ethan Cohen, M.Arch
Planning & Policy Manager

Jill M. Weyer, MPA, LEED-AP
Senior Planner

Heather Jacksy, MUP, AICP
Associate Planner



Review related local plans and grants



Review related local plans and grants



1 | New York Forward



2023 Town and Village of Liberty New York Forward Round 2 Application

REDC REGION - Mid-Hudson
PROGRAM - New York Forward
Municipality - Town and Village of Liberty
Downtown Name - Main Street - Village of Liberty
County - Sullivan
Applicant Contact - Frank DeMayo - Town of Liberty Supervisor
Nick Rusin - Confidential Secretary
E-mail - supervisorde mayo@townofliberty.org
n.rusin@townofliberty.org



Vision for Downtown

Situated in the heart of Sullivan County's natural beauty, Liberty is a proudly diverse community at the hub of a vibrant arts, leisure, and outdoor living culture. We have a proud history of restoring the health and happiness of countless visitors. We will look fondly on our past and embrace our future by supporting resurgent tourism and recreational opportunities, developing superior housing and human services, and welcoming sustainable light industrial growth for a new generation of area residents, entrepreneurs, and visitors.

NYS DRI
Application,
2021

Awarded Grants

The Town of Liberty consistently applies for grants to help better the community. Monies awarded to the Town of Liberty through grants help alleviate local taxpayers and provide financial relief. Please find below some of the key grants that the Town of Liberty has been awarded in recent years:

2022 Empire State Development – Restore NY Round 6 – Parksville Main Street Revitalization

\$800,000 for renovations to 3 buildings on Main Street Parksville.

2022 Golden Feather Award – Sullivan Renaissance and Assemblywoman Aileen’s Gunther’s Office

\$400,000 to create ADA compliant access to the O&W Rail Trail at the Fox Mountain Rd entrance in Parksville.

2022 Silver Feather Award – Sullivan Renaissance

\$50,000 – For enhancements to Creekside Park with a focus on daylighting the box culvert.

FEMA Project 4480 – Covid 19 – Protective Measures

\$20,643.27 – For installation of protective glass barriers in public offices and PPE.

2022 Technical Assistance Grant – Sullivan Renaissance – Town and Village

\$5,000 – For engineering plans to daylight and stabilize the box culvert located in Creekside Park.

SEARCH



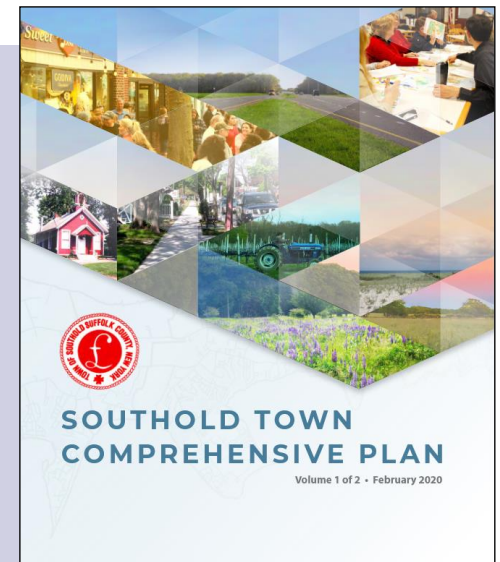
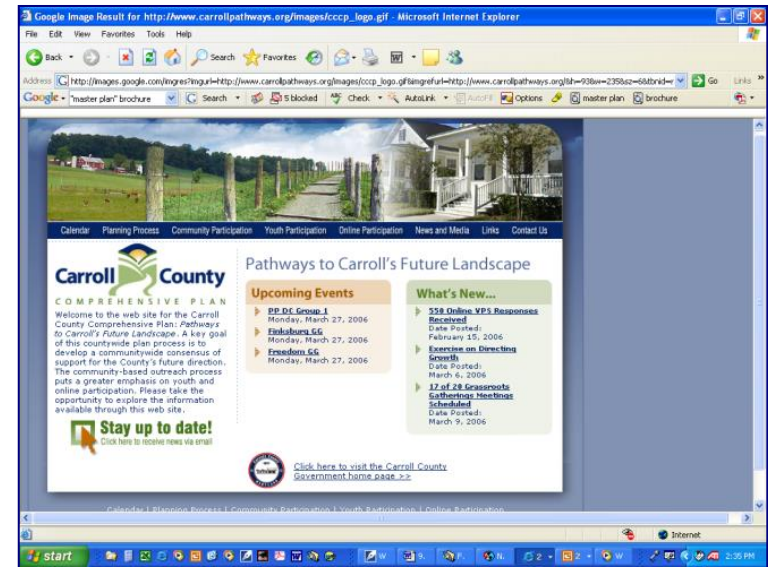
Town of Liberty secures
\$20 million state
infrastructure funding

Step Four: Develop a Plan

Plans take many forms

- Short strategic documents
- Comprehensive documents with background information
- Brochure
- Book
- Web documents

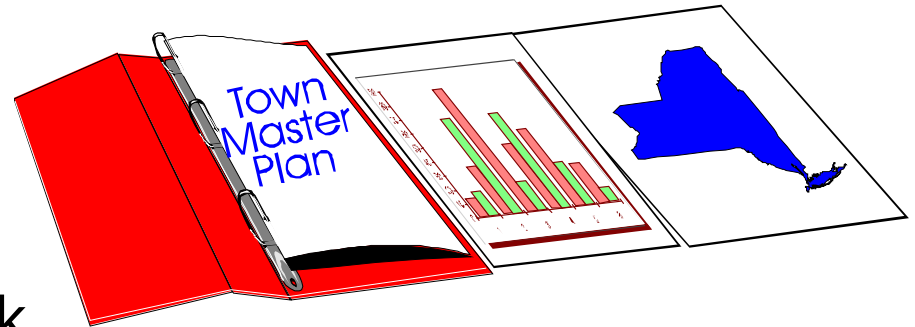
“272-a 2.(a) “town comprehensive plan” means the materials, written and/or graphic, including but not limited to maps, charts, studies, resolutions, reports and other descriptive material that identify the goals, objectives, principles, guidelines, policies, standards, devices and instruments for the immediate and long-range protection, enhancement, growth and development of the town...”



What's in a Plan?

Sample Table of Contents

- 1: Introduction
- 2: Existing Conditions
- 3: Trends
- 4: Environmental Framework
- 5: Development Goals & Policies
- 6: Land Use Constraints & Opportunities
- 7: Land Use Development Plan
- 8: Fiscal Impacts
- 9: Implementation Strategies
- 10: Maps



Other Possible Topics:
Hamlet
Municipal Gov Center
Waterfront
Airport
Critical Envir. Areas
Historical Areas

Reviewing the Proposed Plan

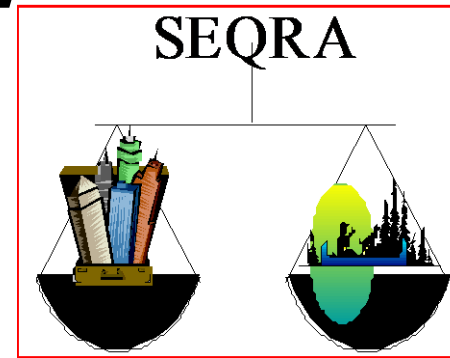
Once the Governing Board receives a proposed plan, it can continue the review process. If the plan is prepared by another board, it is referred to the Governing Board by resolution.

- Environmental Review
- Agricultural Review
- County Referral
- Public Review



Environmental Review

- Subject to State Environmental Quality Review Act (SEQRA)
- Adoption of a Comprehensive Plan is a Type I Action (Presumed to have a potential significant adverse environmental impact)



- Full EAF is required
- EIS may be required
- May be designed to serve as a Generic Environmental Impact Statement
- Include thresholds and conditions that would trigger site specific EISs

Agricultural Review

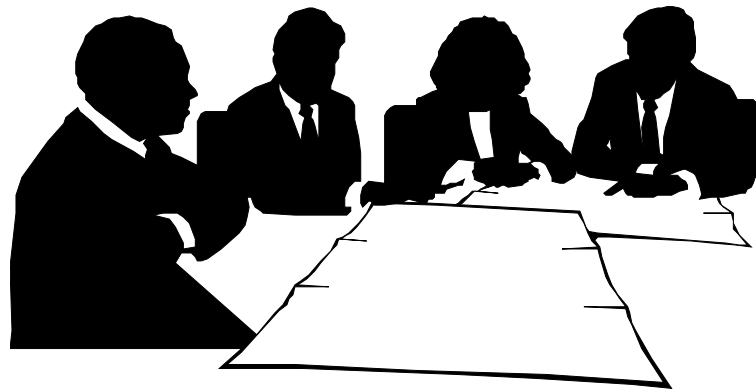
- If there are State Agricultural Districts created pursuant to Agricultural and Markets Law §25-AA, the municipality must consider the effect of adopting the plan on farming
- Municipalities should also consider county agriculture & farmland protection plans.



See DOS publication -
“Local Laws and
Agricultural Districts:
How do they Relate?”

County Planning Agency Review

- The Governing Board must refer the adoption or amendment of a proposed comprehensive plan to the County Planning Agency
- See General Municipal Law §239-m





Public Review

The Statutes say:

- Public hearing during preparation
- Public hearing again by Governing Board

- There should be an effort made to reach a community consensus as to what direction the community will take
- Consensus is reached when few individuals feel so strongly opposed to the plan that they will actively oppose it.

Adopting a Plan

The Governing Board may adopt a comprehensive plan (or an amendment to a comprehensive plan) by resolution.

Effect of Adopting a Plan Pursuant to the Statutes:

- All Municipal Land Use Regulations Must Be in Accordance with the Plan
- Not simultaneously, but as time passes and they are amended by the Governing Board

All Plans for capital projects of other governmental agencies on land included in the municipal comprehensive plan shall consider that municipality's comprehensive plan

Step Five: Implementation

Develop a specific course of action which promotes the concepts outlined in the comprehensive plan.



The Value of Planning comes from the municipality's willingness to implement the plan by:

- Amending Land Use Regulations
- Developing Design Guidelines
- Budgeting for Capital Improvements
- Applying for Appropriate State, Federal and Privately Funded Programs

Private Actions will also play a large role in implementing the plan



Review the Plan Periodically

The Governing Board
“shall provide, as a
component of such
proposed
comprehensive plan,
the maximum intervals
at which the adopted
plan shall be reviewed.”

As Policy-Making
changes and the
physical
characteristics of
the community
change, the
comprehensive
plan should also
change.

Next Steps

The town and village have identified several policy areas and have begun to form committees for each

- Economic Development
- Infrastructure
- Business
- Open Space/Agriculture
- Government Issues

Town Representation

Village Representation

- Housing



scdemocratonline.com

The formation of special interest and hamlet groups are also being explored