



PO Box 1151
Newburgh, NY 12551
(845) 568-2558
greaternewburghpartnership.org

**City of Newburgh Zoning Code Revisions
City Staff, AKRF, GNP Phase 2B Prep Meeting**

June 21, 2013 12:50
City Hall

In attendance for City of Newburgh:

James Slaughter, Interim City Manager; Michelle Kelson, Corporation Counsel; Michael Vatter, Fire Chief and Code Compliance Officer; Ian MacDougall, City Planner; Elizabeth Evans, Assistant to the City Manager**

In attendance for AKRF:

Nina Peek, Project Manager and Sr. Technical Director; Peter Feroe, Project Planner

In attendance for Greater Newburgh Partnership:

Sue Sullivan, Executive Director;* Marcy Handler, Director of Administration & Grants**

*Ex-Officio

**Support Staff

Ms. Peek called the meeting to order at 12:50.

Ms. Peek presented the group with a visual chart showing the proposed schedule, the work to date and plan for the next phase of the Zoning Revision Project. The group will begin moving forward with text review beginning July 9th and continue meeting every two weeks through the end of September. Text will be distributed to the group the week prior to the meeting date, discussed at the meeting, and a revision will be forwarded to the group subsequent to the meeting. The following week the group will be presented with the next section of text for review. It was agreed that City Leadership who work with the text on a daily basis, including specifically Michelle Kelson, Mike Vatter, Steve Hunter and Ian MacDougall, will review the proposed text line by line and facilitate the conversation.

It was agreed that the process and schedule presented would need to be maintained in order to reach the benchmarks outlined from the project's inception. Mr. Slaughter commented that it has to get done and would work proactively to enable the process.

Ms. Peek and Mr. Feroe explained the philosophy for the focus areas and rationale for the groupings scheduled for review each session. Ms. Kelson advised that the streamlining project has backburnered any area that will address Sec. 300 of the code

which enables the administrative issues identified to be moved up on the schedule. It was noted that this is vacation time and it is not expected that everyone will be available every meeting. Every effort will be made to keep the information exchange moving so that every week something is happening.

Mr. Vatter suggested that Code-Compliance Supervisor/Building Inspector Steve Hunter should be included and Mr. Slaughter will send an email requesting his input. Ms. Kelson reiterated her concern that special attention is paid to definitions citing that the Code either has definitions that do not fit what exists or there is no definition at all. The City is looking forward to having some applications processed administratively (no Planning Board review is required) and also a code that regulates what currently exists in the City of Newburgh, thereby relieving the current need for variances for the majority of actions. AKRF is still working on the draft Zoning map to accommodate current land uses – and in conjunction with the adopted Future Land Use map..

Conversation moved to the presentation at the City Council work session July 11th. Ms. Sullivan will not be able to attend. Mr. Slaughter offered to distribute remarks from Ms. Sullivan prior to the meeting.

Among the points Ms. Sullivan would like to share with the Council are as follows:

- The City identified that this zoning project would be a transformative project for the City of Newburgh
- GNP's role has been strictly a support role
- GNP is funding and managing the project to ensure that progress is made to meet the benchmarks for completion
- GNP has been transparent in its intention and process facilitating the project
- The Zoning Map presented is not an AKRF map but the City's map based on the Future Land Use plan already adopted by the City.
- Without GNP's presence, there would be no funding, no partnership, and no results

Ms. Kelson remarked that some of City's most successful projects in recent years have been facilitated by consultants.

It was decided that the overview schedule chart would be enlarged for the City Council meeting and AKRF would give a description of the work to date, the progress made, and outline the community outreach phase scheduled for this fall.