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**City of Newburgh Zoning Code Revisions
Leadership Team Meeting**
January 8, 2013 2:30
City Hall

In attendance for City of Newburgh:

Judy Kennedy, Mayor; Richard Herbek*, City Manager; Michelle Kelson, Corporation Counsel; Ian McDougall, City Planner; Lisa Daily, Chairperson, Planning Board; Mike Vatter, Code Compliance and Fire Chief; Elizabeth Evans, Assistant to the City Manager**

In attendance for AKRF:

Nina Peek, Project Manager and Sr. Technical Director; Keith Rowan, Technical Director of Economic Group; Peter Feroe, Project Planner; Nanette Bourne, Sr. VP and Managing Director

In attendance for Greater Newburgh Partnership:

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

Absent:

Joanne Lugo, Chairperson, Zoning Board

*Ex-Officio

**Support Staff

Introductions

Meeting opened with introductions and distribution of hard copy of prepared materials: agenda, Phase 1 calendar, organizational chart, and timeline. Ms. Peek will run the meeting and Ms. Handler will take minutes for distribution and eventual posting on the City of Newburgh website.

Ms. Peek opened with a short synopsis of the AKRF company history and segued into discussion on the mission of the Leadership Team, Ms. Sullivan and Mr. Herbek initiated

a draft of the Leadership Team job description to serve as a jumping off point for the discussion.

Leadership Team Roles & Responsibilities

The Phase I responsibilities of the Team is to draft Memorandum of Understanding, which outlines the responsibilities for the Leadership Team, the Advisory Committee, and the City of Newburgh throughout the rezoning process. When a draft has been completed, it will be presented to and voted on by the city council for adoption.

The legislation will be adopted in its entirety; however, the goal is to engage throughout the process.

Ms. Bourne cited that at strategic points in the process the City Council need to adopt an MOU in order to move forward. Ms. Sullivan pointed to the several scheduled “GO or NO GO” points in order to assess the progress and invest in future success. GNP must meet certain grant obligations and is participating solely as facilitator and fiscal agent of the project. Mayor Kennedy added that GNP found and is providing the funding to make rezoning happen for the City of Newburgh; and people should know that.

Ms. Bourne summarized, “At the end of the day, the ultimate document is a City of Newburgh document which should read, look, and feel like the City of Newburgh.”

Phase I Project Schedule

The first step in the rezoning effort is for the Leadership Team members to compile existing planning documents and City of Newburgh Mapping and provide these documents to AKRF for review. The Leadership Team agreed that recommendations included in the City of Newburgh Future Land Use Plan (adopted in 2011) should form a baseline for all zoning code revisions.

The initial weeks of Phase I will consist of information gathering and document review. The Leadership Team will prepare a draft MOU by the end of February.

On February 26th, the Advisory Committee will hold its kick-off meeting to review their roles and responsibilities during the rezoning process. The Advisory Committee will also draft their own MOU outlining the Advisory Committee’s role and responsibility moving forward. Phase I will culminate in a joint Leadership Team and Advisory Committee meeting March 12th.

⇒ Action Item: Invitation to Advisory Committee

Mayor Kennedy will extend an invitation to the Advisory Committee representatives to participate. Orange County Planning should be invited to participate on the Advisory Team.

Phase II will consist of the nuts and bolts to actually revise sections of the code.

⇒ Action Item: Document Recommendations to AKRF

Mr. Vatter will distribute a list of relevant city documents compiled by Newburgh Records Manager, Betsy McKeon. City management will review the list and make recommendation to AKRF as to the relevance and importance of specific documents on the list. Mr. McDougall will provide the GIS data needed and Land Use Studies. Mr. Herbeck will set time aside at the next staff meeting for his office to review the list and

make recommendations. It is anticipated "the list" input can all be accomplished within the next two weeks.

Discussion of Zoning

Ms. Peek led an introduction to the two most common forms of zoning: Euclidean and Form Based Code, with the suggestion that a hybrid of the two may be the most advantageous to encourage development where it is needed and leave other areas as is, preserving the character of Newburgh.

Conversation ensued with some of the goals to look at the sections of the code requiring continuous zone variances, those which currently hamper development potential, certain state and other regulatory agency requirements that could weigh in on the kind of usage allowable, attracting businesses that could provide employment opportunities for a largely unskilled labor force, as well as the challenges the lack of public transportation brings in attracting new industry.

Mayor Kennedy, Ms. Kelson, and Ms. Dailey reiterated the need to keep the Advisory Committee within the local community and foster grassroots involvement in the process.

Meeting adjourned at 4:15.

Next Leadership Team meeting is scheduled for Tuesday, January 29, 2013 at 5:00 pm at City Hall.

Future Scheduled Meetings:

Advisory Committee Kickoff Meeting
February 26, 2013 at 5:00 pm at City Hall

Joint Leadership Team and Advisory Committee Meeting
March 12, 2013 5:00 pm at City Hall

Handouts:

- Agenda
- Leadership Team Job description
- Phase I Project Schedule
- Project Organization Chart with Leadership Team and Advisory Team
- AKRF Project Team Bios and Contact Information
- Leadership Team Meeting Schedule
- Euclidean vs Form Based Code