



Village of Briarcliff Manor Comprehensive Plan Update

Working Group Meeting Notes | February 28, 2025

10:00 – 11:00 AM

Attendees:

Briarcliff Manor Comprehensive Plan Working Group

Joshua Ringel, Village Manager

Christine Dennet, Village Clerk/Assistant Village Manager

Amy Karpati, Environmental Advisory Council Chair

Malcom Netburn, Village Trustee

BFJ Planning

Sarah Yackel, Project Principal

Michelle Gilman, Project Manager

Nick Cerdara, Project Planner

1. Comprehensive Plan Progress Updates

a. Vision Survey

- i. The Vision Survey went live two weeks ago and will close March 23, for a total response collection period of six weeks. As of February 28, there were 160 survey responses. The goal is for a 3-4% Village response rate (approximately 250 people).
- ii. The Working Group reviewed preliminary survey results:

1. Popular words used to describe an ideal Briarcliff include “vibrant”, “walkable” and “community”
2. People identified “community” and “people” as the elements that make them feel connected to their neighborhood and the Village.
3. Respondents identified economic development as Briarcliff Manor’s biggest opportunity for improvement.

b. Stakeholder Meetings Recap

Stakeholder meetings have been held with the Police Department, the Department of Public Works, the Recreation Department, and the Fire Department/EMS.

i. Police Department

1. The police department is operating at full capacity in terms of staffing and occasionally experiences staffing shortages.

ii. Department of Public Works (DPW)



1. DPW highlighted the need for key upgrades related to sewer and water infrastructure; roads are in good condition.
- iii. Recreation Department
 1. Recreation noted the Village has limited field space and highlighted an interest in an indoor recreation facility, because they currently rely on public schools for gym space.
 2. Additionally, they mentioned challenges with hiring seasonal staff.
- iv. Fire and Emergency Medical Services
 1. Fire and EMS are facing difficulties with recruiting volunteers, a challenge that has been exacerbated by a significant increase in call volume in recent years.
 2. Facility and equipment upgrades are also needed to maintain a satisfactory level of service and safety.
- c. Comprehensive Plan Title
 - i. The Working Group reviewed four potential taglines for the Comprehensive Plan. The Working Group narrowed it down to two options and will finalize the tagline after the Vision Survey closes.
 1. Village of Briarcliff Manor Comprehensive Plan: Shaping a Sustainable Future
 2. Village of Briarcliff Manor Comprehensive Plan: A Roadmap to a Thriving and Sustainable Future

2. 2007 Village Plan

- a. The Working Group reviewed the 2007 Village Plan to evaluate which Plan recommendations have been implemented and whether they are still priorities for the Village.
- b. A concern was raised regarding the challenges of implementing the Comprehensive Plan, due to limited staff capacity. Options, such as an implementation committee or recommendations tracker, to assist with plan implementation were discussed.

3. Stakeholder Meetings to be Scheduled

- a. Environmental Advisory Council / Sustainability Advisory Committee
 - i. The meeting will be coordinated with the Chairs; all council and committee members will be invited to attend.
- b. Planning Board
 - i. The Comprehensive Plan will be added as an agenda item to the March 13 Planning Board meeting.
- c. Village Manager – Monday, March 3, 2025
- d. Business Roundtable – to be coordinated

4. Next Working Group Meeting – Friday, March 28 (9:30 – 11:00)

- a. Review draft chapters:
 - i. Chapter 2: Regional and Historic Context
 - ii. Chapter 3: Village Population



- iii. Chapter 4: Land Use, Zoning, and Visual Resources
- iv. Chapter 5: Transportation
- b. Complete the review of the 2007 Village Plan
- c. Discuss Vision Survey results