



VILLAGE OF
PORT CHESTER
COMPREHENSIVE PLAN

MEETING MINUTES

Comprehensive Plan Advisory Committee (CPAC) Meeting
June 25, 2026, 7:00PM
Meeting #3

Attendees

- CPAC Members Present
 - Philip Dorazio, Deputy Mayor
 - Sylvia Dundon, Trustee
 - Juliana Alzate
 - Jessica Berkowitz
 - Monica Fonseca
 - Gustavo Passarelli
 - Michael Scarola
 - Brian Sullivan
 - Kieran Tobias
- CPAC Members Not Present
 - Jake Borden
 - Joseph DeVita
- Village Planning Department
 - Curt Lavalla, AICP, Assistant Director
- BFJ Planning
 - Sarah Yackel, AICP, Principal-In-Charge
 - Emily Tolbert, AICP, Project Manager

BFJ Planning facilitated the meeting with a presentation that can be viewed on the project website here:

<https://compplan.portchesterny.gov/meeting-documents>

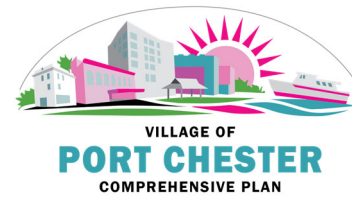
I. Public Outreach Recap

BFJ Planning provided an update on public engagement, including a summary of the first public workshop, results from the vision survey, completed and ongoing stakeholder outreach, and provided flyers for the online interactive map activity that will be open throughout the summer.

▪ **Public Workshop #1**



- Presentation slides and summary in English and Spanish on website:
<https://compplan.portchesterny.gov/get-involved>
- CPAC members acknowledged that not all parts of the community were represented in the workshop attendance, particularly the Hispanic population and new downtown residents.
- However, there was a good turnout of about 60 people with a diversity of people, ages, and opinions represented.
- The CPAC wants to make sure that outreach efforts are acknowledged in the plan. For example, CPAC members went door to door with flyers downtown, emails were sent to community organizations, phone calls made to religious institutions, Village posted on Facebook and website, etc.
- **Visioning Survey**
 - Closed June 21, results – 154 responses, nine in Spanish, summary posted online here:
<https://compplan.portchesterny.gov/get-involved>
 - CPAC members noted that this was a good response rate for Port Chester.
- **Stakeholder Outreach**
 - BFJ reported that ten calls had been completed, six additional calls are being scheduled, and six questionnaire responses, out of the 26 questionnaires sent, were received.
 - The CPAC asked for a list of the organizations that have yet to respond to questionnaires so that they can help elicit responses.
- **Interactive Map**
 - BFJ handed out flyers in English and Spanish to advertise the next public outreach initiative. The online [interactive map](#) allows users to mark places on a map of Port Chester with comments sorted by theme. The activity will be open throughout the summer and can be promoted through social media, an e-blast, handing out flyers, and at in-person pop-up events.
 - The CPAC asked that the digital flyer and social media post be shared with the CPAC for further distribution.
- **Discussion of how to improve outreach**
 - CPAC members are willing to make additional efforts to get the word out and engage with the public.
 - BFJ suggested the idea of a “meeting in a box” in which materials can be provided to CPAC members to host small work sessions to supplement the workshops, online engagement, and pop-up events.
 - CPAC members want to volunteer as ambassadors to help with outreach. Some ideas included attending religious services, meal distribution events, and soccer games to meet people where they are.
 - CPAC members reiterated that Facebook has a limited reach and targets a certain demographic. They would like to know the timeline on the Village’s plans to expand its social media presence to other platforms.
 - BFJ Planning also noted that the consultants and Village staff met with the school district superintendent and facilities person for a stakeholder call. On the call, additional ideas to reach students and parents



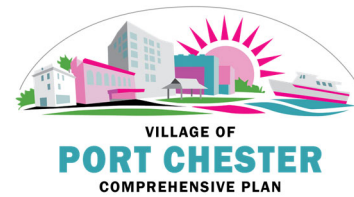
were discussed, although these will need to be when school resumes in the fall. The School District also shared ideas from the School Board.

II. Draft Chapters

- **Part I Chapters: I-1. Introduction and Vision, I-2. Regional and Historic Context, I-3. Village Population, and I-4. Land Use and Zoning**
 - BFJ noted that these will be revised per CPAC comments and shared with Village staff and the CPAC for approval prior to posting on the project website for public review.
 - Once finalized, draft chapters will be posted to the project website here: <https://compplan.portchesterny.gov/draft-documents>
 - A CPAC member noted that the public outreach section should be updated with information from the Vision Survey and first public workshop. BFJ noted that the public outreach section will continue to evolve as outreach efforts continue throughout the plan process.
- **Chapter II-3. Transportation and Circulation**
 - BFJ Planning shared a preliminary draft with the CPAC on June 24. The preliminary draft includes comments from BFJ and Village staff because it is a work in progress.
 - The CPAC should provide comments on the chapter by July 13.
 - BFJ Planning provided a high-level overview of chapter contents, including goals, existing conditions (roadway jurisdiction, crash data, public transportation), and key findings.
 - Discussion:
 - **General Comment:**
 - CPAC member noted that there is a lack of specificity and examples in the chapter in its current state.
 - BFJ Planning also acknowledged this and plans to add examples such as where interventions could occur and which streets certain policies could apply to.
 - **Roadway Classification:**
 - CPAC member asked that “principal arterial” and other roadway classifications be defined within the chapter.
 - Definitions will be added.
 - **Crash Data**
 - CPAC member asked whether the crash data could be analyzed in relation to average annual daily traffic volumes and presented as a proportion. This analysis could help identify intersections with relatively high crash rates despite lower traffic volumes, indicating potentially more dangerous locations and helping the Village prioritize safety improvements.
 - CPAC member asked if e-bikes were included in the bike-related crash data. BFJ to confirm.
 - **Complete Streets:**



- Sarah Yackel of BFJ Planning explained that we would also like to see if there are opportunities to collaborate with Westchester County on their ongoing Complete Streets initiative.
- CPAC asked for a definition of “Complete Streets”. A call-out box defining the term will be added to the chapter.
- Curt Lavalla explained that Complete Streets is the concept of designing roads for all users, prioritizing the needs to pedestrians, bicyclists, public transit, and vehicles, making roadways safe and accessible for all users. He also explained that the Village adopted a Complete Streets policy in 2018, but little has been done to implement those ideas. In addition, the Village worked with Jeff Speck who provided additional ideas that built on the Complete Streets policy and should be incorporated.
- The CPAC asked that the policy and Jeff Speck report and presentation be circulated.
- **Bicycles:**
 - CPAC members would like more regulations and enforcement of bicycle riders. The Board of Trustees is currently discussing bicycle safety and enforcement.
 - Some CPAC members are in favor of requiring licensing for cyclists, while others don’t think it is practical or may deter from the multi-modal transportation vision for the village.
 - Some CPAC members are in favor of more bicycle enforcement, while others noted the strain on the police department to carry it out.
 - CPAC member suggested an education campaign in collaboration with the school district, as many bicycle riders are children and teenagers.
 - CPAC member suggested enforcement to be set up like a speed trap – targeting bicycles for a couple of days to educate them about the rules.
 - CPAC member noted that adults are also culprits in riding bikes on sidewalks
 - BFJ Planning also noted that the current draft has a recommendation to establish a pedestrian and bicycle safety committee that could work to address complete streets and other ideas about pedestrian and bicycle safety.
- **Sidewalk Design:**
 - The paving requirements for the Loop project were discussed. Currently, paving colors are being selected.
 - The CPAC raised that there need to be standards for other sidewalks and streetscapes as well, rather than letting developers choose the aesthetic, the Planning Commission should be able to make consistent aesthetic choices.
- **Parking Committee:**
 - The Village has just established a Parking Committee including the Mayor, some Trustees, representative of the Planning Commission, and others.
- **Taxis**



- CPAC noted that Port Chester residents rely much more on local taxis than on ride share services. There are discounts for seniors and students.
- CPAC member raised a question of whether taxis could be required to use electric vehicles. A CPAC member noted that the taxi commission allows up to five medallions to operate in the village and as some are consolidating, if a spot opens up they could require them to use electric vehicles.
- CPAC also raised that lack of electric vehicle charging stations would limit the implementation of this idea. The need for EV charging stations was noted.
- **Green Fleet**
 - CPAC noted that the Village Board has mixed opinions on adding electric vehicle charging stations on Village properties.
 - CPAC members also noted that the Village should be moving towards a green fleet for Village owned vehicles that have electric options available.
- **Senior Shuttle**
 - CPAC noted that the Senior Center has a shuttle service that can bring seniors to programs and appointments, but the service is limited.

III. Issues and Opportunities Discussion

BFJ Planning introduced the next two chapters of the plan that are in drafting stages: Chapter II-4. Community Resources and II-5. Environment. Drafts of these chapters will be distributed to the CPAC in advance of the July 23 CPAC meeting. Ramboll Engineers, who specialize in climate, resilience, and infrastructure planning are drafting the Environment chapter.

- **Environment:** Chapter topics include, but are not limited to: tree canopy, resilience, natural resources, energy, flooding, biodiversity, GHG emissions, urban heat, sustainability, infrastructure, water and sewer, water bodies
 - **Green Building:**
 - CPAC noted that there are no requirements for solar on buildings or solar canopies on parking lots.
 - It was noted that there are a lot of large flat roofs in Port Chester, so rooftop solar is a good option.
 - Village staff explained that there are green building guidelines as a check list if the developer chooses, but there is no requirement to follow them.
 - CPAC member raised concern that solar canopies over parking lots would attract people to loiter under them.
 - **Battery Energy Storage System (BESS)**
 - CPAC and Village staff explained that the Village had previously received an application for a BESS. In response, the Village adopted a moratorium on BESS and later established regulations allowing



such systems only as an accessory use in certain locations. The Village is too small and dense to have them as a standalone permitted use.

- **Infrastructure:**

- CPAC member explained that United Hospital developer is contributing to water and sewer infrastructure projects.
- CPAC member asked if there is enough infrastructure capacity for the full GEIS buildout.
- Another CPAC member and Village staff responded that there is enough capacity.
- BFJ Planning also added that from their call with Delaware Engineering and the Village Manager, it was noted that Westchester County has a grant to expand sanitary sewer treatment capacity as well.
- CPAC member explained that there is an ongoing project to address pump stations in the Village and in coordination with neighboring Town of Greenwich. This highlighted the need for intermunicipal coordination.

- **Flooding**

- CPAC member described several of the recent infrastructure improvement projects that the Village has been working on in the past several years, including stormwater improvement projects to address flooding on Wesley Avenue, Haseco Avenue, Glen Avenue, Leicester Street, Olivia Street.
- CPAC member noted that downtown is in a floodplain which limits ability to put parking underground. The area will continue to flood and there aren't many options to prevent it.
- Other areas include the Port Chester Housing Authority Property and Kennedy School.
- Bioswales and rain gardens were also suggested as opportunities to address stormwater and requirements for such could be incorporated into the form-based code.

- **Tree Canopy**

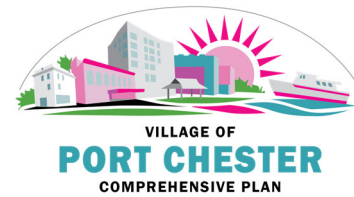
- CPAC member noted that the best way to improve the pedestrian experience in Port Chester is to add street trees.
- Another CPAC member noted that the Village currently has a tree planting program.
- It was also noted that some of the older oaks have damaged sidewalks and need to be removed and sidewalks to be repaired.
- It was suggested by a CPAC member that guidelines for appropriate street tree species be developed.
- As part of the Village tree planting program, residents were asked if they wanted trees planted in front of their properties or not. Some CPAC members noted that the Village should plant them where they want on Village property, because after residents declined trees to be planted in front of their home, they were planted haphazardly in Lyon Park. Another CPAC member liked that residents were given a choice as trees may block solar panels.
- CPAC members expressed a vision of having Main Street and Westchester Avenue be tree lined. They pointed to neighboring Greenwich's downtown as an example.



- CPAC members also noted that tree requirements for new developments should be more robust. The Village currently requires one tree every 50 feet. However, the CPAC would like to see more trees and landscaping requirements, standards for appropriate tree, grass and landscaping to be planted for consistency, and more enforcement to ensure that the trees and planting are maintained. A comprehensive landscaping plan for downtown was suggested.
- CPAC members also raised concerns about vandalism to Village-planted trees and trash being thrown into planting grates downtown.
- BFJ Planning raised a question as to whether regulations are needed for private properties in neighborhoods outside of downtown. Some data suggests tree removal is occurring on single family properties.
- **Impervious Surface Coverage**
 - BFJ Planning asked whether impervious surface coverage maximums or green space minimums on private residential properties in the neighborhoods would be appropriate. Concerns have been raised during stakeholder meetings about paving front yards, expansion of driveways, and whether pervious surfaces should be required.
 - CPAC members noted that variances given for driveways have generally been for properties with pre-existing conditions. CPAC member also noted that there has been increased code enforcement. The issue is that there are many properties where driveways were expanded and not enforced in the past.
 - CPAC asked what the coverage limitation is in the downtown.
 - Village staff responded that in the downtown the coverage is 100%
 - Another CPAC member explained that this is appropriate for the downtown, and that zones further from downtown should have less impervious coverage allowance.
- **Community Resources:** Chapter topics include, but are not limited to: parks, recreation, Village facilities, historic resources, cultural institutions, schools, community services, police, fire, EMS, library, youth, seniors, Town resources.
 - **Parks and Open Space Opportunities**
 - BFJ Planning asked about interest in pocket parks and requiring developers to contribute to civic space in the downtown.
 - A CPAC member noted that in the past, there was a pocket park downtown that became a refuge for drug users. They noted that these are different times.
 - CPAC members raised a vision for Mill Street to the CT border along North Main Street – could there be a waterfront park there? This would serve as a gateway to the Village. CPAC members noted that there is a hodgepodge of commercial and residential property owners along this corridor and public-private partnership would be required to realize that vision.
 - **Schools**



- BFJ Planning explained that Village schools are included in this chapter, and in most comprehensive plans, despite being an independent entity from the Village. This is generally to call out opportunities for collaboration – such as on bicycle safety education or shared facilities with the recreation department. Recommendations will not tell the school district what to do. School enrollment data can also inform other aspects of the plan such as new development and transportation concerns.
- CPAC members noted that the Village and the School District are not as collaborative or cooperative as they could be and focus on recommendations should be on how to improve that relationship.
- **Community Facilities**
 - CPAC member suggested that there should be incentives for developers to provide community facility or cultural space on the ground floor of new developments.
 - BFJ Planning noted that with changes to the State Environmental Quality Review Act (SEQRA) the Village and comprehensive plan should recommend these types of development incentives as a way to collect community benefit bonus fees.
 - A CPAC member noted that all of the Port Chester Housing Authority properties were developed with community centers in them. However, many were closed and not maintained for a long time. They are now being improved and reopened. The Village's relationship with the Housing Authority has improved in the last several years.
 - CPAC member described several former community facilities, including this located at Don Bosco, CYP, and YMCA closed in the Village. The Carver Center and the new gym that is being built onto the senior center are not enough to fill the gap.
 - CPAC members have mixed feelings about whether a public pool is needed in the Village.
 - CPAC member noted that strengthening the partnership with the library is an opportunity.
- **Historic Resources**
 - BFJ Planning asked about the interest in historic preservation in the Village, noting the lack of a Historic Preservation Commission and comments raised at the public workshop suggesting that the Architectural Review Board be staffed.
 - CPAC members had mixed opinions about whether there are historic properties worth preserving in the Village. Some noted examples such as the old bank buildings in the downtown, and opportunities such as incorporation of old facades into new building design. Another member noted that much of the older buildings in the Village are in very poor condition and beyond repair.
 - CPAC members also noted that the Village has not been able to fill seats on an Architectural Review Board and may favor an approach to have an architectural consultant to advise the Planning Commission on design.
 - CPAC members on the Planning Commission described that there is a process for reviewing older buildings for demolition as part of applications but the details were not apparent.



- CPAC member noted that there needs to be more teeth in requirements to incorporate the old and new in the downtown.
- CPAC member on the Planning Commission noted that the Planning Commission is not supposed to comment on the aesthetics of the architecture under the form-based code—they are limited in what they can ask developers to do.
- BFJ Planning noted that a form-based code can allow the Planning Commission to have stronger standards for aesthetic considerations and standards.
- Another CPAC member who is on the Planning Commission suggested having visuals of buildings that have been approved in downtown to provide guidance on designs that are acceptable and design elements that the planning commission is open to approving.

IV. Next Steps

- **Deadline to review Chapter II-3. Transportation and Circulation: July 13.** Send feedback to Greg Cutler, Emily Tolbert, and Michelle Gilman
- **Next Advisory Committee Meeting: July 23, 2026, 7:00 pm, Village Hall Conference Room.**
 - Agenda will include discussion of draft Environment chapter and Community Resources chapter.
- **Following CPAC meetings:**
 - No CPAC meeting in August
 - **September 24** (Housing and Public Workshop #2 Prep)
 - **October 22** (Economic Development)
 - **December 3** (Draft Plan and Public Workshop #3 and Public Hearing Prep)
 - January date TBD (Discuss changes following Public Hearing)
- **Public Outreach**
 - CPAC members should distribute flyers and social media for the Interactive Map.
 - CPAC members should reach out to BFJ Planning if they are interested in hosting a public meeting. BFJ Planning can provide materials and facilitation instructions and advertise on the project website.
 - Pop-Up Event: Port Chester Day, August 29
 - **Public Workshop #2, October 7, Carver Center, 6:30 - 8:30PM**
- Over the next month, BFJ Planning and Village Planning Staff will be:
 - Continuing stakeholder meetings, gathering questionnaire input, and planning focus group meetings
 - Drafting Chapters II-4 Community Resources and II-5 Environment