Terms of Reference

Comprehensive Plan Update (CPU) & Local Waterfront Revitalization Program (LWRP) Committee

Summary
The Board of Trustees has appointed the CPU & LWRP Committee to assist it in reviewing and updating the Comprehensive Plan of the Village of Hastings-on-Hudson (adopted in 2011) and in drafting a Local Waterfront Revitalization Program (LWRP). The charge of the Committee is to create a revised Comprehensive Plan as well as an LWRP. The Village intends to undertake and complete the two plans simultaneously and in parallel in order for both plans to benefit from maximum resident engagement and participation, as well as to ensure that the plans align.

Background

History. On July 18, 2007, the Board of Trustees passed a resolution to initiate the process of developing a stand-alone Comprehensive Plan for the Village of Hastings-on-Hudson. A Committee was created to: review different comprehensive plan types; outline a process for forming and selecting members of a steering committee; and describe the sequence of events that would be part of the planning process. The Board selected a Comprehensive Plan Committee in October of 2007 and members of the Committee worked over several years, gathering data and reviewing documents, taking surveys, holding meetings with the public, and setting up sub-groups to address specific topics that had been flagged as critical. The group produced a final Comprehensive Plan that was formally adopted by the Board of Trustees on July 19, 2011.

In 2012, the Board created a Comprehensive Plan Implementation Committee to prioritize the objectives and strategies described in the Comprehensive Plan, and document what had been achieved against the objectives. The group produced summaries of achievements which were presented to the Board on a periodic basis.

From 1997 to 2007, the Village went through a process of creating a draft LWRP which was never formally adopted by the Board. Since that time the LWRP requirements have changed, however, there is much existing research and analysis which remains relevant and provides solid ground on which to build.

The Importance of a Comprehensive Plan. A comprehensive plan contains the goals, objectives, and strategies and serves as a blueprint for the future development and conservation of a community. It reflects the vision of the community for a five to 10 year period. A good comprehensive plan guides not only the physical and economic development of the municipality, but also accommodates social, environmental, and regional concerns. New York State Law does not require a community to adopt a comprehensive plan but the state law encourages local governments to adopt comprehensive plans. To become a comprehensive plan as defined by New York State, the local legislative body – the Board of Trustees – must formally adopt a plan that is the product of extensive and effective citizen participation. A comprehensive plan provides not only guidance but also protection for a community. Adopting land use regulations that conform to the comprehensive plan provides significant legal protection for the local governing bodies. If a regulation or decision faces a court challenge, judges usually resolve the challenge in the local
government’s favor when it can be shown that it was enacted to achieve an objective of the comprehensive plan. Comprehensive plans provide additional protection to communities by ensuring that governmental agencies (federal, state, county, or municipal) wishing to undertake a capital project take the community’s comprehensive planning goals and objectives into account. While there are no required components of a comprehensive plan, the State suggests a number of elements for inclusion (see Appendix 1). The community can decide which elements to include through public participation. State law says an “open, responsible, and flexible planning process is essential” to the adoption of a comprehensive plan.

The Importance of an LWRP. An LWRP provides for a sustainable and resilient waterfront community and prepares a community for the anticipated redevelopment of a formerly-industrial waterfront. These planning efforts protect critical resources, respond to climate change and sea level rise, advance downtown revitalization, and incorporate smart growth. An LWRP will benefit the community in protecting resources and advancing appropriate development and revitalization. By preparing an LWRP, the community will have the opportunity to evaluate local resources, develop goals and a comprehensive strategy for the best use of these resources, propose projects that will advance the vision, and adopt a local program to guide appropriate development. The Village will benefit from technical assistance from the New York State Department of State and an agreed consistency between the Village and the State and federal governments that will enable us to work together as well as a consensus-driven planning process.

Updating the Comprehensive Plan and Creating the LWRP. The effort that went into creating an LWRP never resulted in a formally adopted policy document, and while the Comprehensive Plan adopted by the Board of Trustees in 2011 is robust and thoughtful, a Comprehensive Plan needs to be a living document and after five years have passed, updates are both necessary and to be expected. To this end the Board of Trustees has convened a group of citizens to undertake an update of the current plan, deleting elements that are no longer relevant, modifying the aspects that are out of date but still relevant, and adding any new components that contemporary circumstances require. The group will review and take into consideration prior planning process.

Implementation Details
Committee Structure
The Board has appointed a Committee of at least 9 Village volunteer residents. The first order of business will be to choose a Chair, set meeting times/schedule and establish minute taking etc.

Public Meetings
Meetings will be considered “public”, which means that they must be held in a publicly accessible location (the Municipal Building, the Library or the Community Center) and any member of the public can attend. During any given meeting the Committee may determine whether or not to entertain comments and questions from members of the public who are present.

Process
The Board anticipates that this process may involve several phases that may include the following stages. This suggested process reflects best practice in other similar situations but can be modified by the Committee:

- Committee Formation and Mobilization
  This includes selection of a chair, establishing dates and schedules, deciding on procedural issues.
• **Consultant Selection**  
  Definition of requirements, creation of an RFP, and selection of a consultant.

• **Preliminary Review of Core Documents**  
  Collecting and reading through relevant existing documentation, including the previous Comprehensive Plan, the documented achievements under that plan as well as other planning documents (see Appendix 2).

• **Public Meetings**  
  The committee will hold an initial public workshop to brainstorm on thematic sub-committees that might need to be formed.

• **Comprehensive Plan Development**  
  The committee will recommend updates to the existing plan for review by the Board and the public.

• **Public Input**  
  There will be presentation of the plans to the public and multiple chances for public input as well as input from other relevant Village Boards and Commissions.

• **Further Refinement of Comprehensive Plan**  
  The plan will be refined based on public input.

• **Comprehensive Plan Finalization**  
  The plan will be finalized and presented to the Village Board for approval.

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**Budget and resources**  
The Board has received grants in the amount of $189,263 which will be used to support the process. The money is expected to be largely spent on the services of a consultant that will assist the Committee in structuring the process, running public meetings, assisting with the drafting of the final reports and recommendations to the Board of Trustees.

The Committee will have access to meeting facilities and the services of Village employees to provide video transmission or taping.

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**Committee Deliverable**  
The Committee will produce a final Comprehensive Plan Update and LWRP Report which will be formally accepted, reviewed, and approved by the Board of Trustees.

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**Deadline**  
The Committee is expected to produce the plans by June 30th, 2023.
Appendix 1


1. New York State Plan Elements

While there are no required components of a Comprehensive Plan, the statutes suggest fifteen elements for inclusion.

1. A general statement of goals, objectives, and standards upon which proposals for the immediate and long range growth and development of the community are based

2. Consideration of regional needs and official plans of other governmental unites within the region.

3. Existing and proposed location and intensity of land uses

4. Consideration of historic and cultural resources, coastal and natural resources and sensitive environmental areas

5. Consideration of population, demographics, socio-economic trends and future projections

6. The location and types of transportation facilities

7. Existing and proposed location of public and private utilities and infrastructure

8. Existing housing and future housing needs, including affordable housing

9. Present and future location of historical sites, educational, cultural, health and emergency services

10. Existing and proposed recreational facilities and parkland

11. Present and future locations of commercial facilities

12. Specific policies and strategies for improving the local economy in coordination with other plan topics.

13. Proposed process for the implementation the goals of the Comprehensive plan

14. All or part of the plan of another public agency

15. Any and all other items, which are consistent with the orderly growth and development of the community
Appendix 2

Village Resources
4. 2021 Climate Smart Communities Annual Progress Report (2022)
5. 2020 Climate Smart Communities Annual Progress Report (2021)
6. Westchester County Hazard Mitigation Plan: Hastings-on-Hudson Chapter (2021)
7. Climate Smart Resiliency Planning Report (2021)
8. Organics Management Plan (2021)
10. Natural Resources Inventory (2021)
15. 2020 and 2021: The Village’s submissions on individual actions for the New York State Climate Smart Communities program
22. Village of Hastings-on-Hudson Zoning Map
23. Village of Hastings-on-Hudson Tax Exempt Map

Other Resources
1. NYSERDA Clean Energy and Your Comprehensive Plan For Local Governments
2. DOS LWRP Site
3. DOS LWRP Guidance Manual
4. DOS LWRP Work Plan
5. DOS Publication: Making the Most of Your Waterfront: Enhancing Waterfronts to Revitalize Communities
6. DOS FEMA Resilience Implementation and Strategic Enhancements (RISE) Local Assessment Tool
7. DOS Model Local Laws to Increase Resilience Site
8. DOS Model Local Laws to Increase Resilience PDF
9. NOAA Smart Growth Waterfront Master Plans
10. DEC Flood Risk Management Guidance for Implementation of the Community Risk and Resiliency Act
12. FEMA Resources for Climate Resilience
13. FEMA Flood Maps
14. FEMA Flood Maps: Hastings on Hudson
15. FEMA Coastal Restudy