



MEETING MINUTES

Comprehensive Plan Advisory Committee (CPAC) Meeting

July 23, 2026, 7:00 PM

Meeting #4

Attendees

- CPAC Members Present
 - Philip Dorazio, Deputy Mayor
 - Juliana Alzate
 - Jessica Berkowitz
 - Monica Fonseca
 - Jake Borden
 - Gustavo "Tav" Passarelli
 - Kieran Tobias
- CPAC Members Not Present
 - Sylvia Dundon, Trustee
 - Joseph DeVita
 - Brian Sullivan
- Village Administration and Planning
 - Stuart L. Rabin, Village Manager
 - Greg Cutler, AICP, Director of Planning and Economic Development
 - Curt Lavalla, AICP, Assistant Director
- Consultants
 - Sarah Yackel, AICP, BFJ Planning
 - Simon Kates, Ramboll
 - Meg Kirsch, Ramboll

BFJ Planning facilitated the meeting with a presentation that is posted on the project website: <https://compplan.portchesterny.gov/meeting-documents>. The principal discussion focused on the draft Community Resources and Environment chapters and housing issues and opportunities.

I. Public Outreach Recap

- BFJ Planning provided updates on stakeholder outreach, including discussions with Planning Commission representatives and ongoing questionnaires distributed through community organizations.
- The [online interactive map](#) will remain available through September. Continued promotion will include the project flyer, social media, and Village e-blasts, with additional outreach opportunities at upcoming community events.
- BFJ Planning also reviewed the Meeting-In-A-Box outreach opportunity, which allows committee members and community organizations to host their own engagement meetings using prepared materials.

II. Draft Chapters

- **Part I Chapters** - BFJ Planning reported that Part I chapters have been revised in response to CPAC comments and have been posted to the project website.
- **Chapter II-3. Transportation** - The Transportation chapter is being revised in response to CPAC comments and will be posted to the project website once the revisions are complete.
- **Chapter II-4. Community Resources**
 - BFJ presented the draft Community Resources chapter and noted that Committee comments are due on Friday, August 14.



- Chapter Discussion – the following comments were raised by CPAC members and Village staff:
 - **Volunteerism and Civic Participation.**
 - The CPAC discussed ways to strengthen volunteerism and better coordinate volunteer opportunities across the Village. Ideas included reviewing models used in other communities, such as a volunteer bureau or central volunteer coordinator, volunteer appreciation days, and a committee or program that could connect volunteers with broader community needs.
 - Community clean-up efforts were discussed as one example of a volunteer activity, with organizations such as the Knights of Columbus mentioned as potential or existing partners. Members also noted that Village boards and commissions, the Fire Department, and social service organizations rely heavily on volunteers.
 - CPAC Members noted that Port Chester does not have a Friends of the Parks organization and discussed whether additional 'friends' groups or similar community-based organizations could support public spaces and programming. The Friends of the Library was identified as an existing model.
 - **Municipal Facilities and Community Space**
 - The draft recommendation concerning expansion of the Police Department or development of a new police facility prompted discussion. A CPAC member expressed unease at listing the need for a new police facility as the first recommendation in the chapter. BfJ stated that recommendations are not listed in the Comprehensive Plan in order of importance and suggested that a note to this effect could be added to the document.
 - The CPAC also discussed the need for an impound yard, which could reduce reliance on the DPW property, which has space constraints.
 - Members emphasized that municipal space is limited and that decisions about how existing land and facilities are allocated can affect the Village's ability to address other needs. The discussion included questions about the size and potential use of municipal property and how existing facilities could be used more efficiently.
 - Members also discussed how incentives or public space requirements could be introduced so that new developments provide public spaces.
 - Members noted that the green space at the Port Chester-Rye Brook Public Library could be used more actively for community programming, events, or other public purposes.
 -
- **Chapter II-5. Environment**
 - CPAC comments on the draft Environment chapter are due Friday, August 14.
 - **Solar Energy and Green Building**
 - CPAC discussed the large number of buildings in Port Chester with broad, flat roofs and the opportunity to increase rooftop solar installations. Members suggested developing a strategy or framework for encouraging solar on existing buildings and establishing clearer sustainability standards for new development.



- Members requested examples from other communities where green building standards are required or more strongly integrated into development regulations. The discussion emphasized moving beyond voluntary guidelines where feasible.
- The Village's participation in the Climate Smart Communities program was identified as relevant to the chapter and to broader sustainability implementation.
- **Downtown Heat, Landscaping, and Tree Maintenance**
 - Members discussed the 'canyon effect' created by taller downtown buildings and the importance of landscaping and streetscape improvements to mitigate heat and improve the pedestrian environment.
 - The Committee recommended expanding the Village's tree canopy and increasing streetscape plantings, particularly in downtown areas where tree coverage is limited. The Committee suggested that new development should be required to provide appropriate mitigation, including landscaping, street trees, and other measures that improve shade and the streetscape.
 - Members raised questions about how the survival and long-term maintenance of newly planted trees are guaranteed after development is completed. Maintenance plans, replacement requirements, and clearer responsibility for ongoing care were discussed as potential approaches.
- **Municipal Sustainability and Open Space**
 - The Village is installing geothermal energy at Village Hall and was discussed as a possible model to evaluate for other municipal buildings.
 - The Abendroth Park Master Plan was referenced as an important planning effort to coordinate with the Environment chapter, particularly with respect to open space, landscaping, resilience, and park improvements.
 - The Committee discussed the Village's current electrical vehicle (EV) initiatives, including the installation of EV chargers at Village Hall and the incorporation of hybrid vehicles into municipal fleet planning. Future considerations include introducing developer incentives to expand EV infrastructure and addressing fire safety concerns associated with residential EV charging.

III. Issues and Opportunities Discussion

- **Chapter II-2. Housing**

- BFJ Planning facilitated a discussion of housing market dynamics, housing types, neighborhood conditions, homeownership, senior housing, and affordability. The discussion will inform the draft Housing chapter to be reviewed at the September CPAC meeting.
- **Housing Needs and Housing Task Force Work**
 - Monica Fonseca summarized the Housing Task Force's approximately two-and-a-half-year effort and recommended that the Comprehensive Plan draw from the Task Force report. She noted needs for senior housing, middle-income and workforce housing, multifamily housing, accessory dwelling units, and expanded homeownership opportunities.
 - Monica noted that Port Chester has limited land available for new housing and suggested that incentives may be needed to achieve desired housing outcomes. She also questioned



whether the current 10 percent mixed-income or affordable housing requirement is sufficient.

○ **Overcrowding, Property Conditions, and Landlord Responsibility**

- Concerns were raised about overcrowding in certain neighborhoods and the effect of overcrowding on neighborhood conditions. The need for landlords to take greater responsibility for property maintenance and tenant conditions was emphasized.
- The Committee also expressed concerns about unsafe or dangerous housing conditions in connection with overcrowding and landlord accountability.

○ **Affordability and Local Residents**

- Both formal and informal housing arrangements were discussed and the importance of creating affordable opportunities that benefit Port Chester residents was emphasized. The tension between new affordable units being available through a broader eligibility processes and existing Port Chester residents remaining in overcrowded housing in order to afford to stay in the community was discussed.
- Two-family homes were discussed as an important component of the Village's housing stock and as an area where enforcement, registration, and owner occupancy can affect neighborhood stability.

○ **Rental Registry and Code Enforcement**

- Members discussed the Village rental registry and the challenge of identifying and registering rental units, particularly in two-family properties. The Committee emphasized that stronger code enforcement tools are important for addressing illegal conversions, unsafe conditions, and poorly maintained properties.
- The discussion referenced approximately 200 of 1,000 units being registered in connection with implementation of the rental registry.
- Members discussed the need to address problem properties without creating unintended displacement of existing residents, recognizing that enforcement and housing stability must be balanced.

○ **Homeownership and Reinvestment**

- Several members emphasized the importance of increasing homeownership as a way to encourage long-term neighborhood investment, property maintenance, and resident pride.
- Potential financial incentives were discussed, including tax abatements or similar programs that could encourage owner occupancy and reinvestment in properties. One concept discussed was a multi-year abatement tied to an owner living in and improving the property.
- The Excelsior program was mentioned as a possible example or model to review.
- The importance of maintaining a range of housing options and choices rather than relying on a single housing type was emphasized.

○ **Housing Type and 'Missing Middle' Options**

- Development on Cottage Street was referenced as part of the discussion of housing types and neighborhood-scale development.
- There was support for using PILOTs or other incentives to advance homeownership. It was noted that a substantial amount of high-rise housing is already planned and suggested that the Village also needs townhouses, lower-rise buildings, and other 'missing middle' housing types.



- The need for creative approaches to address illegal conversions was also discussed. Members discussed the importance of correcting unsafe or excessive conversions while avoiding unnecessary displacement.
- The need for a broader diversity of housing options, including missing-middle housing and ownership opportunities, particularly for residents who are currently underserved and have few realistic choices in the local market was also discussed.
- **Senior Housing and Aging in Place**
 - Senior housing was identified as an important need. The Committee discussed existing or potential senior housing opportunities and the importance of allowing long-time Port Chester residents to remain in the community as they age.
 - Housing affordability is particularly challenging for lifelong renters as they age. Mortgage access and the ability to transition from renting to ownership were discussed as broader challenges in Westchester County.
 - Accessory dwelling units (ADUs) were mentioned as an option for supporting aging in place, but they also may become high-cost rental units.
- **Affordable Housing Requirement and Community Investment**
 - The Committee discussed whether the Village should consider increasing the 10 percent affordable housing requirement or creating additional incentives to produce affordable units, while also recognizing the need to maintain development feasibility.
 - The quality of the school district and school-related costs influence household decisions about where to invest and whether to purchase a home, reinforcing the connection between housing policy, neighborhood stability, and community services.

IV. Next Steps

- CPAC comments on Chapters II-4. Community Resources and II-5. Environment are due Friday, August 14.
- Port Chester Day will be held August 29 and will provide an opportunity for additional public outreach.
- The next CPAC meeting is scheduled for September 24 and will include review and discussion of Chapter II-2. Housing.
- Public Workshop #2 is scheduled for October 7.
- BFJ Planning will continue the remaining stakeholder calls and will work with Village staff to organize focus groups and other targeted outreach.
- The online interactive map will remain available through September and should continue to be promoted through community networks and Village communications.