

Joint Comprehensive Plan Update

Village and Town of Coxsackie

Draft Community Participation Plan

November 2025



Joint Comprehensive Plan Update for the Village and Town of Coxsackie

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1.0 INTRODUCTION

The Village and Town of Coxsackie are experiencing a renaissance. Both communities have seen new investments come in, including the Riverside Park enhancements, the development of the NY Forward Strategic Investment Plan (SIP), and the revitalization of the Hudson River waterfront. New developments along 9W, combined with continued housing development in the Town, have also spurred additional growth in both communities.

While the vision and goals outlined in the 2007 Joint Comprehensive Plan remain valuable, significant changes have occurred in the nearly two decades since its adoption. Many of the original action plan items have been successfully implemented, demonstrating the community's ability to turn vision into action. However, emerging challenges and opportunities—such as housing demand, infrastructure upgrades, sustainable development, and economic diversification—necessitate a fresh look at community priorities. Updating the Comprehensive Plan will allow Coxsackie to build on the recent momentum.

1.1 Joint Comprehensive Plan Update for the Village and Town of Coxsackie

The Village and Town of Coxsackie, along with the Comprehensive Plan Committee (CPC), will prepare a Joint Comprehensive Plan Update to establish a shared set of values that can help channel available resources and development energy in targeted ways, leading to the establishment of priorities that guide and inform specific actions. The Joint Comprehensive Plan will build upon the vision from the 2007 Plan, weaving together key aspects of both communities, including assets such as the Hudson River, rich and diverse open spaces, strategic location, working farmland, and small-town atmosphere. It will reinforce the belief that the Village and Town are great places to raise a family and retire with an abundant quality of life. The plan will examine these aspects in a new light to ensure that infrastructure, transportation systems, and land use policies preserve Coxsackie's heritage and provide new choices in housing and commercial development that are consistent with today's expectations.

This plan is pursuant to General City Law § 28 / Town Law §272-a / Village Law 7-722. This plan will reflect the current needs and future aspirations of the community by engaging residents, stakeholders, and local leaders. It will serve as a roadmap for decision-making, resource allocation, and project planning over the next 10 to 20 years.

1.2 Project Team

A Comprehensive Plan Committee comprised of elected officials, residents, business owners, and special interest groups has been assembled to guide the work. Environmental Design & Research,

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Landscape Architecture, Engineering & Environmental Services, D.P.C. (EDR) was selected to work with the CPC on the development of this project.

1.3 Community Participation Plan

Community participation is at the heart of this planning process, offering residents, business owners, and local leaders the chance to shape a shared vision for the future of the Town and Village—one that reflects Coxsackie's values, character, and sense of place. Through active engagement, the process will provide clear direction for officials and community partners on how to implement the plan's recommendations in ways that benefit everyone. Equally important is honoring what makes Coxsackie unique—the charm of the community, the strength of its social connections, and the networks that link residents, institutions, and local businesses. Understanding how these pieces come together within a broader vision for the community's future will ensure that planning efforts remain grounded, inclusive, and authentic. Throughout the process, the community will be kept informed, offered meaningful opportunities to participate, and encouraged to share ideas and concerns—helping to ensure that final decisions are shaped by local voices and reflect shared priorities.

The goal of this Community Participation Plan (CPP) is to describe the public outreach and participation efforts that the Village, Town, and the Project Team shall conduct during the development of the Joint Comprehensive Plan Update, pursuant to the local and State statutes.

The CPP identifies key individuals, organizations, and entities to be involved, as well as outlines the visioning process, roles, and responsibilities for coordinating the entire outreach process, logistics, and the proposed schedule of community workshops/events. Community engagement is a dynamic process of sharing information, ideas, concerns, and solutions among Village and Town staff, the CPC, EDR, and the broader community throughout the planning process. To achieve this, various communication tools will be used to access a variety of forums providing multiple opportunities for the community to learn and voice ideas, issues, and opportunities, which will include a combination of public workshops, formal presentations, focus group meetings, pop-up meetings, online survey instruments, a project website, and social media engagement.

2.0 PARTICIPATION ACTIVITIES

Community participation will be a key driving force behind the successful development of the Village and Town of Coxsackie Joint Comprehensive Plan Update. The following sections outline the measures that will be implemented to ensure effective communication between the Comprehensive Plan Committee and the community throughout the process.

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2.1 Comprehensive Plan Committee

A Comprehensive Plan Committee (CPC) has been established to provide guidance and serve as the project steering group. The role of the CPC is to facilitate dialogue with the community, keep municipal boards informed of activities, establish and confirm strategic direction, recommend, review, and validate vision, goals, and policies, as well as program & project recommendations, and maintain momentum for implementation.

Table 1 – Comprehensive Plan Committee

Name	Affiliation
Mark R. Evans	Village of Coxsackie, Mayor
Rick Hanse	Town of Coxsackie, Supervisor
Linda Deubert	Town of Coxsackie, Planning Board
April Ernst	Greene County IDA, Executive Director
Chris Hanse	Village of Coxsackie, Village Board
Fred Hinrichsen	Greene County IDA, Board Member
Rodney Levine	Village of Coxsackie, Village Board
Shane Pilato	Town of Coxsackie, Councilman
Harry Albright	Town of Coxsackie, Resident

As the Joint Comprehensive Plan Update for the Village and Town of Coxsackie moves forward, the CPC will meet up to twelve times over the course of fifteen months, leading the development of the plan. The first meeting will serve as the project kick-off meeting, during which we will review the project scope and schedule. It will also discuss communication and file-sharing protocols, begin identifying important stakeholders in the process, and outline public outreach activities. In advance of each CPC meeting, EDR will prepare an agenda and will distribute meeting materials to the Comprehensive Plan Committee via email.

2.2 Public Participation

A variety of activities will be used throughout the process to engage the public. Methods to engage the public include interviews and/or focus groups with local and regional stakeholders, two community open houses, one public hearing, and a project website. Before each event, EDR will prepare press releases, email blasts, flyers, social media announcements, and individual mailings. Outreach efforts will encourage participation from populations who have been underrepresented in previous planning processes. Meetings and public engagement events will be scheduled at times that are convenient to underrepresented communities (e.g., at night or on weekends instead of during the day) and at locations that are ADA accessible. Each method of public engagement is summarized below.

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Stakeholder Interviews/Focus Groups: Working with the Village, Town, and CPC, the Project Team will organize and facilitate up to six stakeholder group sessions focused on governmental and non-governmental community and business leadership entities that have invested significant time and effort in developing approaches to improving the quality of life and the economic circumstances of the Town and Village. With each focus group, we will review the proposed planning process as well as identify opportunities and challenges associated with the particular stakeholder theme, such as:

- Housing and downtown development
- Transportation and mobility
- Public health and social services
- Open space, recreation, and cultural resources

Community Visioning Workshop #1: The first workshop will focus on the study's goals, findings from previous plans, the community profile, and soliciting input on participants' visions and aspirations for both communities. In conjunction with this open house, an online community survey will be created to solicit feedback from individuals who are unable to attend the open house.

Advertising for the survey and workshop will be a collaborative effort between the Village, Town, and the Project Team. The Project Team will be responsible for creating marketing materials, a press release, and the materials for the public workshop and the online survey, with generous advance notice to garner maximum publicity, awareness, and participation. The site of the workshops must be accessible to the public.

Public Workshop #2: The second workshop will focus on what was learned from the initial outreach and engagement, and present preliminary findings, strategies, and proposed actions for the Joint Comprehensive Plan. A second online survey will be created with the same information for people who cannot attend the open house.

Public Hearing: A public hearing will be held at a Village Board meeting and a Town Board meeting to consider the adoption of the plan. A presentation will be made regarding the Final Comprehensive Plan, a summary of the Full Environmental Assessment Form (EAF), and a SEQRA Positive or Negative Declaration. The Project Team will assist as necessary with scheduling, publication, and facilitation of the public hearings.

Project Website: A website will be developed and maintained with important and public information, such as what the Joint Comprehensive Plan is, how to be involved and engaged in the process, any maps and public documents, and who to contact with questions or ideas. The website will offer the opportunity for community members to join a mailing list that provides updates.

Following the conclusion of each public engagement event, a summary will be developed and shared with the committee and the broader community. A Community Participation Summary Report that

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summarizes all public comments, survey and stakeholder interview results, and meeting summaries. will be developed and assembled

3.0 PROJECT COMMUNICATION

Project Updates - Project updates and engagement opportunities will be publicized through various channels to ensure broad public participation. EDR will lead the coordination of outreach materials and meeting/event logistics with support from Village and Town staff.

Contact Database – A community contact list will be updated by EDR and used regularly to keep key stakeholders informed about the comprehensive planning process. Members of the public will be able to subscribe directly to project updates through the project website.

Coordination with Local Media - All public meetings will be publicized in the community through press releases to local media outlets. Local media will also be invited to attend public events.

Project Website – EDR will maintain a website with background information on the Village and Town Joint Comprehensive Plan, as well as provide opportunities for community involvement in the planning process. Announcements, events, and any maps and public documents will be posted to the website. The public will also be able to use the contact form on the website to submit comments and or questions at any time.

Outreach Materials and Social Media - EDR will develop outreach materials to develop interest and encourage participation. All announcements related to public meeting dates and venues, project status, and/or the availability of reports will be publicized by way of press releases, flyers, business cards, and/or social media announcements and will be displayed and distributed in the community, at public events, posted to the project website as well as the Village and Town official websites, and on various social media accounts (Facebook, Instagram, etc.). Comprehensive Plan Committee members may also be called upon to share information via social media.

3.1 Local Contacts

The following information provides contact information for the Project Team.

Village of Coxsackie

Contact information for the Village's primary representative is listed below:

Mr. Mark R. Evans, Mayor
Village of Coxsackie, N.Y.
119 Mansion St.
Coxsackie, NY 12051
mayor@villageofcoxsackie.com

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Town of Coxsackie

Contact information for the Town's primary representative is listed below:

Mr. Richard K. Hanse, Supervisor

Town of Coxsackie, NY

56 Baily St.

Coxsackie, NY 12051

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Greene County IDA

Ms. April Ernst, Executive Director

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4.0 SCHEDULE

Development of the Comprehensive Plan Update began in September of 2025 and is expected to continue for fifteen (15) months. This schedule will be amended as necessary to best meet the project's evolving needs.

Coxsackie Comprehensive Plan Update

TASK	2025					2026									
	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JULY	AUG	SEPT	OCT	NOV
Task 1: Comprehensive Planning Committee Meetings (up to 12)	●		●		●	●	●		●		●		●		
Task 2: Community Participation Plan															
Task 3: Stakeholder Interviews		●	●												
Task 4: 2007 Comprehensive Plan Diagnostic Report															
Task 5: Community Profile															
Task 6a: Community Visioning Workshop #1				●											
Task 6b: Community Visioning Workshop #2								●							
Task 7: Draft Comprehensive Plan															
Task 8: Review by Local Municipal Boards															
Task 9: State Environmental Quality Review															
Task 10: County Planning Board Review															
Task 11: Final Comprehensive Plan															
Task 12: Public Hearing and Local Adoption															●

