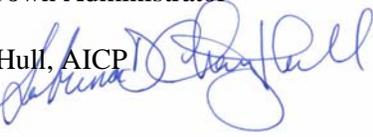




MEMORANDUM

To: Jill Simon-Shapiro, Town Administrator
From: Sabrina D. Charney-Hull, AICP 
Date: April 16, 2015
Re: Comprehensive Plan Steering Committee Meeting – April 6, 2015

The Comprehensive Plan Steering Committee (CPSC) met on April 6, 2015 from 6 to 7:30pm. The meeting began with a discussion of the coordination between the Comprehensive Plan and the Chappaqua Infrastructure and Streetscape Project. Since the last CPSC meeting, Pace Land Use Law Center and WSP have had multiple discussions about their respective projects. Through these discussions, it was determined that there is a need for a future water and wastewater analysis to be performed by WSP. When Pace delivers the Downtown Revitalization Strategy (DRS) on May 18th, it will include different land use scenarios, or possible development opportunities at varying scales, that will inform WSP's future water and sewer demand analysis.

Pace then lead a discussion of their detailed work plan and schedule. Pace has begun work on both the DRS and the Millwood Revitalization Study (MRS), and will be presenting the CPSC with the initial drafts of these documents during the weeks of May 18th and June 1st, respectively. Draft Existing Conditions and Goals and Objectives will also be prepared for the CPSC's June 1st meeting, at which time Pace will get feedback from the CPSC regarding these documents. These draft documents will be shared with the public during the week of June 15th. Throughout the summer, the CPSC will continue to work with Pace to enhance the Goals and Objectives and develop Implementation Strategies. During the week of September 7th, CPSC members will receive updated DRS and MRS documents along with draft Implementation Strategies, a guidance document on both the Environmental Review and Adoption of the Comprehensive Plan, and finally, a draft Comprehensive Plan. Multiple public meetings and CPSC meetings will be held to review these documents in preparation for the week of November 16th, at which time the Draft Comprehensive Plan Update document will be delivered formally to the Town Board.

A question about the market and revitalization studies was raised: if both a DRS and an MRS are being conducted as a part of the comprehensive planning process, why not conduct a study regarding Chappaqua Crossing and its surrounding neighborhoods? Pace explained that in preparing for the Comprehensive Plan update, it became clear that revitalization and market analyses of the existing hamlets would provide crucial information that had not previously been included in earlier studies of the hamlets. This information will allow Town staff, Pace and the CPSC to make the most informed decisions possible when developing the draft Comprehensive Plan Update. An understanding was reached that a recommendation to conduct a market analysis of Chappaqua Crossing and its surrounding neighborhoods could be included in the Draft Comprehensive Plan, if it was decided that such a recommendation would accomplish certain proposed goals and objectives as contained within the Draft Plan.

Public input and continuing public outreach was also discussed. As Pace delivers drafts documentation, the public will have an opportunity to comment. As had been the case in subsequent CPSC meetings and staff level discussions, it was reiterated that the market research survey will be used for the purpose of collecting public feedback on Goals and Objectives and Implementation Strategies in September/October 2015.

cc: Town Board; Master Plan Steering Committee; Samantha Leroy, Assistant Planner; T. Zezula/K. Dwarka, Pace Land Use Law Center