



MEMORANDUM

To: Town Board

From: Sabrina D. Charney-Hull, AICP, Director of Planning 

Date: June 17, 2015

Re: Comprehensive Plan Steering Committee Meeting – June 15, 2015

On Monday, June 15, 2015, Town Planning Staff and Pace Land Use Law Center (Pace) consultants Tiffany Zezula and Kevin Dwarka facilitated two meetings with Town business owners. The first meeting was held from 8:00-9:30am at Le Jardin du Roi in Chappaqua. The second was held from 12:00pm to 1:30pm at Pizza 238 in Millwood. To begin each meeting, Kevin and Tiffany summarized the progress being made on the Comprehensive Plan update thus far. Both meetings focused on increasing visibility and access to the Town's businesses, as well as improving traffic flow. Wayfinding and signage advertising both the existence and location of the Town's businesses was discussed, along with a desire to beautify both of the hamlets and make them have a more uniform look. The detailed discussion was captured by Pace and will be incorporated into the Downtown and Millwood Revitalization Studies.

The second Comprehensive Plan public outreach workshop was held at Bell School from 6:00pm-9:00pm. The workshop began with a summary of the progress of the Comprehensive Plan update, as well as the development of the draft Downtown and Millwood Revitalization Studies. Pace reviewed the draft Goals and Objectives with the public. At this point in the Comprehensive Plan update process, we are developing only draft Goals and Objectives; Strategies and Actions for achieving Goals and Objectives will be developed later in the process.

After the introductions and explanations, those who were in attendance (approximately 40 people) were divided into two groups to discuss the draft Goals and Objectives under the facilitation of Town staff, Pace and CPSC members. Residents debated the merits and phrasing of the Goals and Objectives in eight different categories, which included Economic Development and Municipal Finance; Town Services and Utilities; Housing; Parks, Recreation, and Civic Spaces; Commercial Development; Open Spaces and Undeveloped Land; Environmental and Natural Resources; and Transportation. As residents made suggestions for how to improve upon or add to the Goals and Objectives, a member of the facilitation team took notes on flip-charts. When each group had gone through each category, the groups were reconvened in the auditorium. Pace thanked everyone for coming and reminded residents that once the Revitalization Studies are posted on the Town's website, they should take the summer to read and comment on them.

Pace will use the notes taken during the merchant meetings and the public outreach workshop, as well as e-mails that have been received, to revise the Goals and Objectives. The revised Goals and Objectives will be presented to the public for further review this fall. In addition, the draft Goals and Objectives will be placed on the Town's website and an email mycompplan@mynewcastle.org has been established for the public to submit comments.

SCH/sl

cc: Jill Simon-Shapiro, Town Administrator
Carolina Bruschi, Secretary to the Town Administrator
Comprehensive Plan Steering Committee
Samantha Leroy, Assistant Planner;
T. Zezula/K. Dwarka, Pace Land Use Law Center