




**MEMORANDUM**

**To:** Jill Simon-Shapiro, Town Administrator

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

**Date:** March 27, 2015

**Re:** **Coordination of Comprehensive Plan Update and Chappaqua Infrastructure and Streetscape Project**

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Attached you will find a summary memorandum and a detailed work plan provided by the Pace Land Use Law Center with benchmarks and deadlines regarding the work involved in the Comprehensive Plan Update. The work plan advances both the Chappaqua and Millwood Revitalization Strategies with opportunities memoranda targeted to be delivered by May 18<sup>th</sup> and June 1<sup>st</sup> (This deliverable generally defines the potential land use scenarios based on market conditions and current economic performance, however the draft Downtown Revitalization Strategy expected September 7<sup>th</sup> will be the document that calculates the financial feasibility of fully vetted redevelopment scenarios and compares their fiscal impacts.). The attached work plan identifies all of the deliverables expected during the course of the Comprehensive Plan Update. The Draft Comprehensive Plan is expected to be completed for public review by September 7<sup>th</sup>. After the Draft Comprehensive Plan is delivered it will be subject to public review and comment and it will be appropriate to undertake the PSB market survey. The Comprehensive Plan Steering Committee is scheduled to meet monthly with the exception of two meetings in May and three meetings in June and two meetings in November. Throughout the process there are four public workshops.

As directed by the Town Board, I have been coordinating the Comprehensive Plan Update with the Chappaqua Infrastructure and Streetscape Project. Over the past week several discussions with both Pace Land Use Law Center and WSP have occurred. These discussions have identified the need for a future water and wastewater analysis to be performed by WSP. Specifically when the Downtown Chappaqua Revitalization Strategy Opportunities Memorandum is produced (targeted May 18<sup>th</sup>) it will include schematic land use scenarios that WSP may use as inputs for the future water and sewer demand analysis. It is also important to note that this memorandum will also be informed by an exhaustive market analysis and current economic conditions. WSP will provide the Town Board with more information related to the future demand analysis at the April 7<sup>th</sup> Town Board meeting.

If you have any questions, please do not hesitate to contact me.

Att.

cc: Town Board  
Comprehensive Plan Steering Committee  
Samantha Leroy, Assistant Planner  
T. Zezula/K. Dwarka, Pace Land Use Law Center  
R. Severance, P.E., WSP Corp. USA

**LAND USE LAW CENTER**  
**PACE UNIVERSITY SCHOOL OF LAW**  
WHITE PLAINS  NEW YORK

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This document helps explain the sequencing of tasks, milestones, and deliverables presented in the Land Use Center's (LULC) Work Plan for the New Castle Comprehensive Plan (NCCP), Downtown Revitalization Study (DRS), and Millwood Revitalization Study (MRS).

**Task 1 Downtown Revitalization Strategy (DRS)**

- LULC targets the week of May 18<sup>th</sup> for the completion of an opportunities memorandum synthesizing the key existing conditions in the downtown, the conclusions of prior studies, observations collected at site visits, and original market analysis. The advanced date for this deliverable was chosen in order to ensure that the DRS is sufficiently aligned with the WSP infrastructure study as well as to help inform ongoing downtown redevelopment planning.
- LULC will release a draft version of the DRS including redevelopment scenarios and implementation recommendations during the week of September 7<sup>th</sup>.
- The draft DRS will be finalized by the week of November 16<sup>th</sup> with ongoing input from the Comprehensive Planning Steering Committee, the merchant community, and the public at large.
- The planned completion of the DRS on November 16<sup>th</sup> coincides with the planned completion of the NCCP. In this way, both planning initiatives will be seamlessly integrated.

**Task 2: Millwood Revitalization Strategy**

- LULC targets the week of June 1<sup>st</sup> for the completion of an opportunities memorandum for Millwood. This memorandum will fully integrate all previous studies on Millwood and also include specific recommendations for advancing the hamlet's strategic planning in concert with the NCCP.
- As with the DRS, LULC aims to finalize the MRS by the week of November 16<sup>th</sup> with extensive input provided from the Comprehensive Planning Steering Committee, the merchant community, the Millwood community, and the public at large.
- As with the DRS, the MRS has been planned for completion by the week of November 16<sup>th</sup> in order to ensure its alignment with the NCCP.

### **Task 3 Comprehensive Plan Existing Conditions Chapters**

- A draft version of this document will be completed by the week of September 7<sup>th</sup>. Much of the contents of these chapters will be derived from the Westchester County Base Studies. Presentation of this information to the public has already been completed.

### **Task 4: Comprehensive Plan Goals and Objectives**

- LULC will prepare a preliminary set of goals and objectives for the NCCP by the week of June 1<sup>st</sup>. These goals will then be carefully reviewed by the steering committee and subsequently presented at a public workshop held during the week of June 15<sup>th</sup>.

### **Task 5: Implementation Strategies**

- With consensus reached on the preliminary goals and objectives at the public workshop scheduled for the week of June 15<sup>th</sup>, LULC will then commence work on the drafting of implementation strategies. These strategies, based on best practices in comprehensive planning and informed by sustainability principles, ultimately form the heart of the NCCP.
- The strategies will be presented in draft form at a public workshop held during the week of October 5<sup>th</sup>.

### **Task 6: Guidance on Environmental Review**

- During the week of September 7<sup>th</sup>, LULC plans to submit a guidance memorandum describing the various options available for shepherding the comprehensive plan through the SEQRA process.

### **Task 7: Comprehensive Plan Assembly**

- As noted above, the draft document will be assembled by September 7<sup>th</sup> and then finalized by the week of November 16<sup>th</sup>.

### **Task 8: Coordination with Comprehensive Plan Steering Committee**

- LULC will regularly facilitate meetings with the steering committee. However, the months of June and September will be especially critical points for the committee's involvement in the planning process. At these junctures, the committee will be enlisted to carefully evaluate preliminary goals and objectives and then later the draft comprehensive plan document.
- The work plan assumes that the committee will provide substantive feedback on draft documents before their presentation to the public.

### **Task 9 Public Engagement**

- The work plan identifies LULC's various public workshops and the general agenda of each meeting. These workshops will also be coordinated with other outreach efforts including meetings with the merchant community as well as ongoing discussion with the steering committee.

- The public engagement process identifies the first three weeks of October as the period for administering the market survey. The rationale behind this timing is that by October, LULC will have completed draft documents for the NCCP, the DRS, and the MRS. As such the public will be able to provide useful feedback on all of these planning initiatives and help guide the finalization of their associated deliverables.

**Pace Land Use Law Center's Work Plan for New Castle Comprehensive Plan; Downtown Revitalization Study; and Millwood Revitalization Study**

	2/12-3/29	30-Mar	6-Apr	13-Apr	20-Apr	27-Apr	4-May	11-May	18-May	25-May	1-Jun	8-Jun	15-Jun	22-Jun	29-Jun	6-Jul	13-Jul	20-Jul	27-Jul	3-Aug	10-Aug	17-Aug	24-Aug	31-Aug	7-Sep	14-Sep	21-Sep	28-Sep	5-Oct	12-Oct	19-Oct	26-Oct	2-Nov	9-Nov	16-Nov			
<b>Task 1 Downtown Revitalization Strategy (DRS)</b>																																						
1a Inventory infill development sites																																						
1b Conduct downtown market analysis																																						
1c Develop downtown revitalization case studies																																						
1d Assess environmental constraints																																						
1e Determine infrastructural constraints																																						
1f Coordinate with WSP on infrastructure needs																																						
<b>Deliverable: Downtown Opportunities Memorandum</b>									X																													
1g Prepare Draft DRS																																						
<b>Deliverable: Draft DRS</b>																										X												
1h Discuss DRS with CPSC																																						
1i Update and collect input from public on DRS																																						
1j Outreach to Downtown Merchants																																						
1k Revise DRS																																						
<b>Deliverable: Final DRS</b>																																				X		
<b>Task 2 Millwood Revitalization Strategy (MRS)</b>																																						
2a Review prior studies (PPS, etc)																																						
2b Update PPS Market Analysis																																						
<b>Deliverable: Millwood Opportunities Memo</b>											X																											
2c Prepare Draft MRS																																						
<b>Deliverable: Draft MRS</b>																										X												
2d Discuss MRS with CPSC																																						
2e Outreach to Millwood Merchants																																						
2f Update and collect input from public on MRS																																						
<b>Deliverable: Final MRS</b>																																					X	
<b>Task 3 Comprehensive Plan Existing Conditions</b>																																						
3a Review prior studies																																						
3b Evaluate existing zoning code																																						
3c Conduct housing needs assessment																																						
<b>Deliverable: Draft Existing Conditions Chapters</b>											X																											
3d Revise existing conditions chapter																																						
<b>Deliverable: Final Existing Conditions Chapters</b>																																				X		
<b>Task 4 Comprehensive Plan Goals and Objectives</b>																																						
4a Draft Preliminary Goals and Objectives																																						
<b>Deliverable: Preliminary Goals &amp; Objectives</b>											X																											
4b Workshop Goals and Objectives with CPSC																																						
4c Present and Collect input from Public on Goals & Objectives																																						
<b>Task 5 Implementation Strategies (IS)</b>																																						
5a Draft IS Memorandum																																						
<b>Deliverable: Draft IS Document</b>																										X												
5b Workshop Draft IS Memo with CPSC																																						
5b Present and Collect Input from Public on IS																																						
5c Revise IS Memo																																						
<b>Deliverable: Final IS</b>																																				X		
<b>Task 6 Guidance on Environmental Review and Adoption</b>																																						
<b>Deliverable: Tech Memo on SEQRA Compliance Options</b>																																				X		
<b>Task 7 Comprehensive Plan Document Assembly</b>																																						
<b>Deliverable: Draft Comprehensive Plan</b>																																				X		
<b>Deliverable: Final Comprehensive Plan</b>																																					X	
<b>Task 8 Coordination with Comp Planning Steering Committee</b>																																						
8a Meet with CPSC																																						
<b>Task 9 Public Engagement</b>																																						
9a Update Meeting																																						
9b Goal Setting Workshop + Present and Collect Input on Draft DRS AND MRS																																						
9c Present Fully Assembled Draft Comprehensive Plan + Updates on DRS and MRS																																						
9d Administer Market Survey																																						
9e Present Final Comp Plan, Final DRS, and Final MRS																																						

Note: Time frames are subject to change over the course of the planning process

<b>KEY:</b>	<span style="background-color: yellow; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> Comprehensive Plan Steering Committee meeting
	<span style="background-color: purple; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> Public Workshop
	<span style="background-color: red; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> Deliverable