



MEMORANDUM

To: Town Board

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

Date: June 8, 2015

Re: Comprehensive Plan Steering Committee Meeting – June 1, 2015

The Comprehensive Plan Steering Committee (CPSC) met on Monday, June 1, 2015 from 5:00 to 7:00pm. to review and discuss draft working documents associated with the Revitalization Strategies and the Comprehensive Plan Update. This summary is provided to you based on the draft documents currently under development:

Downtown Revitalization Strategy

On May 18th, CPSC members were given a draft Downtown Revitalization Strategy (DRS) and were instructed to generate comments and suggestions on the document to be discussed at the June 1st meeting. Thus, Monday’s meeting began with a discussion of the DRS. CPSC members raised the issue that data presentation in the document, both written and graphical, was confusing at times. Pace Land Use Law Center (Pace) explained that because there is no consistent census data for the Chappaqua area, it is challenging to present the data in a clear and concise manner. This will be something that is improved upon as the draft document is finalized. There was also an emphasis put on the importance of making explicitly clear the geographic area being discussed at any point in the document, as it is easy to misunderstand when the document is discussing the hamlet versus the Town, school district, etc. Suggestions were also made that the conclusions, or most significant facts/ findings of each chapter/section be presented up front in each section. This will enable readers of the document to interpret the information presented with the most important points in mind, rather than searching for them while wading through the information presented.

Existing Conditions, Goals and Objectives, Millwood Revitalization Strategy

Pace then presented the CPSC with three new draft documents: the Existing Conditions chapter of the Comprehensive Plan Update, the Millwood Revitalization Strategy (MRS) and a Goals and Objectives document related to the Comprehensive Plan Update. The Existing Conditions chapter is a thirty-five page synthesis of the one hundred and eighty page County Base studies. This document should be used in the CPSC review of the Goals and Objectives document. In regards to the MRS, Pace informed CPSC members that the census data for Millwood is even more complicated and sparse than those of Chappaqua. CPSC members were asked to generate comments and suggestions on the Draft MRS by June 8th.

The Draft Goals and Objectives document was produced using the Pace Land Use Law Center’s Public Engagement Report (2014), which synthesized the results of the 2014 public outreach workshops. Pace explained the distinction between the functions of goals, objectives, strategies, and action steps as typically found in a Comprehensive Plan (CP). Goals present overall visions for improved or enhanced conditions for the Town. Objectives can be seen as sub-goals, or conditions that should be established in order to achieve the larger goals within which each objective. For example, a goal for commercial development in Town might be “create vibrant commercial centers in the Town’s downtown areas” and objectives within that goal might be “commercial districts

provide a diversity of retail, food and service establishments” and “commercial areas are vibrant gathering places, even in the evenings.” Strategies are ways in which to achieve each objective, while action steps are what must be done in order to execute each strategy. Pace asked that CPSC members review the Draft Goals and Objectives and add to and improve upon them, both by utilizing the SWOT analyses that were written earlier in the CP update process (with each of the work groups) and through their own discretion. CPSC members were encouraged to stay away from thinking about strategies and action steps, as these will be produced later in the CP update process.

The Public Outreach Meeting scheduled for June 15th will primarily focus on the goals and objectives of the Comprehensive Plan Update. Incorporation regarding each of the revitalization strategies is still under discussion. In addition, Pace Land Use Law Center will be meeting with the community’s business owners during the day on June 15th. A breakfast has been set in Chappaqua and a lunch has been scheduled in Millwood. The goal of the business owner meeting is to hear the business community’s opinions regarding each of the hamlets. The CPSC will meet again on Monday, June 8th.

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