



TOWN OF NEW CASTLE

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Development Department

Director of Planning

Sabrina D. Charney Hull, AICP

TO: New Castle Town Board

Town Engineer

Robert J. Cioli, P.E.

FROM: Sabrina D. Charney Hull, AICP, Director of Planning

Building Inspector

Thomas DePole, III

DATE: May 8, 2019

Environmental Coordinator

Stephen Coleman

SUBJECT: **Chappaqua Hamlet Rezoning**

As we work to finalize the contract with Kimley Horn, Torti Gallas + Partners, Real Estate Solutions Group LLC and Joel Russell and Associates (“the Consultant Team”), I thought it in the best interest of timing to initiate the discussion regarding the Downtown Working Group. As per the scope of work, the Downtown Working Group/Steering Committee will work closely to assist the Consultant Team with characterizing the community and assisting with the formation of the draft form based code. As per the Scope of Work (“SOW”) there are to be meetings that will require a significant amount of focused time for members of the Downtown Working Group:

1. The Kick-Off Meeting which will involve a total of three hours split between meeting and touring the study area. In Speaking with the Consultant Team we would look to schedule this meeting the week of May 20th (Wednesday or Thursday); and
2. A Placemaking Workshop (approximately 4-hours) which is to occur near the end of the first month of work with a target of June 11th. The goal of the Placemaking Work Session will be to establish key principles for the development of the concept plan, as well as development standards that will be reflected in the code. The concept plan developed after this workshop will be the foundation of the Regulating Plan.
3. A Concept Plan/Regulating Plan/Code Framework Work Session (approximately 4-hours) will be conducted at the end of the second month of work or on July 17th to present a site plan and program that illustrates the principles established in the previous work session, to hear comments from the Downtown Working Group and to identify any additional issues that should be highlighted in the afternoon and evening public meetings.

As per the SOW the Downtown Working Group should consist of approximately eleven (11) members composed of the following:

- All Town Board members (5)
- 2-3 Planning Board members
- 1-2 Key Property Owners
- 1 Architect

My office is working to identify (1) Commercial property owners who own and operate stores and (2) Commercial property owners that lease to commercial tenants. Further consideration should be given to the 1-2 key property owners and the architect.

cc: Jill Simon Shapiro, Town Administrator
Lauren Cascone, Assistant to the Town Administrator
Nicholas Ward-Willis, Esq., Town Counsel