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AGENDA
MARCH 2, 2016
BOARD OF TRUSTEES
VILLAGE OF BRIARCLIFF MANOR, NEW YORK
REGULAR MEETING – 8:00PM

Board of Trustees Announcements

Village Managers Report

Public Comments

1. Authorize Village Manager to Execute a Professional Services Agreement with Buckhurst, Fish and Jacquemart for Planning Consulting Services
2. Amend Master Fee Schedule *(to be sent on Monday)* Rec + Other
3. Schedule a Public Hearing for a Local Law to Amend Chapter 54 with Respect to Residency Requirements for Appointed Officers Particularly the Chief of Police
4. Fire Department Membership - Rodriguez

THE NEXT REGULAR BOARD OF TRUSTEES MEETING WILL BE MARCH 16, 2016 AT 8:00PM

VILLAGE OF BRIARCLIFF MANOR
BOARD OF TRUSTEES AGENDA
MARCH 2, 2016

- 1. AUTHORIZE VILLAGE MANAGER TO EXECUTE A PROFESSIONAL SERVICES AGREEMENT WITH BUCKHURST, FISH AND JACQUEMART FOR PLANNING CONSULTING SERVICES**

BE IT RESOLVED that the Village Manager is hereby authorized and directed to execute on behalf of the Village a Professional Services Agreement with Buckhurst, Fish and Jacquemart for Planning Consulting Services to prepare a Pace University Re-Use Study and a Downtown Urban Design and Planning Study as per their proposal of \$7,500.

Via E-mail

February 17, 2016

Lori A. Sullivan, Mayor
Philip Zegarelli, Village Manager
Village of Briarcliff Manor, Village Hall
1111 Pleasantville Road
Briarcliff Manor, NY 10510

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Copy to M/BOT
DP + CS + DT

RE: Proposal for Planning Consulting Services with respect to 1) Pace University Campus Re-Use Study; and 2) Downtown Urban Design and Planning Study

Dear Ms. Mayor and Mr. Zegarelli,

Based on my recent conversation with Phil and Clinton Smith, Village Legal Counsel, I understand that the Village Board of Trustees (BOT) is looking for planning studies to help the BOT in its future decision-making with respect to 1) the potential re-use of the vacant Pace University Campus on Elm Road, and 2) a comprehensive urban design and planning study of the Downtown/Central Business District (CBD). This proposal is broken down into two separate and distinct scopes of work and cost estimates for each of the items listed above. Each scope of work has its own authorization to proceed as the two projects are not related.

1. PACE UNIVERSITY CAMPUS RE-USE STUDY

Scope

Pace University closed its Briarcliff Manor campus in 2012 and since that time the 37-acre campus has sat vacant. Several potential applicants are interested in purchasing the property from Pace and redeveloping it for a variety of uses and the Village BOT is in need of a greater understanding of the types of uses permitted and the density and bulk of uses allowed under existing zoning, potential future zoning options for the site, and the magnitude of potential impacts associated with future re-use options.

We propose to undertake this work assignment as an informal study culminating in a detailed presentation to the BOT. The presentation would cover the following elements:

CHARLOTTE, NC
CHATHAM, CT
CHICAGO, IL
NEW YORK, NY
PITTSBURGH, PA
STAMFORD, CT
WASHINGTON, DC

PALESTERIA, NY
FRANKS, NY
GEORGETOWN, NY
SARASOTA, FL

200 RIVER ST
8 JACQUEMART, NY
115 FIFTH AVENUE
NEW YORK, NY 10003
T: 212 750-2476
F: 212 351-7194

Ms. Sullivan, Mayor

Mr. Zegarelli, Village Manager

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- Planning context of the site including a review of the Village Comprehensive Plan;
- Overview of existing site conditions and environmental constraints;
- Review of existing zoning, including permitted and special permit uses, density, bulk and parking requirements, and options for clustering of potential residential development;
- Review of potential re-use options currently being contemplated (i.e. 123 School and Toll Brothers);
- Review of potential zoning options for the site to accommodate a range of future land use options;
- Market perspective as to the viability of future options;
- Comparison of relative environmental impacts (i.e. traffic, school children, etc.) associated with a range of future land use and zoning scenarios; and
- Recommendations for potential next steps (i.e. Community Charrette, fiscal impact analysis, etc.).

We propose to present the findings of the above to the BOT at their March 16th meeting. The presentation will be given in PowerPoint and will include maps and other graphic materials as needed. Copies of the presentation and other handouts as necessary will be provided to the BOT.

Cost Estimate

We propose an upset fee of \$7,500 to be billed on a time and expense basis against the attached 2016 public billing rates. Should the work be completed for less than \$7,500 the BOT would be billed the lesser amount. This fee includes one meeting with the BOT.

TOTAL ITEM 1: \$7,500

Ms. Sullivan, Mayor
Mr. Zegarelli, Village Manager
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A countersignature below will serve as authorization to proceed with work on the Pace University Re-Use Study.

Agreed to:

Philip Zegarelli, Village Manager

Date

2. DOWNTOWN URBAN DESIGN AND PLANNING STUDY (Phase 1)

Improving the visual quality and character of Briarcliff's Central Business District has been a longtime goal of the Village. This goal is expressed in the 2007 Comprehensive Plan and the Village has made efforts in the intervening years to implement the vision for the CBD (West and East Downtown) contained in the Plan. In 2015 the Village adopted amendments to the Village Zoning Code creating two new mixed-use districts – Central Business District 1 and Central Business District 2. These districts introduced residential as a permitted use within the CBD and among other requirements, codified the urban design guidelines for the West Downtown contained in the Comprehensive Plan. These zoning changes could result in improvements to the quality and character of the Downtown over time, but are contingent upon actions by private property owners seeking to redevelop.

However, there are additional efforts the Village can take to address both the public and private elements of the Downtown, particularly along Pleasantville Road, including streetscape improvements and design guidelines, façade improvement programs, and other incentive programs.

To begin this assignment we propose an initial meeting with the BOT to clearly define the scope and scale of the Downtown Study and the elements to be addressed. During this meeting we would present an overview of existing conditions in the Downtown and discuss recent efforts taken by the Village to implement the Comprehensive Plan recommendations. Following this initial meeting and presentation, we would prepare a detailed scope of work that addresses the concerns of the BOT and sets forth an action plan for addressing the concerns.

Ms. Sullivan, Mayor
Mr. Zegarelli, Village Manager
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For this effort, I would be joined by BFJ Urban Design Principal, Paul Buckhurst. Mr. Buckhurst created the design guidelines contained in the 2007 Comprehensive Plan and has extensive experience undertaking this type of assignment.

Cost Estimate

We propose an upset fee of \$4,500 to be billed on a time and expense basis against the attached 2016 public billing rates. This fee covers an initial exploration of existing conditions in the Downtown and one meeting with the BOT to define a more detailed scope of work for a larger work effort to be conducted under separate contract. Should the work be completed for less than \$4,500 the BOT would be billed the lesser amount.

TOTAL ITEM 1: \$4,500

A countersignature below will serve as authorization to proceed with work on phase 1 of the Downtown Urban design and Planning Study.

Agreed to:

Philip Zegarelli, Village Manager

Date

Enc: 2016 Public Billing Rates

BFJ 2016 PUBLIC BILLING RATES

PRINCIPALS	RATE PER HOUR
P. Buckhurst	\$235
F. Fish	\$235
G. Jacquemart	\$235
S. Yackel	\$210
S. Favate	\$210
SENIOR ASSOCIATES	
J. West	\$225
J. Martin	\$205
ASSOCIATES	
N. Levine	\$140
S. Kates	\$140
PROFESSIONAL STAFF	
I. Aguirre	\$105
L. Rennée	\$105
J. Douglas	\$90
WORDPROCESSING/PRODUCTION	\$70
SURVEYORS/TRAFFIC COUNTERS	\$40
URBANOMICS	
R. Armstrong	\$235
T. Lund	\$210

VILLAGE OF BRIARCLIFF MANOR
BOARD OF TRUSTEES AGENDA
MARCH 2, 2016

2. AMEND MASTER FEE SCHEDULE

BE IT RESOLVED that the Board of Trustees does hereby amend the Master Fee Schedule for the Village of Briarcliff Manor as follows:

FINAL DRAFT WILL BE EMAILED ON MONDAY

VILLAGE OF BRIARCLIFF MANOR
BOARD OF TRUSTEES AGENDA
MARCH 2, 2016

- 3. SCHEDULE PUBLIC HEARING: LOCAL LAW TO AMEND CHAPTER 54 OF THE CODE OF THE VILLAGE OF BRIARCLIFF MANOR WITH RESPECT TO RESIDENCY REQUIREMENTS FOR APPOINTED OFFICERS IN PARTICULAR THE CHIEF OF POLICE**

BE IT RESOLVED that a Public Hearing is hereby scheduled for the _____ Board of Trustees meeting to hear and discuss a proposed local law to amend Chapter 54 of the Code of the Village of Briarcliff Manor with respect to Residency Requirements for Appointed Officers in particular the Chief of Police.

Marked To Show Revisions
From Current Law

A LOCAL LAW TO AMEND
CHAPTER 54 OF THE CODE OF
THE VILLAGE OF BRIARCLIFF
MANOR WITH RESPECT TO
RESIDENCY REQUIREMENTS FOR
APPOINTED OFFICERS IN
PARTICULAR THE CHIEF OF
POLICE

Be it enacted by the Village Board of Trustees of the Village of Briarcliff Manor,
as follows:

Section 1. Section §54-2 of the Code of the Village of Briarcliff Manor is hereby
amended to read as follows:

“§ 54-2 Residence requirements for appointed Village officers.

The Board of Trustees may, from time to time, by resolution, provide that all or
any particular appointed officers or officer of the Village of Briarcliff Manor,
except as set forth below with the exception of the Village Manager and the
Chief of Police, need not be a resident of the Village but must be a resident of
Westchester County, Putnam County or Dutchess County in New York State.

A. The residency of the Village Manager shall be subject to § 38 of this
Village Code.

B. The Chief of Police shall reside (1) in Westchester County; or (2) in a
county within the state contiguous to Westchester County; or (3) in a
county within the state contiguous to the Village; or (4) in a county within
the state contiguous to a county described in item (3) hereof where the
former is less than fifteen miles from the Village, measured from their
respective nearest boundary lines; or (5) in a county within the state
contiguous to a county described in item (4) hereof where the former is
less than thirty miles from the Village, measured from their respective
nearest boundary lines.

Section 2. Section §54-3 of the Code of the Village of Briarcliff Manor is hereby amended to read as follows:

“§ 54-3 Supersession of State Law.

This article shall supersede any inconsistent provision of Public Officers Law § 3, Public Officers Law § 30, ~~and~~ Village Law § 3-300 and Unconsolidated Laws of New York § 5711-q.

Section 3. Supersession.

This local law shall supersede any inconsistent provision of Public Officers Law § 3, Public Officers Law § 30, Village Law § 3-300 and Unconsolidated Laws of New York § 5711-q.

Section 4. Severability.

The invalidity of any word, section, clause, paragraph, sentence, part or provision of this local law shall not affect the validity of any part of this local law which can be given effect without such valid part or parts.

Section 5. Effective Date.

This local law shall take effect immediately upon filing in the Office of the Secretary of State of New York in accordance with the provisions of the Municipal Home Rule Law.

VILLAGE OF BRIARCLIFF MANOR
BOARD OF TRUSTEES AGENDA
MARCH 2, 2016

4. FIRE DEPARTMENT MEMBERSHIP

BE IT RESOLVED, that the Board of Trustees of the Village of Briarcliff Manor hereby approves the membership of **David Rodriguez** to the Scarborough Engine Company.

Briarcliff Manor Fire Department

1111 Pleasantville Road
Briarcliff Manor, NY 10510

Office of the Chief



DENNIS L. REILLY, CHIEF
ROBERT M. GARCIA, 1st Asst. Chief
PETER J. FULFREE, 2nd Asst. Chief

Emergency 911
Chief's Office (914) 941-0879
Fax (914) 944-2758

E-mail: fdchief@briarcliffmanor.org

DATE: December 14, 2015

TO: Christine Dennett, Village Clerk
Briarcliff Manor Board of Trustee's

FROM: Chief Dennis Reilly - Briarcliff Manor Fire Department

SUBJECT: NEW MEMBER - Request for Village Approval

Honorable Mayor and Trustees;

David Rodriguez, born April 13, 1993 and residing at 20 Waller Avenue, Ossining, NY has applied for membership in the Briarcliff Manor Fire Department.

The applicant listed above, has been vetted by the Scarborough Engine Company Membership Committee and determined to meet the criteria set forth by the Briarcliff Manor Fire Department.

FURTHERMORE, the Chief of Department has performed an Arson Background Check on said member who has been found to have NO record of Arson Conviction.

Thank you for your assistance.


Dennis L. Reilly
Chief of Department

Dated: 1-6-16


Secretary - Briarcliff Fire Company

1-6-16
Dated


Village Clerk - Christine Dennett

2-25-16
Dated