

Planning & Development Advisors



Creating value by unlocking opportunities

June 30, 2022

Mr. Marcus Serrano, Administrator
Village Hall
236 Tate Avenue
Buchanan, NY 10511

Re: Scope of Work – Zoning Amendment Maximum Lot Coverage

Dear Marcus,

Per your request, provided herewith is a proposed scope of work for zoning text amendments related to amending the Village's zoning text related to building coverage. This response is prepared based on comments raised by members of the public contained in email correspondence received by the Village on June 13, 2022, and the discussion with the Village Board on June 28, 2022, which outlines the issue of extent of building coverage for residential lots throughout the Village. There are currently five (5) single family residential zones and two (2) commercial districts under consideration.

Scope of Work includes the following:

1. Request input from the Building Inspector, the Chair of Zoning Board of Appeals and the Village Attorney regarding requests within the past several years for variance requests related to coverage and the extent of those requests. This information will provide some guidance as to what current homeowners have been petitioning for in the way of relief from the Zoning Code.
2. Desk top survey of other comparable communities in Westchester County to provide some context as how maximum lot coverage is regulated. The results of Tasks 1 and 2 will be summarized in a technical memo to the Village Board to assist in determining the extent of any revisions.
3. Preparation in redline format of proposed amendments to the Village of Buchanan Table of Bulk Regulations provided as part of the Village Zoning Code.
4. Preparation of a short form EAF for use in the environmental review of the proposed code amendments.
5. Attendance at meetings, public hearings and other presentations with any of the Village Boards and Village Staff.

101 Lee Avenue
Yonkers, New York 10705
914.552.8413 |
email: davidbsmith1992@gmail.com

The fee for Tasks 1 through 4 above, not to exceed \$1,700 unless authorized by the Village. Task 5 (meetings/public hearings) will be billed on an hourly basis based on the fee schedule below which is consistent with May 2022 Retainer Agreement.

Work to be billed on an hourly basis is based on the fee schedule below for personnel assigned to tasks.

Principal	\$170/hour
Technical Support	\$85/hour

Typical expenses including reproduction, printing, document production, and postage would be billed at cost. Any services beyond the scope of work identified above such as preparing an environmental impact statement (EIS) and responding to an Article 78 proceeding would be billed on an hourly basis. The preparation of site plans/architectural plans, if needed, are to be provided by others. All other conditions contained in our May 10, 2022, Scope of Work shall remain in full force and effect.

If this proposal is satisfactory, please indicate your acceptance in the space designated below and return a copy for counter-signature.

Kind regards,

David B. Smith, Principal

I understand the nature and scope of the proposed representation and agree to be responsible for all fees and charges incurred:

By: _____

Date: _____

On behalf of the Incorporated
Village of Buchanan, NY