



TOWN OF LEWISBORO
Westchester County, New York

Comprehensive Plan Steering Committee
79 Bouton Road
South Salem, New York 10590

Tel: (914) 763-5592
Fax: (914) 875-9148
Email: steering@planlewisboro.com

COMPREHENSIVE PLAN STEERING COMMITTEE
MINUTES

Minutes of the meeting held by the Comprehensive Plan Steering Committee on Tuesday, March 30, 2021 via Zoom videoconferencing ([https://zoom.us/j/972 2144 4763](https://zoom.us/j/97221444763)).

Ms. McGinn called the meeting to order at 7:30 p.m.

Present: Katie McGinn, Chair
Charlene Indelicato
Larry Mango* arrived at 7:31 p.m.
Mark Robbins* arrived at 7:32 p.m.
John Wolff

Absent: None

Janet Andersen, Planning Board Chair
Ciorsdan Conran, Administrator
Jane Crimmins, Town Board Member
Dan Welsh, Town Board Member

I. MINUTES

Review and adoption of the Minutes of the Comprehensive Plan Steering Committee meeting held on March 23, 2021.

Ms. McGinn made a motion to accept the minutes as presented; seconded by Ms. Indelicato. In favor: Charlene Indelicato, Katie McGinn and John Wolff. Absent: Larry Mango and Mark Robbins.

II. GUEST SPEAKER

Bill Brady (Chief Planner, Westchester County Dept of Planning) stated that in 2019 discussions between Norma Drummond (Commissioner, Westchester County Department of Planning) and the Town Board began about developing Lewisboro's next Comprehensive Plan. He noted that a shared services agreement between the County and the Town for either him or one of their staff to provide project management assistance for Lewisboro's Comprehensive Plan was drafted but never implemented due to lack of staffing at the County. Mr. Brady noted that he is happy to help with developing our comprehensive plan process by outlining resources available from the County and he agreed to research grants (NYS/Hudson Valley/Greenway), plans from other rural/suburban towns and contacts at state agencies (Department of State and DEC).

Ms. Indelicato stated she had worked with Fiona Matthews, a grant consultant, in the past who charged \$125/hr.

Mr. Brady stated plans can be topic focused and by creating a list of items for study this will help in the scope of your RFP for the planning consultants. He noted one could look at 20 or 1,000 different items in order to identify town-wide goals. Mr. Brady listed possible focus areas: ratables, housing, open space, sustainability, pedestrian safety, protection of environmentally sensitive areas, commercial corridors, revitalization, post-COVID needs, hidden areas of potential development, social equity, regional ties, mixed uses; a topics list is available from NYS. He noted that public outreach can start with asking residents: what do you like about Lewisboro and what don't you like about Lewisboro? Mr. Brady stated the RFP will be reviewed by the Planning Board and then acted on by the Town Board at which time there will be public comment. He noted that while a complete vision may not be determined yet the amount of money spent on the consultants would be agreed upon and that amount will increase depending on how deep and wide the area of study is and if there are changes in scope. Mr. Brady stated the consultants can develop focus groups to conduct charettes on specific topics (housing, downtown areas, parks,...) and also develop a Generic Environmental Impact Statement for an additional fee.

Mr. Brady stated there are different types of plans -- comprehensive, hamlet and implementation -- and that out of these plans action items (capital improvements or new policies) could be recommended. He noted the Town Board would then develop policies such as zoning changes, purchasing electric vehicles.... Mr. Brady stated form-based zoning places limits on size/appearance of buildings while the use is more flexible. He advised to not suffer from paralysis by analysis, use property wisely and be innovative.

Mr. Brady stated that the public forums are a good way to find people to serve on boards and committees. Mr. Wolff noted that the CAC is looking for two new members.

Mr. Welsh asked if there was an urbanist who could speak to the group about a broad way of thinking about planning. Mr. Brady stated John Nolon at PACE University's Land Use Law Center has a planning training program that the Town could hire to present.

[Mr. Brady left the meeting at 8:38 p.m.]

Ms. Andersen encouraged members to review Mr. Burroughs 2019 tax roll analysis. She noted that if we somehow doubled the amount of commercial area our taxes would remain flat for 1-2 years.

III. DISCUSSIONS

The Committee discussed future guest speakers and topics: Ms. Indelicato is scheduling Judson Siebert (Planning Board Counsel) and Jan Johannessen (Town Planner/Wetland Consultant) to speak. Ms. Conran will contact Lise Robertson (Assessor) and Deirdre Casper (Receiver of Taxes) to speak about the assessment process and tax base.

The Committee agreed to use their new email addresses and work on the list of stakeholders.

Summary of open action items

Follow up by	Action item	Timeline
All	Deep dive into the 1985 Master Plan Be prepared to discuss at April 6 th meeting	April 6 th 2021
All	Review and provide comments/additions/edits on proposed timeline document and potential grant document, posted to Google Drive (Agendas & Meeting Materials, April 2021)	April
C Indelicato	Continue to schedule educational sessions for Committee members and County experts/resources	April

	Share sample RFP(s) via posting on Google Drive	
All	Continue to update list of stakeholders via document posted on Google Drive	April/Ongoing
All	Share links or PDF file informational resources/data sources with all Committee members via Goggle Drive	Aril/Ongoing
	Review for discussion at future meetings	
C Conran	Post list of educational speakers on Google Drive COMPLETE, in Education folder	April
K McGinn C Conran	Develop content for the Committee's page on the Town web site	April
All	Develop bus tour/scavenger hunt around town	April/May
All	Watch Maureen Koehl's lecture series on hamlets	April/May
J Andersen	Share what she has learned about ArcGIS	April/May

II. NEXT MEETING DATE: April 6, 2021 – via Zoom videoconferencing

[Mr. Robbins left the meeting at 8:55 p.m.]

III. ADJOURN MEETING – With no further business, the meeting was adjourned by Ms. McGinn and seconded by Mr. Wolff at 9:00 p.m. In favor: Charlene Indelicato, Larry Mango, Katie McGinn and John Wolff. Absent: Mark Robbins.

Minutes respectfully submitted by:



Ciorsdan Conran
Comprehensive Plan Steering Committee Administrator