



TOWN OF LEWISBORO
Westchester County, New York

Comprehensive Plan Steering Committee
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COMPREHENSIVE PLAN STEERING COMMITTEE
MINUTES

Minutes of the meeting held by the Comprehensive Plan Steering Committee on Tuesday, April 13, 2021 via Zoom videoconferencing ([https://zoom.us/j/937 5033 6891](https://zoom.us/j/93750336891)).

Ms. McGinn called the meeting to order at 7:29 p.m.

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

Absent: None

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

I. MINUTES

Review and adoption of the Minutes of the Comprehensive Plan Steering Committee meeting held on April 6, 2021.

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

II. DISCUSSIONS - Timeline and Scope

The Committee reviewed and amended the 18-month timeline drafted by Mr. Mango to include:

- Assemble and Review Existing Data / Plan
- Informational Meeting to the public
- Educational/primer/series for the public (potentially for hire?)
- Gather feedback (meeting(s), survey)

- Present to Planning Board
- Present to Town Board/Input
- Identify Issues and Areas of Focus AKA Scope, Milestones, Goals
- Develop/Issue RFP
- Form Subcommittees
- Public Information Sessions
- Engage Consultants (as needed)
- Quarterly Steering Committee Progress Reports to the Town Board
- Recommendations

Mr. Wolff stated scope and goals are critical and he has been looking at plans from other towns.

Mr. Mango stated the Steering Committee will put together the scope for the consultants and it seems like we may need the consultants to help facilitate public discussions. He noted it would be good to get the community actively involved early on. Ms. Andersen noted that for the 1985 Plan, Paul Lewis and Ed Buroughs had some public meetings themselves without the consultant.

Ms. Indelicato stated the Committee should identify the areas of focus that they are interested in within the RFP, that the RFP can be changed and that there is a need to focus on modern issues (sustainable growth, the internet, marijuana farms/dispensaries) and determine if they are items that we want in town and if so ask where would they go? She noted for the Dobbs Ferry RFD they received 13 responses.

Mr. Robbins listed some technology subcommittees which could focus on: telecommunications and its impact on working from home and emergency service; green building criteria and zoning; renewable energy (wind, solar and benchmarking for energy efficiency); reducing our total carbon footprint collectively and asked what differentiates Lewisboro and what do we want to embrace? He would like to hear from planners who think differently. Ms. Indelicato stated she had worked with Nelson Nygaard out of San Francisco on the Route 9 Design Plan and they were excellent.

Mr. Wolff noted that the 1985 Plan's goal was to stay pretty rural with a little bit of commercial and today there isn't much vacant land to be developed so there will be more repurposing and additions to existing structures.

The Committee discussed starting with a survey of stakeholders and/or informational sessions with key stakeholder groups (first responders, local boards/committees/service organizations, business owners, realtors, teens, KLSD) to educate the public on what a comprehensive plan is and to collect the public's aspirations; what do they like/dislike about Lewisboro and how do they describe it to out-of-town friends.

Ms. Indelicato stated the RPF will include: a history of the town, list of what works today and goals for the future. Mr. Mango would like to review the NYS list of topics mentioned by Mr. Brady and notes that the general categories in the 1985 Plan haven't changed that much.

Mr. Welsh encouraged the Committee to read Strong Towns by Charles Marohn and to have early engagement with the public and it could take the form of a public information session possible on social media. Ms. McGinn noted the first public session could be in June.

III. ACTION ITEMS

The Committee discussed future guest speakers and topics:

- Norma Drummond (Commissioner - Westchester County Department of Planning) – 2020 Census
- PACE University Comp. Plan Primer

Summary of open action items as of 4/13/21

Follow up by	Action item	Timeline
All	review scope of other towns' plans	April 27, 2021 meeting
C Indelicato	contact John Nolon and Tiffany Zezula at Pace Law School's Land Use Law Center re: Comp. Plan primer	April
All	Review the 1999 Recommendations	April
All	Review and provide comments/additions/edits on proposed timeline document and potential grant document, posted to Google Drive (Agendas & Meeting Materials, April 2021) Review sample RFP posted to same folder in Drive	April
C Indelicato C Conran K McGinn	Continue to schedule educational sessions for Committee members and County experts/resources	April
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 Review for discussion at future meetings	April/Ongoing
K McGinn C Conran	Develop content for the Committee's page on the Town website	April
All	Develop bus tour/scavenger hunt around town	April/May
All	Watch Maureen Koehl's lecture series on hamlets	April/May

The Committee reached consensus that when editing documents they will choose unique colors.

V. NEXT MEETING DATE: April 27, 2021 – via Zoom videoconferencing

VI. ADJOURN MEETING – With no further business, the meeting was adjourned by Ms. McGinn and seconded by Ms. Indelicato at 9:03 p.m. In favor: Charlene Indelicato, Larry Mango, Katie McGinn, Mark Robbins and John Wolff.

Minutes respectfully submitted by:



Ciorsdan Conran
Comprehensive Plan Steering Committee Administrator