



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 27, 2021 via Zoom videoconferencing ([https://zoom.us/j/998 1811 3243](https://zoom.us/j/99818113243)) with live streaming to the Lewisboro TV's YouTube channel.

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

Present: Katie McGinn, Chair
Charlene Indelicato *arrived at 7:37 p.m.
Larry Mango
Mark Robbins
John Wolff *arrived at 7:56 p.m.

Absent: None

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

Approximately four viewers on YouTube.

I. WELCOME

The Chair welcomed everyone viewing the meeting on YouTube, noted that the process for developing a Comprehensive plan is "a marathon, not a sprint," and that the committee sees its role as facilitators to gather input from the Town and synthesize it. She noted that the Committee is seeking to issue a Request for Proposals to hire independent planning consultants. She stated the first public introductory meeting is [tentatively] to be held Tuesday, June 8, 2021 and that the Committee agendas/minutes and all current information can be found on the Town website (lewisborogov.com) under "Committees and Councils." She also thanked her fellow committee members for continuing to volunteer their time for this multi-year and labor-intensive process.

II. MINUTES

Review and adoption of the Minutes of the Comprehensive Plan Steering Committee meeting held on April 13, 2021.

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

III. DISCUSSIONS

Timeline

The Committee reviewed and amended the draft timeline. They discussed the timing for the first public session, the first survey and reaching out to other boards.

The Committee reached consensus to adopt the 18-month timeline; a copy of which is attached to these minutes.

The Committee highlighted, this timeline is meant to serve as a jumping off point for reference. It is a dynamic/working document and is subject to change as the Steering Committee continues to refine the Comprehensive Plan project process.

1999 Recommendations

Mr. Mango stated he would like to know which of the 1999 Recommendations have been implemented and which are outstanding. Ms. Andersen, Ms. Conran and Mr. Wolff agreed to research this topic.

Ms. Indelicato stated recommendations are to be land-based or infrastructure related. Mr. Mango noted that the 1999 recommendations included items like town employees should use email and post meeting minutes to the town web site; both of which are done today.

Survey

Mr. Mango stated he would take the lead in refining the survey and Mr. Robbins suggested using SurveyMonkey. Mr. Wolff noted that meeting attendance is up due to Zoom and that he would contact Jessica Liebman at the *Bedford Record Review* when it was time to publicize the survey. Ms. Indelicato stated she would contact Ed Burroughs to see if there was a survey done in 1985.

Ms. Crimmins noted that the Committee has the full support of the Town Board and the Committee's goal is to reach as many people as possible and then synthesize the responses. Ms. Indelicato stated the consultants are best equipped to analyze the information gathered.

The Committee members agreed that surveying as many people as possible is vital and they will use existing groups to spread the word.

Request for Proposals

Ms. Indelicato stated she would take the lead in drafting the RFP and would need help with the history of the Lewisboro. She will review Mr. Wolff's draft Scope Ideas.

Ms. McGinn stated the RFP could take an à la carte format so that different areas of study are proposed and the various costs can then be considered by the Town Board. She noted that other towns' plans organize their recommendations by priority (urgent through long-term), relevant board/committee along with possible funding sources to implement those recommendations.

Mr. Robbins stated he would like the Plan to be future ready, address current issues (working from home, ecology, climate, a changing demographic) while being responsive to change. He noted the new Plan should be made more actionable through deadlines and timelines and recent plans from other towns should be reviewed for current topics. Ms. Indelicato stated the various town boards must follow the approved Comprehensive Plan but specific timelines in the Plan would be overreaching. She noted that Lewisboro is [registered] as a NYS Climate Smart Community.

Mission Statement

The Committee drafted its mission statement and Ms. McGinn made a motion for a draft to be posted on the Committee's web page; seconded by Mr. Wolff. In favor: Charlene Indelicato, Larry Mango, Katie McGinn, Mark Robbins and John Wolff.

The Comprehensive Plan Steering Committee's mission is to:

- Engage the Lewisboro community in order to envision the future of our town and capture this vision in an updated Comprehensive Plan.
- Ensure fair and equal opportunities for all members of the community to provide input throughout the multi-year process.

IV. ACTION ITEMS

Summary of open action items as of 4/27/21

Follow up by	Action item	Timeline
C Indelicato	Lead drafting of RFP for consultant services, coordinate with Committee members	May/June
L Mango	Lead drafting of kickoff survey for community members, coordinate with Committee members	May/June
K McGinn	Lead drafting of agenda & slides for introductory public meeting, potentially June 8 th	May/June
All	Share/identify potential ideas educational webinars/resources for public series	May/June
C Conran J Andersen J Wolf	Review if/which 1999 recommendations were implemented	May
K McGinn	Schedule Thursday evening Committee meeting with Jan Johannessen (Lewisboro Town Planner) re: overview of Comp Planning and Lewisboro context	May
K McGinn	Schedule Kimberly Baptiste, AICP [led the March 3, 2021 NYPF webinar on Comp. Planning] - comprehensive planning overview	May/June
C Indelicato	Schedule Norma Drummond (Commissioner – Westchester County Department of Planning) for Tuesday Committee meeting	May/June
C Conran	Schedule Lise Robertson (Tax Assessor) for Tuesday Committee meeting	May/June

K McGinn	Schedule Judson Siebert (Planning Board Counsel) for Tuesday Committee meeting	May/June
All	Discuss Hudson River Valley Greenway Community Grants opportunity (Deadline September 10 th) – approach/potential sub-committee?	June
All	Continue to update list of stakeholders via document posted on Google Drive	Ongoing
K McGinn C Conran	Develop content for the Committee's page on the Town web site	Ongoing
All	Watch Maureen Koehl's lecture series on hamlets	Ongoing
All	Develop bus tour/scavenger hunt around town	Long-term/Not urgent

V. NEXT MEETING DATE: May 4, 2021 – via Zoom videoconferencing

VI. ADJOURN MEETING – With no further business, the meeting was adjourned by Ms. McGinn and seconded by Ms. Indelicato at 8:57 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

Please note, the following timeline is meant to serve as a jumping off point for reference. It is a dynamic/working document and is subject to change as the Steering Committee continues to refine the Comprehensive Plan project process.

	2021									2022								
	A p r	M a y	J u n	J u l	A u g	S e p	O c t	N o v	D e c	J a n	F e b	M a r	A p r	M a y	J u n	J u l	A u g	S e p +
Steering Committee Setup and Project Management Discussions	x	x																
Assemble and Review Existing Data/Lewisboro Comprehensive Plans	x	x																
Gather Expertise from County, Town and Outside Experts	x	x	x	x	x	x	x											
Informational Meetings to Public			x					x				x						
Educational Webinar(s) for Public				x	x	x	x	x	x	x	x	x						
Gather Preliminary Feedback (i.e. Survey)			x	x														
Present to Town Board (Potentially Other Town Departments) and Gather Input (TB/Other Meetings)				x														
Identify Issues and Potential Areas of Focus (Potential/Broad Scope for RFP)				x	x													
Develop/Issue RFP to Consultants		x	x	x	x													
Review RFP Responses/Interview Consultants					x	x	x	x	Note, timeline from this point forward may need to be adjusted based on consultant response time/ availability.									
Recommend Consultant to Town Board/Town Board to Engage								x										
Consultant Kickoff Meeting(s) Internal with Steering Committee										x								
Consultant Review of Town Data/Plans and Field Visits										x	x							
Consultant Report to Steering Committee on Recommended Timeline/Project Details and Engagement/Outreach Plan												x						
	2021									2022								

	A p r	M a y	J u n	J u l	A u g	S e p	O c t	N o v	D e c	J a n	F e b	M a r	A p r	M a y	J u n	J u l	A u g	S e p +
Steering Committee to Present Finalized Project Timeline/Communications Plan													x					
Form Subcommittees													x					
Consultant Kickoff/Visioning Meeting with Public													x					
Stakeholder Interviews													x	x	x	x		
Community Engagement via Meetings, Online, Pop Up, Other													x	x	x	x	x	x
Consultant to Provide Written Report Summary of Community Vision and Input to Steering Committee													x					
Consultant to Begin Drafting Updated Comprehensive Plan														x	x	x		
Ongoing Subcommittee Meetings														x	x	x	x	x
Consultant to Prepare Full Environmental Assessment Form in Coordination with Draft Updated Plan														x	x	x		
Town Board to Coordinate Review with Lead/Involved Agencies for Any Type I Proposed Actions SEQRA																x	x	
Distribute Draft Comprehensive Plan to Town Board/Town Committees/Subcommittees/Public for Review																x		
Public Meetings to Discuss Draft																x	x	
Consultant to Provide Written Report on Results of Public Comments and Areas of Concern																	x	
Adoption of Final Comprehensive Plan and Potentially Zoning Amendments																		x
Steering Committee Progress Reports to Public & Town Board (TB Meetings)				x			x			x			x			x		x