



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, May 4, 2021 via Zoom videoconferencing ([https://zoom.us/j/931 6025 6402](https://zoom.us/j/93160256402)) with live streaming to the Lewisboro TV's YouTube channel.

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

Present: Katie McGinn, Chair
Charlene Indelicato
Larry Mango *arrived at 7:33 p.m.
Mark Robbins *arrived at 7:32 p.m.
John Wolff

Absent: None

Ciorsdan Conran, Administrator
Dan Welsh, Town Board Member *arrived at 7:35 p.m.

Approximately seven viewers on YouTube.

I. MINUTES

Review and adoption of the Minutes of the Comprehensive Plan Steering Committee meeting held on April 27, 2021.

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

II. DISCUSSIONS

Public Outreach

Ms. McGinn stated that today's and last week's meetings are available on YouTube, plus the Committee's agendas/minutes and all current information can be found on the Town website ([lewisborogov.com /cmpsc](http://lewisborogov.com/cmpsc)). She asked that everyone save the date for the first public information session, June 8, 2021 at 7:30 p.m., which will introduce the community to the committee members and the comprehensive planning process; that meeting can be viewed on the Lewisboro TV's YouTube channel. The Committee members agreed to also publicize the committee's informational launch in the *Bedford Record Review* and drafted a preliminary agenda for that meeting. Mr. Welsh added that an

interviewer could facilitate the meet the committee members portion of the June 8th meeting and questions could be submitted via the chat. He suggested the use of social media and Parks and Rec's new families event to publicize it also.

Ms. McGinn made a motion to accept the Save the Date graphic; there was not a second. The Committee reached consensus that the June 8th meeting should be 60 minutes with the public joining via YouTube.

Mission Statement

The Committee discussed edits of its mission statement and will continue to update it during the planning process:

- Engage the Lewisboro community in order to [inform] ~~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.

Ms. Conran will ask the Deputy Town Clerk to update the mission statement as it evolves.

Survey

Mr. Mango reviewed surveys from:

- Sudbury, MA - 3 broad questions and a few demographic questions to identify if specific issues were geographically based;
- University Park, TX – 15 predetermined, issue-based questions; and
- Newton Borough, MA – featured an introductory paragraph he thought we should follow.

He noted the responses were then categorized into themes and which boards should address specific issues.

Mr. Wolff noted the TX survey introduced bias and ours should include open-ended questions. He will reach out to a Sudbury, MA contact for more on their comprehensive plan process as well as Jessica Liebman at the *Bedford Record Review* about publicizing our survey.

Mr. Robbins asked how the survey would have perimeters so responses could be actually addressed by the comprehensive plan.

The Committee discussed developing broad questions, avoiding bias, setting topic limits, word maps, SurveyMonkey and the timing of the survey(s).

Mr. Welsh stated the questions could be designed to prioritize issues and generate hard data. He noted land use does include zoning and new overlays or form-based zoning for hamlets could be explored. He added that the County has data resources also.

Ms. Indelicato noted Parks and Rec can help with hard copies for the seniors. Mr. Wolff noted addresses could be requested from the Assessor's office.

Scope

Ms. McGinn reviewed the topics in Lewisboro's 1985 Master Plan and shared topics from other towns' plans. She noted the consultants should be tasked with developing a vision statement.

Mr. Wolff noted the Town's assets should be marketed better.

Ms. Indelicato stated the Dept. of Health is reviewing septic policy and updating systems in the short term. She noted that City Scope is preparing an analysis of northern Westchester County's wireless infrastructure; this regional study should be reviewed by our consultants. Mr. Welsh stated the AAB will be transitioning from being cell tower-focused into all communications infrastructure.

Request for Proposals

Ms. Indelicato stated a broad survey should be done before the RFP so we know what issues are important to residents, such as: hamlets, affordable housing, technology, Complete Streets, reuse/repurposing of properties, underdeveloped properties, climate change, historic designations and our relationship with New York. Mr. Wolff added access to public transportation. Ms. Indelicato noted infographics could be an item we ask the consultants for. Ms. McGinn stated items missing from the RFP can still be part of the final plan.

III. ACTION ITEMS

Summary of open action items as of 5/4/21

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
K McGinn C Conran	Distribute Save the Date & meeting information for June 8 th project launch	May/June
All	Share/identify potential ideas educational webinars/resources for public series	May/June
J Wolff	Coordinate with Record Review re: article on Committee	May/June
C Conran J Andersen J Wolff	Review if/which 1999 recommendations were implemented	May
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
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

IV. NEXT MEETING DATE: May 11, 2021 – via Zoom videoconferencing

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

Minutes respectfully submitted by:

A handwritten signature in black ink, reading "Ciorsdan Conran". The signature is written in a cursive, flowing style. Above the first name, there is a small horizontal dash.

Ciorsdan Conran
Comprehensive Plan Steering Committee Administrator