



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, June 3, 2021 via Zoom videoconferencing (<https://zoom.us/j/96995418312>) with live streaming to the Lewisboro TV's YouTube channel <https://www.youtube.com/watch?v=Zl742jJXAMQ&t=11s>

Present: Katie McGinn, Chair
Charlene Indelicato
Larry Mango
Mark Robbins
John Wolff

Absent: None

Ciorsdan Conran, Administrator
Jane Crimmins, Town Board Member
Dan Welsh, Town Board Member

Approximately two viewers on YouTube.

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

I. GUEST SPEAKER

Jan Johannessen (Town Planner/Wetland Consultant) stated his firm Kellard Sessions has been consulting with Lewisboro in the areas of planning, engineering and wetlands since 2008. He noted that in that capacity they have been involved in reviewing and assisting the Planning Board primarily in land development applications that are under the board's review. Kellard Sessions issues or reviews wetlands and stormwater permits under the wetland law and assist the Town Board with planning, capital improvement projects, modifications to local laws, engineering and zoning.

Mr. Johannessen stated New York State land-use law requires that zoning laws be adopted in accordance with a comprehensive plan. He noted Town Law §272A applies to all towns in the state of New York and features definitions and processes for the adoption of comprehensive plans. Mr. Johannessen stated the purpose of the comprehensive plan is to plan ahead, generally looking 10 years out, which helps to remove the planning process from immediate political consideration and allows for more objective analysis of community growth. He noted that the plan is in place for future decisions to be made over the years by the Town Board, Planning Board and the Zoning Board of Appeals. He read the

definition of a comprehensive plan: *the means and materials, written and/or graphic, including but not limited to maps, charts, studies, resolutions, reports and other descriptive material that identify the goals, objectives, principles, guidelines, policies, standards, devices and instruments for the immediate and long-term, long-range protection, enhancement, growth and development of the town.* He noted that generally comprehensive plans can:

- address the goals the objectives and the policies of the town;
- look at the existing and propose land uses and their intensity;
- speak to items that are worthy of protection/are important to the community (agricultural uses, historic resources, cultural resources, natural resources);
- include information about the population, demographics, socio-economic trends, transportation, utilities and infrastructure including cell coverage, housing needs, economic development, energy, solar installations and climate change;
- have a last chapter which outlines the implementation of those goals, objectives, objectives and policies.

Mr. Johannessen stated a comprehensive plan should include:

- a very thorough introduction with town history, growth patterns and projections;
- a detailed vision statement for the community in the next 10 years;
- separate chapters on important items facing the community such as zoning, population, housing, economics, environmental resources, community facilities, transportation and infrastructure;
- a list of goals, objectives, action items for the Town Board to consider; and
- a final chapter outlining how the Town is going to implement those goals.

Mr. Johannessen stated a comprehensive plan is a Type 1 action under the State Environmental Quality Review Act (SEQRA) and most likely will require the preparation of a Generic Environmental Impact Statement (GEIS); the plan and GEIS can be developed simultaneously. The Town Board is required to make a SEQRA determination prior to adopting the plan. He noted the adoption of the comprehensive plan:

- requires at least one public hearing;
- requires a referral to the Westchester County Planning Board;
- requires all the land-use regulations that come afterwards have to be consistent with that plan;
- will result in more defined land-use laws be in the future because the plan will provide clear direction to future land-use decisions;
- could make hamlet-specific recommendations that require additional studies; and
- sets down that a board's decision should be consistent with the plan, any proposed actions that don't follow the plan shouldn't be put into place and can be challenged.

Mr. Johannessen stated a comprehensive plan is not a law; it's giving advice to future planning decisions on what should be done in the town to meet goals and objectives and can be amended. He noted it is a very defined framework for what the town believes is important in the future development of the town.

Mr. Johannessen stated he has been involved in the preparation of a couple comprehensive plans for a few communities. He noted the Town Board creates a steering committee, which should have a broad representation of the community and works with a professional planner in the preparation of the plan and fosters community input and engagement. Mr. Johannessen stated that plans sometimes fall apart when there isn't broad support, knowledge of what's going on and input from a variety of stakeholders (residents and business owners). He noted the process can take 12-18 months and should include consultant-run town hall sessions, charettes, public hearings and surveys to get a feel of what's important to the community. Mr. Johannessen stated it is important for the committee and the consultant to speak to government leaders, business owners, homeowners, real estate agents, developers, folks with large tracts of land, to understand where they're all coming from. He noted Lewisboro should be aware of other planning efforts in neighboring towns and Westchester County, because what they are planning is going to have a direct involvement. He added that 75% of Lewisboro is in the New York City DEP watershed and there has to be a careful balance between environmental conservation and business development, so there are a lot of restrictions to infrastructure, septic, sewer that prevent growth. So, water and sewer infrastructures have always been a hot topic in Lewisboro, especially in the lakes communities, as is off setting homeowner taxes with commercial development. He noted the committee should be guided by professionals, especially with the preparation of the technical studies, the SEQRA analysis, and the community and public engagement that is absolutely critical.

The Committee and Mr. Johannessen discussed the COVID-19 related increase in people spending more time at home, the increase in home office/home renovation projects, the decline of the office market, fewer subdivisions being proposed, online shopping's effect on retail business as well as commercial zoning limitations due to parking, well and septic constraints. He noted the comprehensive plan will not address every issue but the Committee should reach out to all the hamlets to learn more about issues affecting all of Lewisboro.

II. ACTION ITEMS

Summary of open action items as of 6/3/21

Follow up by	Action item	Timeline
C Indelicato	Lead drafting of RFP for consultant services, coordinate with Committee members Committee members to review and provide final edits	May/June
L Mango	Lead drafting of kickoff survey for community members, coordinate with Committee members Final edits due 5/27	May/June
All	Practice slides for introductory public meeting, June 8	June
J Wolff	Lead drafting of CFA Grant opportunity, deadline July 10	June/July
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
C Conran J Andersen J Wolff	Review if/which 1999 recommendations were implemented COMPLETE – see Goggle Drive, under Lewisboro Plans	May/June
All	Discuss methods for distribution of survey	June
C Indelicato	Coordinate review of census information and list of questions for County team	June/July
C Conran	Schedule Lise Robertson (Tax Assessor) for Tuesday Committee meeting	June/July
All	Discuss Hudson River Valley Greenway Community Grants opportunity (Deadline September 10 th)	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

IV. NEXT MEETING DATE: June 8, 2021 – Project Launch - via Zoom videoconferencing and YouTube

V. **ADJOURN MEETING** – With no further business, the meeting was adjourned by Ms. McGinn and seconded by Mr. Mango at 8:29 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