



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, August 31, 2021 via Zoom videoconferencing ([https://zoom.us/j/958 0210 2448](https://zoom.us/j/95802102448)) with live streaming to the Lewisboro TV's YouTube channel <https://www.youtube.com/watch?v=-zpMyoF6xLw>

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

Ciorsdan Conran, Administrator
Jane Crimmins, Town Board Member

Approximately two viewers on YouTube.

Ms. McGinn called the meeting to order at 7:29 p.m. and reminded people to take the Committee's initial survey found here - <https://www.surveymonkey.com/r/QY26G3D>

I. MINUTES

Review and adoption of the Minutes of the Comprehensive Plan Steering Committee meeting held on August 10, 2021, 2021.

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

II. DISCUSSIONS

Town-wide Mailing and Survey

Ms. McGinn stated 4,623 post cards were sent out to owners of residential and commercial properties in Lewisboro and she thanked the Assessor's office for gathering those addresses.

Mr. Mango stated there have been 462 survey responses (10% of the total households) and there are ±25 more to be enter manually. He noted that after the post card mailing 80-90 responses came in last week and about 50-60 this week.

The Committee will continue to stock the area post offices, library and town offices with paper copies and encourages those who haven't taken it yet to do so; the survey is also available at <https://www.lewisborogov.com/cmpsc/page/share-your-vision-lewisboro>

The Committee reached consensus to share the survey with possible consultants but not the responses prior a hiring agreement.

Library Fair

The Committee will have a community table at the Library Fair (September 18th - Onatru Farm) and flyers/surveys will be available. Mr. Mango stated he will have some visual aids on foam core at the table. Various committee members volunteered to work the table.

RFP

Ms. McGinn thanked Ms. Indelicato for all her work on the RFP and the members of the Town Board, ZBA, ACARC and Planning Board for their feedback. Ms. Crimmins stated the RFP could be placed on the Town Board's September 13th agenda for a formal discussion.

Ms. Indelicato stated the document is done and she will draft the Notice of RFP which will be mailed/emailed by the Town Clerk to the 13 possible applicants. She noted the RFP will be published in the *Record Review* and advertised with the New York Planning Federation and New York branch of American Planning Association. Ms. Indelicato stated she can field any substantive questions from applicants. Ms. Crimmins stated she will contact the Town Clerk regarding next steps.

The Committee reached consensus to send the RFP out September 15th or 30th and have a November 15, 2021 deadline; responses should be five paper copies and pdfs sent to the Planning office. Applications will be reviewed by the steering committee, the chairs of the Planning Board, ZBA and ACARC, then virtual meetings will be held applicants them and the Steering Committee and Planning Board. Interviews will begin early 2022 and recommendations, along with supporting materials, to the Town Board in February/March 2022. Ms. Indelicato stated Ms. Crimmins and Mr. Welsh can act as liaisons but cannot vote during the Steering Committee meetings as they will be voting as Town Board members when hiring the final consultants.

Ms. McGinn stated she drafted a summary of RFP comments and will develop a due diligence check list to use while reviewing the various submissions.

Mr. Robbins and Mr. Mango asked that Project for Public Spaces and Barton & LoGiudice be added to the list of RFP recipients.

Ms. Indelicato noted that in the RFP self-identified hamlet was used as hamlet means a commercial center and not everyone in town lives in a hamlet. Ms. McGinn noted the first public engagement meeting(s) should be where a town-wide vision is established/developed, then we can move into having interactive meetings focusing on various neighborhoods. Mr. Wolff stated the hamlet of Lewisboro is between Vista and South Salem.

Hudson River Valley Greenway Community Grant

Mr. Robbins stated that Lewisboro does qualify and can apply for either/both the Greenway Planning Grant and the Greenway Compact Grant; these are matching grants of \$5-10,000 that are paid as reimbursements; have September 10, November 8, 2021 and May 7, 2022 deadlines; and can go toward comprehensive planning. He noted that he will reach out to Town Board member, Tony Gonçalves, who has applied for (but was denied) this grant previously. Since they require a Town Board Resolution, letters of support and budget Mr. Robbins proposed applying in November.

Mr. Wolff suggested looking at prior grant awards and offered to help in the application process.

Mr. Robbins stated he would draft the letters of support and Town Board resolution.

Educational Programming

Ms. McGinn stated the New York Planning Federation has some very good webinars which we can share within our Zoom meeting (like a guest speaker) as Lewisboro is a member; two presentations include “Preparing a Comprehensive Plan” and “Introduction to Planning Zoning and Land Use.” She noted she would work on publicizing those presentations.

Mr. Robbins noted he had reached out to the Project for Public Spaces (PPS.org) regarding placemaking charettes and one-hour webinar (\$200-\$300/hour) covering topics such as: “Public Spaces” and “Strengthening Communities While Building Public Spaces”.

III. ACTION ITEMS

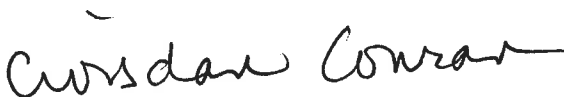
Summary of open action items as of 8/31/21

Follow up by	Action item	Timeline
All	Distribute flyers and paper copies of survey – monitor Post Offices, send completed copies to C Conran	August/September
C Indelicato	Leading RFP process <ul style="list-style-type: none">Draft Cover Letter for TB finalizing/approvalDraft notice of RFP publication	Before September 13 TB Meeting
C Indelicato C Conran K McGinn	Coordinate with Town Clerks Office to confirm RFP sent out and noticed in Record Review Post RFP to Lewisboro & public sites Coordinate respondent questions, submissions	September – November
K McGinn	Lead developing due diligence checklist and rating system for responses	September – November
L Mango	Coordinate table at Library Fair (9/18)	September 18
M Robbins	Share information/materials received from Project for Public Spaces	August/September
K McGinn	Lead developing educational webinars/resources for public series Lead advertising/spreading word September 28 th first session	September 28 and ongoing
M Robbins	Lead drafting of Hudson River Valley Greenway Community Grants opportunity	September and ongoing
C Indelicato	Coordinate review of census information and list of questions for County team	September
All	Continue to update list of stakeholders via document posted on Google Drive	Ongoing
K McGinn	Develop content for the Committee’s page on the Town web site (Next up: FAQ section)	Ongoing
All	Watch Maureen Koehl’s lecture series on hamlets	Ongoing

V. NEXT MEETING DATES: September 14, 2021 & September 28, 2021 – via Zoom videoconferencing and YouTube

VI. ADJOURN MEETING – With no further business, the meeting was adjourned by Ms. McGinn and seconded by Ms. Indelicato at 8:53 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