



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, September 28, 2021 via Zoom videoconferencing (<https://zoom.us/j/99565691431>) with live streaming to the Lewisboro TV's YouTube channel <https://youtu.be/5RfpXkq4jKs>

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

Absent: Mark Robbins

Ciorsdan Conran, Administrator
Jane Crimmins, Town Board member

Ten viewers on YouTube.

Ms. McGinn welcomed viewers and reminded people to take the Committee's initial survey found here - <https://www.surveymonkey.com/r/QY26G3D> - and to check the Committee's page on the Town web site (<https://www.lewisborogov.com/cmpsc>) for more information on previous/upcoming educational programs.

I. GUEST SPEAKER

Ms. McGinn introduced the one-hour pre-recorded presentation "Introduction to Planning, Zoning and Land Use," by Donald Young, Esq. which was shared on this one-time basis by the New York Planning Federation (NYPF). Mr. Young's lecture included topics such as: comprehensive planning, special use permits, what it means to be pre-existing non-conforming, five-factor review by a zoning board, spot zoning, NY State Environmental Quality Review and Westchester County Planning Board referrals. [This presentation was not posted due to copy right.]

Ms. McGinn called the meeting to order at 8:36 p.m.

II. MINUTES

Review and adoption of the Minutes of the Comprehensive Plan Steering Committee meeting held on September 14, 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.

III. DISCUSSIONS

Survey

Mr. Mango stated there have been 560 survey responses and he looks forward to reviewing the responses.

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/cmppsc/page/share-your-vision-lewisboro>

Library Fair

Ms. McGinn thanked Mr. Mango for organizing the community table at the September 18th Library Fair.

Roads

Ms. Crimmins stated Peter Ripperger, the Highway Superintendent, could be a guest speaker to discuss the different aspects of dirt roads. Ms. Indelicato noted this topic should be included by the consultants.

Lake Communities

Ms. Crimmins noted that 1/3 of the town's residents reside in lake communities and there should be a lake subcommittee during the planning process.

2020 Census

Ms. Indelicato stated there is a coordinated review of the census data. She noted that Norma Drummond (Commissioner – Westchester County Department of Planning) has offered to speak to Lewisboro about the results. Ms. Indelicato will schedule Ms. Drummond as a guest speaker.

RFP

Ms. McGinn announced that the RFP is live and on the town web site. She noted it was posted in the "Record Review," and on the message boards of the NYPF and the American Planning Association (NY Metro and Upstate chapters). Ms. Conran will be receiving those responses.

Ms. McGinn stated the Committee is looking forward to the community's engagement in the planning process come 2022.

IV. ACTION ITEMS

Summary of open action items as of 9/28/21

Follow up by	Action item	Timeline
All	Distribute flyers and paper copies of survey – monitor Post Offices, send completed copies to C Conran Determine end date for post office collection	September/October

C Indelicato C Conran K McGinn	Coordinate respondent questions, submissions	September – November
K McGinn	Lead developing due diligence checklist and rating system for responses	September – November
All	Review information/materials received from Project for Public Spaces	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 (Compact & Planning grants, early 2022 deadline)	September and ongoing
C Indelicato	Coordinate review of census information and list of questions for County team (Possible education session/guest speaker)	October/November?
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: October 26, 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 8:50 p.m. In favor: Charlene Indelicato, Larry Mango, Katie McGinn and John Wolff. Absent: Mark Robbins.

Minutes respectfully submitted by:



Ciorsdan Conran
Comprehensive Plan Steering Committee Administrator