



TOWN OF LEWISBORO
Westchester County, New York

Comprehensive Plan Steering Committee
79 Bouton Road
South Salem, New York 10590

Tel: (914) 763-5592
Fax: (914) 875-9148
Email: steering@planlewisboro.com

COMPREHENSIVE PLAN STEERING COMMITTEE
MINUTES

Minutes of the meeting held by the Comprehensive Plan Steering Committee on Tuesday, July 18, 2022 via Zoom videoconferencing (Meeting ID: 849 9422 5560) and livestreamed to LewisboroTV YouTube channel
<https://www.youtube.com/watch?v=q1UdYpZvZVE>

Present: Katie McGinn, Chair
Charlene Indelicato
Larry Mango *joined at 7:29 p.m.
Mark Robbins *joined at 7:31 p.m.
John Wolff

Valerie Monstra, Nelson Pope & Voorhis (NPV)
Jonathan Lockman, Nelson Pope & Voorhis
Ciorsdan Conran, Administrator

Absent: Andrea Rendo, Town Board Member
Dan Welsh, Town Board Member

Approximately two viewers on YouTube.

Ms. McGinn called the meeting to order at 7:28 p.m. and welcomed viewers to the Committee's kickoff meeting with the hired consultants from Nelson Pope & Voorhis.

I. MINUTES

Review and adoption of the Minutes of the Comprehensive Plan Steering Committee meeting held on April 26, 2022.

Ms. McGinn made a motion to accept the April 26, 2022 minutes as presented; seconded by Ms. Indelicato. In favor: Charlene Indelicato, Katie McGinn and John Wolff. Absent: Larry Mango and Mark Robbins.

II. DISCUSSIONS

Timeframe

Ms. McGinn stated the comprehensive plan process is a marathon not a sprint and the committee is excited to be working with its consultant partners. Ms. Monstra noted the 13-month timeline listed in the RFP can be revised and the Committee can take the time to collect information before starting the public outreach. The Committee agreed that the consultants should contact the Town Board regarding a longer timeline.

Methodology

Ms. Indelicato stated the Committee is not a decision-making body. Ms. Monstra noted the Committee makes recommendations to the Town Board on zoning changes in the Town Code and develops the Comprehensive Plan, but it is the Town Board which holds the public hearings and adopts any changes.

Base Map

Ms. Monstra shared a draft base map that will be refined, reviewed by committee members/town boards/departments and the basis for specific topic area maps such as: NYS-regulated wetlands, steep slopes, watersheds, commercial hubs, transportation and parks/open space.

Hamlets

Ms. Monstra discussed options for how to handle hamlets in the comprehensive plan process. She noted that they could be defined by zip codes, census block data, commercial aspects and/or historic areas. She noted the hamlets could be how the demographic information is analyzed. Mr. Lockman stated to compare the individual hamlets' demographics specific boundaries would need to be defined. Ms. McGinn stated if the town needs to identify hamlet boundaries in order to gather better data and spot trends/anomalies/interesting data then the Committee can facilitate that.

Community Outreach and Public Engagement Plan (COEP)

Ms. Monstra stated the COEP is a flexible framework outlining the Committee's intent and general schedule of events for the Committee, as well as municipal and community stakeholders. She recommended monthly Committee meetings knowing that if work is ongoing a decision could be made to meet every other month instead.

The Committee discussed different programming ideas:

- Online events that can be recorded and viewed at a later date;
- Town-wide in-person events;
- Pop-up events (stand alone and/or at an established town events);
- Topic workshops (open space, resources, transportation, existing conditions,...); and
- Meetings in the six hamlets in an open house (4-8 p.m.) format with workstations so attendees can move through the information on their own schedule.

The Committee discussed how to have participation from hard-to-reach groups such as senior citizens, Latinx community members, veterans and individuals with accessibility issues or language barriers as well as a town-wide survey to create a pool of volunteers in each hamlet to help increase community outreach. Mr. Wolff noted that each of the town committees could 'spread the word,' to reach a larger group of residents. Mr. Robbins suggested flyers in back packs to reach families with school-age children. Ms. Monstra recommended that she and Ms. McGinn should meet with Ms. Rendo and Mr. Welsh to discuss how to identify underrepresented groups in town and ensure their participation in the planning process.

Ms. Monstra stated there are to be meetings with the 17 existing town committees. The Committee and its consultants agreed to refine the COEP, develop a list of events and share a draft with the land-use boards (Planning Board, Zoning Board of Appeals, and Architecture and Community Appearance Review Council).

III. ACTION ITEMS

Summary of open action items as of 7/18/22

Follow up by	Action item for July 2022	Timeline
	Next meetings: August 3 rd informal check-in 7:30PM (Steering Committee ONLY) August 15 th 7:30PM – 9:30PM (ALL)	
ALL Steering Committee	Continue to make suggestions/comments in draft Community Engagement Plan Draft document	August 15 th
Katie to coordinate	Steering Committee booth at Library Fair September 17 th – NPV team to suggest content Steering Committee to agree on staffing schedule via email	August 15 th
Katie to coordinate	Coordinate BASE MAP review (Town Boards/departments)	August 1st
Valerie to initiate – copy Katie & Town Board liaisons	Reach out to the Town Board and Supervisor to identify local organizations that can be contacted to assist the Town in identifying hard to reach populations or populations with accessibility issues that need additional accommodations.	August 31st
Valerie	Lead effort to schedule meetings with Committees/Councils, Town Board, Planning Board, ZBA, and ACARC Ask Ciorsdan if you need help contacting/scheduling	August 31st
Valerie to coordinate with Mark Robbins, Town Board liaison, Town Grant Committee	Lead effort to organize drafting of Hudson River Valley Greenway Community Grants opportunity (Compact & Planning grants, early mid 2022 deadline) Andrea Rendo confirmed at previous meeting we would like to apply, Grant Committee was looped in, waiting for guidance from NPV on best approach	August 31 st
Katie to coordinate	Underrepresented/hard to reach groups outreach Utilize local networks to identify community groups/resources and engage - Social services professionals, school guidance counselors, councils of leaders, etc Participation survey – who wants to be involved, be on a “community outreach team” etc. How can we get hard to reach groups involved? Start to flesh out needs for focus groups or special pop-up events.	August 31 st Ongoing

NPV Team	<p>The Community Engagement Plan will be updated once hard to reach populations are identified by the Town and final decisions are made on schedule and final format for workshop 2 and the hamlet area workshops.</p> <p>Discussion of the Community Outreach Plan will continue in August.</p> <p>Committee to discuss via email what other Boards/Committees should review as well once final draft is ready.</p>	August/September
Ciorsdan/Katie	Coordinate email addresses for stakeholder list	Ongoing
NPV Team	<p>Hamlet areas will not be defined by specific geographic boundaries and data will therefore not be extracted by hamlet boundaries, but mapping and narrative will identify anomalies, trends, and interesting data</p> <p>Alert Steering Committee if Town needs to/should identify boundaries in order to gather better data for future decision-making</p>	Ongoing
K McGinn	<p>Lead developing educational webinars/resources for public series</p> <p>Lead advertising/spreading word</p>	Ongoing
K McGinn	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 DATES:

August 15, 2022 - Zoom videoconferencing for committee members and livestreamed to LewisboroTV YouTube channel.

V. ADJOURN MEETING – With no further business, the meeting was adjourned by Ms. McGinn and seconded by Mr. Wolff at 9:05 p.m. In favor: Charlene Indelicato, Larry Mango, Katie McGinn, Mark Robbins and John Wolff. Absent: None.

Minutes respectfully submitted by:



Ciorsdan Conran
Comprehensive Plan Steering Committee Administrator