



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 15, 2022 via Zoom videoconferencing (Meeting ID: 896 6361 3882) and livestreamed to LewisboroTV YouTube channel <https://www.youtube.com/watch?v=tqVmQWhDNpo&t=4914s>

Present: Katie McGinn, Chair
Charlene Indelicato
Larry Mango *joined at 7:33 p.m.
Mark Robbins *joined at 7:31 p.m.

Andrea Rendo, Town Board Member *joined at 8:01p.m.
Dan Welsh, Town Board Member
Janet Andersen, Planning Board Chair
Robin Price, ZBA Chair
Valerie Monstra, Nelson Pope & Voorhis (NPV)
Ciorsdan Conran, Administrator

Absent: John Wolff
Rose Bonanno, ACARC Chair

Approximately seven viewers on YouTube.

Ms. McGinn called the meeting to order at 7:29 p.m. and welcomed the public, the chairs of the Planning Board, Zoning Board of Appeals, and Architecture and Community Appearance Review Council and the Committee's Town Board Liaisons. She noted that the community engagement phase of the project is starting soon and asked the public to consider how they will become involved and share their input during the process.

I. MINUTES

Review and adoption of the Minutes of the Comprehensive Plan Steering Committee meeting held on July 18, 2022.

Ms. McGinn made a motion to accept the July 18, 2022 minutes as presented; seconded by Ms. Indelicato. In favor: Charlene Indelicato, Katie McGinn and Mark Robbins. Absent: Larry Mango and John Wolff.

II. DISCUSSIONS

Participation Survey

Ms. Monstra stated the 17-month comprehensive plan timeline will shift a little due to the addition of the community participation survey. She noted the inventory report and existing conditions analysis, as well as the town committee meetings, will be done by this November and in January 2023 the first public workshop will be held. Ms. Monstra stated this shift will allow for time to coordinate with the outreach teams and those outreach teams can then help facilitate the second workshop in the springtime followed by the hamlet area workshops which will all take place in March/April 2023.

Ms. McGinn stated the public participation survey will ensure that the Committee is reaching everyone in the community, including historically underrepresented groups, and gather information on how the public would like to participate. She noted that moving the timeline like this does not alter the project budget.

Ms. McGinn stated we need everybody to help spread the word, develop grassroots efforts to reach everyone in town, let everybody know what the Committee is doing and explain the objectives of the comprehensive plan -- what it is and what it is not -- so a lot of communication/volunteers will be needed to make that happen.

Mr. Mango stated he would work with the consultants on the new survey, launch it on SurveyMonkey and develop a new QR code. Ms. Monstra stated the survey should be available at the Library Fair (9/17/22) and be part of a media blitz. She thanked Ms. Andersen for her input on the new survey questions and noted there will be another survey later during the comprehensive plan process. Mr. Welsh stated that some paper copies should be available and asked about a US mailing. Ms. McGinn stated the 2021 postcard mailing cost just under \$2,000.

Ms. Rendo stated she would mention the survey during a Town Board meeting and suggested a ¼ page ad in the local newspapers.

The Committee discussed specific questions about survey respondents -- are emails collected, is it residents only, what's the minimum age -- and how to get a broad representation and agreed to get any additional survey questions to Ms. Monstra in the next week.

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 and is subject to change as needed. She noted that:

- meeting locations will meet ADA requirements and have appropriate public address systems and microphones;
- meeting materials will be easily readable and can be translated into other languages; and
- videoconferences will use autogenerated captioning and use best practices including speakers identifying themselves, reading chat comments aloud and describing what graphics are on the screen.

Ms. Monstra outlined the upcoming workshops:

- the first public town-wide workshop will be held over Zoom and be a SWOT (Strengths, Weaknesses, Opportunities, and Threats) analysis;
- the second public town-wide workshop will likely be in person (possible locations discussed: Lewisboro Library, Justice Court at 79 Bouton Road, one of the schools, South Salem Fire Dept.) and there will be a deeper dive into environmental topic areas (housing, open space, resources, transportation, existing conditions); and
- the series of hamlet-based workshops will be held over Zoom and will cover the same topic areas as the second workshop, with an emphasis on how each topic relates to each specific hamlet area.

The final public workshop will likely be held in person and be an open house format allowing attendees to move through the information on their own schedule and ask specific questions about zoning amendments.

Ms. McGinn stated underrepresented groups are being identified and focus groups will be developed to discuss specific issues. She noted that the Committee is working on making in-person workshops accessible/inclusive by offering story time/childcare and could be supplemented by scheduled pop-up events or tie into established town-wide in-person events.

Mr. Robbins asked if these meetings are a time for data gathering or dialogue and should speakers preregister so there is an expected headcount. Ms. Monstra stated dialogue on specific topics could take place in breakout rooms. She noted that members of the various town committees could also be part of these meetings, possibly as part of the outreach teams.

Ms. Monstra stated the consultants will be meeting with the land use boards (ACARC, Planning Board and ZBA) this fall to glean information on specific issues or concerns.

The Committee and its liaisons reached a consensus to post the COEP on its page on the Town's website (<https://www.lewisborogov.com/cmpsc/page/community-outreach-and-engagement-plan>).

Data Gathering

Ms. Monstra stated she is working with the Assessor and Ms. Conran to identify the 164 null parcels on the county GIS for Lewisboro. The consultants are also analyzing census block data and may develop a mapping feature for public comment.

Ms. Andersen stated the <https://barton.maps.arcgis.com/> crowdsourcing site is an interesting way to collect public opinions. Ms. Monstra noted a Question of the Month on different issues could be another way to learn about areas of concern and garnered public participation.

Hamlet Planning Area Map

Ms. Monstra thanked the Town Historian and Ms. Andersen for their work on developing hamlet planning area boundary lines. These boundary lines will help with data collection and analysis and are not meant to represent formal/official boundaries within the Town.

Grants

Ms. Monstra stated she will reach out to Mr. Robbins as well as the town's Grant Committee regarding upcoming grant application deadlines.

III. ACTION ITEMS

Summary of open action items as of 8/15/22

Follow up by	Action item for August 2022	Timeline
	Next meetings: September 19 th – Just Lewisboro group (NPV will not attend)	
Valerie Larry/Katie	Valerie to finalize participation questions with Katie/Accessibility Committee Larry to create in SurveyMonkey Volunteers for flyers/paper copy distribution Assistance filling out the survey	August 31 st

Katie	Postcard mailer, additional languages, assistance filling out NPV & Accessibility Committee to provide guidance	September
Katie/John to coordinate	Steering Committee booth at Library Fair September 17 th Steering Committee to agree on staffing schedule via email WIFI during the event, live survey? Paper?	September 17 th
Valerie	Coordinate BASE MAP review/hamlet planning areas	
	Unique online participation tools, i.e. one question per month	
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 31 st
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, local organizations, councils of leaders, etc. Explore methods for organizing focus groups or targeted pop-up event s	Ongoing
Ciorsdan/Katie	Coordinate email addresses for stakeholder list	Ongoing
K McGinn	Lead developing educational webinars/resources for public series Lead advertising/spreading word	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:

September 19, 2022 - Zoom videoconferencing for committee members with livestreaming to LewisboroTV YouTube channel for the public; NPV will not attend.

October 17, 2022 - Zoom videoconferencing for committee members and livestreamed to LewisboroTV YouTube channel for the public. This meeting will feature a PowerPoint presentation by the consultants summarizing their data collection.

V. ADJOURN MEETING – With no further business, the meeting was adjourned by Ms. McGinn and seconded by Ms. Indelicato at 9:03 p.m. In favor: Charlene Indelicato, Larry Mango, Katie McGinn and Mark Robbins. Absent: John Wolff.

Minutes respectfully submitted by:



Ciorsdan Conran
Comprehensive Plan Steering Committee Administrator