



**TOWN OF LEWISBORO
Westchester County, New York**

**Architecture and Community Appearance Review Council
79 Bouton Road
South Salem, New York 10590**

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**ARCHITECTURE AND COMMUNITY APPEARANCE REVIEW COUNCIL
MINUTES**

Minutes of the meeting held by the Architecture and Community Appearance Review Council on Wednesday, September 14, 2022 via Zoom videoconferencing (Meeting ID: 853 3523 1348).

Ms. Bonanno called the meeting to order at 7:59 p.m.

Present: Rose Bonanno, Chair
 Darren Mercer
 Ed Ozols
 Chris Winter

Absent: None

 Andrea Rendo, Town Board member liaison
 Jonathan Lockman, Nelson Pope Voorhis
 Ciorsdan Conran, Administrator

I. MINUTES

Review and adoption of the Minutes of the ACARC Meeting held on May 11, 2022.

Mr. Ozols made a motion to approve the Minutes of the ACARC meeting held on May 11, 2022, as submitted; seconded by Mr. Mercer; In favor: Rose Bonanno, Darren Mercer and Ed Ozols. Abstain: Chris Winter.

Review and adoption of the Minutes of the ACARC Meeting held on August 10, 2022.

Mr. Winter made a motion to approve the Minutes of the ACARC Meeting held on August 10, 2022, as submitted; seconded by Mr. Mercer; In favor: Darren Mercer, Ed Ozols and Chris Winter. Abstain: Rose Bonanno.

II. DISCUSSION

ACARC and the Comprehensive Plan process – meeting with the Comprehensive Plan consultant

Jonathan Lockman, Nelson Pope Voorhis, was present.

Mr. Lockman shared a Power Point presentation which is attached to these minutes. He noted that a comprehensive plan:

- is required by state law;
- supports the town's zoning ordinance;
- helps attract investment; and
- helps attract future funding opportunities.

Mr. Lockman stated the next steps in the 18-month process include:

- an existing conditions report;
- public outreach (in person/over Zoom/town-wide/hamlet-based);
- the plan undergoes SEQR review; and
- zoning amendments are enacted by the Town Board.

Mr. Lockman stated that all land-use regulations must be in accord with the comprehensive plan and asked that ACARC contact steering@planlewisboro.com when they have ideas on possible changes to the Town Code. He noted the steering committee has a lot of information on the planning process at <https://www.lewisborogov.com/cmpsc>

Ms. Rendo stated the participation survey is live and available in English and Spanish at <https://www.surveymonkey.com/r/FFHK9N7> and <https://www.surveymonkey.com/r/6WN6MY8> and [responda a la encuesta de participación en https://www.surveymonkey.com/r/6WN6MY8](https://www.surveymonkey.com/r/6WN6MY8). She encouraged everyone to respond. She noted there will also be a post card mailing about the current survey and that outreach teams are being developed. Ms. Bonanno noted the survey will also be available at the Library Fair (9/17/22).

Mr. Lockman asked ACARC to consider any specific changes they would like to see in the ACARC-related sections of the Town Code.

Ms. Bonanno asked for more clarity on tree issues.

Mr. Ozols would like ACARC to have more input in character over the town. He noted that residents in the Special Character Districts have well-designed proposals and do a good job respecting their neighbors.

Ms. Conran stated the Waccabuc National Historic District covers a different area than the town's Mead Street Special Character District.

ACARC agreed to develop a list of issues/concerns to share with the consultants, reached consensus that evening Zooms are the best way to meet and will spread the word about the comprehensive planning process.

Ms. Conran will send Jonathan Lockman a tally of recent ACARC applications broken out by referring agency and check if there was a photographic inventory.

ACARC agreed to have another discussion meeting after the members reviewed the ACARC sections of the Town Code and will Zoom on 10/11/22 or 10/12/22 (if there are no applications on the agenda).

III. NEXT MEETING DATE: Wednesday, October 12, 2022 - 79 Bouton Road, South Salem

IV. ADJOURN MEETING – With no further business, the meeting was adjourned on a motion by Mr. Winter; seconded by Ms. Bonanno at 8:45 p.m.; In favor: Rose Bonanno, Darren Mercer, Ed Ozols and Chris Winter. Absent: None.

Minutes respectfully submitted by:

A handwritten signature in black ink, reading "Ciorsdan Conran". The signature is written in a cursive, flowing style.

Ciorsdan Conran
ACARC Administrator

Town of Lewisboro Comprehensive Plan Update

AUGUST 29, 2022




NPV


What is A Comprehensive Plan?

- Authorized by Town Law 272-a and defined as follows:

“Means the 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-range protection, enhancement, growth and development of the town located outside the limits of any incorporated village or city.”

- A document that identifies the **goals, objectives, and recommendations** (principles, guidelines, policies, standards) to guide **immediate** and **long-range growth, protection, enhancement and development** in a Town.
- 

Why is a Comprehensive Plan Important?

- “All Town land use regulations must be in accordance with a comprehensive plan” as required by NYS Law.
 - This Comprehensive Plan process will be followed by updates to the Town Code to be consistent with the Plan as applicable and to facilitate the goals of the Plan.
 - Proactive vs Reactive- community consensus, leadership, and coordination
 - Investment
 - Development
 - Regulation
 - Clear Comprehensive Plans can attract investment and support future funding opportunities.
- 

The Comprehensive Plan Process



- Town Board Created Comprehensive Plan Steering Committee.
 - Make recommendations to the Town Board in the selection of a planning consultant that will assist in preparing the plan.
 - Review documents and information presented by the consultants.
 - Provide feedback and ideas on the goals, objectives and recommendations developed throughout the process.
 - Contribute to the development of the community engagement process.
 - Participate in meetings and workshops.
 - Be an advocate for the comprehensive planning process.
 - Assist in gathering community input throughout the process.

Deliverables

Existing Conditions Report

Baseline Inventory (Where are we now?)

Provides the basis for recommendations and further analysis

- Maps & Data
- Community Engagement Strategy
- Existing Conditions Report

Comprehensive Plan

Vision, Goals, Objectives & Recommendations (where are we going?)

- Public Outreach
- Surveys & Workshops
- Draft Document
- Refer to the Town Board

Zoning Amendments

Comprehensive Plan Recommendations become Draft Zoning

- Draft zoning
- State Environmental Quality Review
- Town Board Adopts Plan and Zoning together

The Comprehensive Plan Process



- Comprehensive Plan Steering Committee recommends Plan to the Town Board.
- Town Board conducts State Environmental Quality Review (SEQR) on the Plan.
- Town Board holds public hearings on the Plan.
- The Town Board adopts the Plan.

Katherine McGinn, Chair
Charlene Indelicato, Resident
Larry Mango, Resident
Mark Robbins, Resident
John Wolff, Resident

Ciorsdan Conran, Comprehensive Plan Steering Committee
Administrator

Council Member Andrea Rendo – CPSC Liaison
Council Member Dan Welsh – CPSC Liaison
Janet Andersen, Planning Board – CPSC Liaison
Robin Price, Zoning Board of Appeals – CPSC Liaison
Rose Bonanno, Architecture and Community Review Council
– CPSC Liaison

Lewisboro Comprehensive Plan Steering Committee (CPSC)

Comprehensive Plan Topic Areas

- **Plan Topics:**
 - Land Use & Zoning
 - Environmental Resources
 - Transportation & Mobility
 - Community Facilities
 - Infrastructure – stormwater, sewer, water, and wireless communications
 - Demographics
 - Housing
 - Economics
 - Parks and Recreation/Open Space
 - Historic and Scenic Resources
 - Resiliency & Climate Change
 - Community Character

TASK		PROPOSED SCHEDULE																	
No.	Title	MONTH																	
		JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV
A	Project Kickoff																		
	Document Review																		
	Kickoff Meeting	●																	
	Site Visit																		
B	Community Outreach Plan		●																
C	Existing Conditions																		
	Existing Conditions Analysis			●		●	●												
	Opportunity Sites																		
	Draft Report																		
	First Workshop, Public Survey and Meetings with Town Boards, Councils, and Committees																		
D	Boards, Councils, and Committees																		
	First Workshop																		
	Public Online Survey									◊									
	Town Committee Meetings										●								
	Town Land Use Board and Council Meetings																		
	Town Board Work Sessions																		
E	Develop Vision, Goals and Objectives																		
	Visioning, Goals, Objectives																		
	Public Workshop (Town and Hamlets)																		
	Town Land Use Board and Council Meetings																		
	Town Board Work Session																		
F	Draft Comprehensive Plan																		
	Draft Comprehensive Plan																		
	Town Board Review/Meetings																		
	Public Hearing																		
G	Zoning Amendments																		
	Prepare Zoning Amendments																		
	Public Workshop																		
	Town Board Review/Meetings																		
H	SEQRA/Adoption																		
	SEQR EAF Part I, II, and III																		
	Town Board Hearing																		
	Town Board Review/Meetings																		
	Adoption of Plan/Zoning																		

● Comprehensive Plan Committee Meetings
 ◇ Public Workshop/Public Hearing

○ Town Board Meetings

Comprehensive Plan Public Outreach and Engagement Plan



**COMPREHENSIVE
PLAN STEERING
COMMITTEE
MEETINGS**



**THREE PUBLIC
WORKSHOPS AND
SIX HAMLET
WORKSHOPS**



**OUTREACH TO
TOWN COMMITTEES
AND BOARDS**



SURVEYS



SOCIAL MEDIA

Website - <https://www.lewisborogov.com/cmppsc>

Email Contact- steering@planlewisboro.com