



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

**Comprehensive Plan Steering Committee**  
**79 Bouton Road**  
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**COMPREHENSIVE PLAN STEERING COMMITTEE**  
**MINUTES**

Minutes of the meeting held by the Comprehensive Plan Steering Committee on Tuesday, September 19, 2022 via Zoom videoconferencing (Meeting ID: 896 6361 3882) and livestreamed to LewisboroTV YouTube channel [https://www.youtube.com/watch?v=j\\_RRtxMfLzU](https://www.youtube.com/watch?v=j_RRtxMfLzU)

**Present:** Katie McGinn, Chair  
Charlene Indelicato  
Larry Mango  
Mark Robbins  
John Wolff  
Ciorsdan Conran, Administrator

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

Approximately ten viewers on YouTube.

Ms. McGinn opened the meeting at 7:30 p.m., welcomed the public and noted that closed captioning is available on this YouTube video. She noted that there is a Google translate button in the lower right corner of the committee's web page (<https://www.lewisborogov.com/cmpsc>) which offers readers a few different language choices.

**I. PROJECT UPDATE**

Ms. McGinn outlined tonight's discussion and a copy of the presentation slides are attached to these minutes:

- 1) The Steering Committee
- 2) What and why - Comprehensive Planning
- 3) How - Comprehensive Planning
- 4) We want you to get involved!
- 5) Take the survey!

Ms. McGinn introduced the five volunteer members and administrator and listed their unique skill sets:

Ms. Indelicato: Municipal law & government  
Mr. Wolff: Business analytics & technology  
Ms. Conran (Administrator): Historic preservation & urban redevelopment  
Ms. McGinn: Finance, investments and long-term financial planning  
Mr. Mango: Real estate finance & development  
Mr. Robbins: Energy & infrastructure planning and implementation.

She noted they have been working hard since March 2021 along with the Town Board Liaisons (Andrea Rendo and Dan Welsh) plus the chairs of the Planning Board (Janet Andersen), the Zoning Board of Appeals (Robin Price), and the Architecture and Community Appearance Review Council (Rose Bonanno). Ms. McGinn stated one of the Committee's biggest tasks to date was issuing a request for proposals and interviewing possible planning consultants for this project. The Committee recommended Nelson Pope Voorhis (NPV), and the Town Board hired NPV in May 2022.

Ms. McGinn stated the entire Committee takes the responsibility of project facilitators very seriously. She noted the Committee knows this project is not about them, but rather our community: past, current and future members of the Lewisboro community and to that end, have crafted a mission statement that has/will guide their work throughout this process. Ms. McGinn read the Committee's mission statement:

Engage the Lewisboro community in order to inform the future of our town and capture this vision in an updated, comprehensive plan, ensure fair and equal opportunities for all members of the community to provide input throughout the multi-year process.

Ms. McGinn stated the Committee and its consultants will strive to contact hard-to-reach members of the community through focus groups and if you want to help us connect with members of the Lewisboro community who might otherwise be underrepresented throughout this process please contact us at [steering@planlewisboro.com](mailto:steering@planlewisboro.com) and she thanked everyone for watching the presentation.

Ms. McGinn called the meeting to order at 8:05 p.m.

## **II. DISCUSSIONS**

### **A. Updates/wrap ups**

#### **a. Approve minutes**

Review and adoption of the Minutes of the Comprehensive Plan Steering Committee meeting held on August 15, 2022.

Ms. McGinn made a motion to accept the August 15, 2022 minutes as presented; seconded by Ms. Indelicato. In favor: Charlene Indelicato, Katie McGinn, Larry Mango, Mark Robbins and John Wolff. Absent: None.

#### **b. Participation survey update**

Ms. McGinn announced that the latest survey is live and available in English and Spanish. She thanked Mr. Mango for his work in Survey Monkey and adding the QR Code to the flyers. Mr. Mango noted that the survey will be open until October 31<sup>st</sup>. Ms. McGinn stated community outreach teams (hamlet-based and lake organizations) have begun spreading the word on the current survey. Volunteers are encouraged to contact Ms. Conran for flyers announcing the current survey.

Ms. Indelicato stated that NY State Senator Marckham will advertise our survey on his web site.

Ms. Wolff stated that NY State Assemblymember Burdick could be contacted as well.

#### **c. Postcard mailer update**

Ms. McGinn stated the Town Board approved the budget for a town-wide postcard mailing advertising the participation survey. The Assessor (Lise Robertson) prepared the address spreadsheet and Mr. Wolff will remove any duplicates.

#### **d. Library Fair debrief**

Mr. Robbins and Ms. Indelicato stated a resident had questions about the survey - specifically the question about Facebook groups. Ms. McGinn noted that the Committee welcomes all feedback on the survey.

Ms. McGinn thanked Mr. Wolff for setting up the table at library fair. He noted that one resident shared that he is forming a Lewisboro hamlet organization. Mr. Wolff, Ms. Indelicato, Mr. Robbins, Mr. Mango and Ms. Conran noted that people were very receptive to the planning process and interested in completing the survey.

e. Reminder about community stakeholder list

The Committee will continue to update the stakeholder list. Ms. McGinn stated that these groups will soon be tasked with rallying their members, so we can get as many people to attend the public workshops as possible.

Ms. McGinn noted that Valerie Monstra (NPV) has been meeting with the town committees, boards and councils, and is brainstorming creative ways to hold interactive virtual meetings through Zoom breakout rooms. She added that some of the workshops will be in person while others may be a hybrid in-person/virtual event.

Mr. Robbins stated the Lewisboro Chamber of Commerce may be reactivated.

f. Share feedback on Community Outreach Plan from Town Accessibility Committee

Ms. McGinn stated she has been in contact with the Accessibility Committee who noted that virtual meetings are required for equity because some people are not able to attend in person.

Ms. Indelicato noted that others may not be able to use a computer and need to participate in person. She noted she had contacted Neighbor Link in Mt. Kisco who suggested contacting the schools as guidance counselors could reach underrepresented group such as Latinx community members during the planning process.

g. October 11 quarterly update to Town Board

Ms. McGinn stated she will present that night and would welcome a co-chair.

B. Grant update

a. Hudson River Valley Greenway Community Grants opportunity (Compact & Planning grants)

Mr. Robbins stated the deadline is November 4<sup>th</sup>, the grant amount is \$10,000 and he will circulate a draft next week. He noted that Senator Marckham has agreed to prepare an endorsement letter. Mr. Robbins stated he was contacted by a Lewisboro resident who has grant writing experience.

Mr. Mango stated the 9/27/22 *Bedford Record Review* had an article about Bedford getting a New York Forward grant and that Bedford used their comprehensive plan to secure the grant money which reiterates the importance of having an updated comprehensive plan in place.

Ms. McGinn stated that Ms. Monstra reported that Lewisboro could not apply for the NYS Consolidated Funding Application (CSA) grant this year but we could apply again next year since we already applied once before.

C. Outstanding questions & closing thoughts

Ms. McGinn thanked Ms. Conran for her continued support of the committee.

### III. ACTION ITEMS

#### Summary of open action items as of September 17, 2022

|  |   |   |
|--|---|---|
| Katie/John                               | Postcard mailer   | September   |
| Valerie                                  | Unique online participation tools, i.e. one question per month to start as soon as public participation survey is closed.   | First question will be sent in November.  |
| Valerie                                  | Lead effort to schedule meetings with Committees/Councils, Town Board, Planning Board, ZBA, and ACARC. All emails will be sent by August 31 <sup>st</sup> .<br>Ask Ciorsdan if you need help contacting/scheduling  | Ongoing – Have feedback from 6 committees/boards, I have meetings set up with 3 more committees/boards and am waiting on responses from 7 more to schedule. |
| Mark Robbins                             | Lead effort to organize drafting of Hudson River Valley Greenway Community Grants opportunity (Compact & Planning grants, November 2022 deadline)   | October   |
| Katie to coordinate<br><br>With Charlene | Underrepresented/hard to reach groups outreach<br><br>Utilize local networks to identify community groups/resources and engage - Social services professionals, local organizations, guidance counselors<br><br>Explore methods for organizing focus groups or targeted pop-up events | Ongoing   |
| Ciorsdan/Katie<br><br>With Mary Hafter   | Coordinate email addresses for stakeholder list   | Ongoing   |
| K McGinn                                 | Lead developing educational webinars/resources for public series<br>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:

October 11, 2022 – Quarterly update to Town Board.

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.

November 21, 2022, 7:30PM – regular monthly meeting (conflict with Town Board meeting) - Zoom videoconferencing for committee members and livestreamed to LewisboroTV YouTube channel for the public.

**V. ADJOURN MEETING** – With no further business, the meeting was adjourned by Ms. McGinn and seconded by Mr. Robbins at 8:41 p.m. In favor: Charlene Indelicato, Larry Mango, Katie McGinn, Mark Robbins and John Wolff.  
Absent: None.

Minutes respectfully submitted by:

A handwritten signature in black ink, appearing to read "Ciorsdan Conran". The signature is fluid and cursive, with the first name being more prominent.

Ciorsdan Conran  
Comprehensive Plan Steering Committee Administrator

Take the participation survey! Visit:  
[www.lewisborogov.com/cmpsc](http://www.lewisborogov.com/cmpsc)

WELCOME

PROJECT UPDATE:  
TOWN OF LEWISBORO COMPREHENSIVE PLAN UPDATE

PRESENTED BY: THE COMPREHENSIVE PLAN STEERING COMMITTEE  
SEPTEMBER 19, 2022



Tonight's topics:

1. The Steering Committee
2. What & Why – Comprehensive Planning
3. How – Comprehensive Planning
4. We want you to get involved!
5. Take the survey!

MEET YOUR STEERING COMMITTEE MEMBERS & OUR  
PLANNING CONSULTANT





## OUR MISSION STATEMENT

- Engage the Lewisboro community in order to inform the future of our town and capture this vision in an updated Comprehensive Plan.
- Ensure fair and equal opportunities for all members of the community to provide input throughout the multi-year process.

An abstract graphic featuring a dark blue to purple gradient background. On the left side, there are several concentric circles and arcs in lighter shades of blue and purple, some of which are partially cut off by the edge of the frame. The text "COMPREHENSIVE PLANNING" is positioned on the right side of the graphic.

# COMPREHENSIVE PLANNING

## WHY DO WE NEED TO UPDATE OUR PLAN?

- Find out current community needs & wants
- Improve chances of making those a reality



WHAT IS A  
COMPREHENSIVE PLAN?



## WHAT DOES IT MEAN FOR LEWISBORO?



## OUR CURRENT COMPREHENSIVE PLAN (1985)

### Goals:

- A residential community
- Four hamlet centers
- Open space & natural resource preservation
- Enhance community character & appearance
- Establish a regional position

EXAMPLE:  
ACTION RESULTING FROM 1985 PLAN







## COMPREHENSIVE PLAN PROCESS

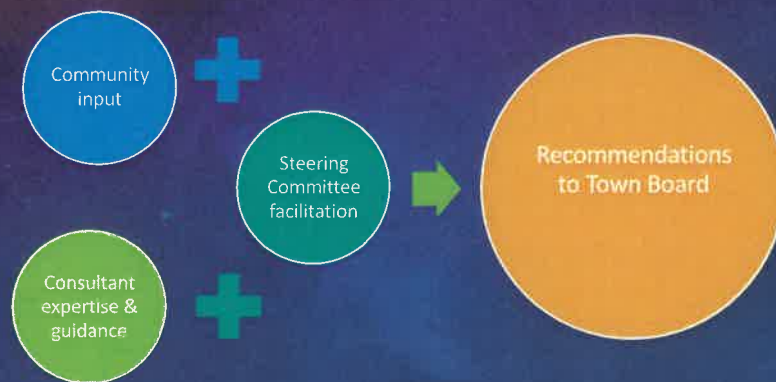
## COMPREHENSIVE PLAN PROCESS

Where are we  
now?

Where do we  
want to go?

How do we  
get there?

## STEERING COMMITTEE'S ROLE



## Project timeline

### Introductory Phase

- Community launch survey
- Consultant search & hire
- Consultant preliminary review
- Community participation survey

**WE ARE HERE**

### Community Engagement Phase

- Community workshops focused on Town & hamlets
- Community outreach team formation
- Community vision statement
- Pop up events

**EARLY 2023\***

### Plan Update Phase

- Consultant drafts plan
- Community input on draft
- Public hearings on proposed plan & proposed zoning amendments
- Town Board adopts updated plan

**MID/LATE 2023\***

**\*Timeline subject to change**



## How can you get involved?

### Introductory Phase

- Tune in for project updates
  - *Quarterly Town Board meetings*
  - *Monthly YouTube meetings*
- Respond to the PARTICIPATION SURVEY
- Review our Community Outreach & Engagement Plan on our webpage

Through  
2022\*

\*Timeline subject to change

# How can you get involved?

## Community Engagement Phase

- Join a Community Outreach Team
- Join community events
  - *Early 2023 – Virtual, Town workshop*
  - *Virtual survey*
  - *Mid 2023 – Town workshop*
  - *Mid 2023 – Virtual, Hamlet workshops*
  - *Focus groups for Seniors & Veterans*
- Tune in for project updates/review our webpage

*Early 2023\**

*\*Timeline subject to change*

## How can you get involved?


### Plan Update Phase

- Participate in Community Outreach Teams
- Join public hearings
  - *Late 2023, likely virtual*
- Tune in for project updates
- Review our webpage

**LATE 2023\***

*\*Timeline subject to change*





## WRAP UP: YOUR NEXT STEPS



## THE FIRST STEPS

- Take our 5 minute survey!
- Share with your neighbors
- Keep an eye on our webpage
- Watch our meetings
- Get involved & stay involved!

Take the survey, visit  
[www.lewisborogov.com/cmpsc](http://www.lewisborogov.com/cmpsc)