



**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, December 19, 2022 via Zoom videoconferencing (Meeting ID: 896 6361 3882) and livestreamed to LewisboroTV YouTube channel <https://www.youtube.com/watch?v=bSL9ezNOvt0>

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

Andrea Rendo, Town Board Member  
Dan Welsh, Town Board Member  
Janet Andersen, Planning Board Chair  
Rose Bonanno, ACARC Chair  
Robin Price, ZBA Chair  
Ciorsdan Conran, Administrator  
Valerie Monstra, Nelson Pope & Voorhis (NPV)

Absent: None

Approximately two viewers on YouTube.

Ms. McGinn called the meeting to order at 7:29 p.m. and welcomed the public. She noted that first series of public meetings is scheduled for January and February 2023 and encouraged viewers to visit the Committee's web page (<https://www.lewisborogov.com/cmpsc>) for more details.

**I. PROJECT UPDATE (NPV Presentation)**

Ms. Monstra presented the Environmental Resources, Economics and Historic Resources Information; a copy of those slides (dated December 19, 2022) is attached and part of these minutes.

**Environmental Resources**

Ms. Monstra noted that Scotts Reservoir, Browns Reservoir, and John Milne Lake are all drinking water resources for the city of Norwalk while the Cross River and Muscoot Reservoirs supply New York City with drinking water. Ms. Andersen

stated that Lake Waccabuc is a Class A water body and roughly 20 homes use that as a source of drinking water. Ms. Monstra reviewed a map showing the three watersheds: New York City Department of Environmental Protection, Long Island Sound and Norwalk. She noted that the majority of Lewisboro residents receive water from private wells fed by groundwater resources. Ms. Monstra stated the Inventory and Analysis will include maps of wetlands, hydric soils and preserves. She noted there are four endangered or threatened plants and 16 rare bird habitats in the area and concluded that Lewisboro has quite a lot of environmental resources.

### The Economics

Ms. Monstra stated that Lewisboro's commercial hubs are located in the hamlet planning areas, with the most retail sales occurring in Goldens Bridge. She noted there are 443 businesses in town and about 2,700 employees; most businesses are focused around the service sector and these figures do not capture all work-from-home offices. Ms. Monstra stated that there is competition from other more concentrated areas within driving distance such as Danbury, Ridgefield, Mohican Lake, Mount Kisco and White Plains.

Mr. Welsh stated that he would reach out to the Town for data such as tax dollars per acre generated by commercial versus residential, in order to orient people who are speculating that more commercial ventures in town will decrease everyone's taxes.

Mr. Mango asked if there would be a map that will show the traffic counts on the roadways within town. Ms. Monstra stated there will be a map showing the average daily traffic volume for the state roads.

### Historic Resources

Ms. Monstra stated that while Lewisboro has a tremendous amount of historic resources -- over a dozen locally landmarked buildings and one National Register Historic District (Waccabuc) -- the Town Code does not include any historic preservation laws. She noted that there is the potential for more historic preservation if the town is interested in pursuing those types of goals and objectives.

Mr. Welsh stated that the Henry Wallace Farm (Farvue Farm, South Salem) is also of cultural significance as Wallace was FDR's second vice president.

## **II. PUBLIC MEETINGS**

Ms. Monstra reviewed the schedule and noted the first public outreach meeting will be held in January / February 2023, and the second will be in April / May 2023. She outlined the first public workshop of 2023:

- Phase I – the town-wide workshop in January will be a discussion of vision statement and SWOT (Strengths, Weaknesses, Opportunities, and Threats)

In-person open house format:

Saturday, January 21<sup>st</sup>, 9:30am – 12:30pm, John Jay High School cafeteria  
60 North Salem Road, Cross River

People would be able to come in as they please, stay as long as they want, and then leave whenever they're completed.

(Weather date: Saturday, January 28<sup>th</sup>)

After registering and picking up a packet, participants will be able to review several maps and then at the five stations visitors will share their thoughts on strengths of the Town, areas of concern, opportunities for improvements, and ideas for a Comprehensive Plan vision. Materials covered in the workshop will be available for review prior to the meetings.

Childcare plus Spanish and Chinese translators will be available. People requiring other accessibility or other translations are asked to contact [steering@planlewisboro.com](mailto:steering@planlewisboro.com) 2 weeks ahead of time.

The Committee discussed COVID protocols – NPV will provide masks.

Virtual meetings:

Monday February 6<sup>th</sup>, 7:30pm – 9:00pm, via Zoom

Thursday February 9<sup>th</sup>, 7:30pm – 9:00pm, via Zoom

Residents will preregister and be participating in smaller 20-people breakout rooms for 80 minutes.

There will be a quick PowerPoint presentation which will highlight some of the socioeconomic information, land use, housing, and environmental resources, and include several tables and maps. The facilitator will go through the SWOT discussions typing the comments out for participant review in real time; each of the breakout sessions will be recorded.

A 4<sup>th</sup> option if someone cannot attend any of the three sessions is an online survey at <https://www.lewisborogov.com/cmpsc> Ms. Bonanno recommended reaching out to the high school so that seniors students could complete the survey too.

She noted that after the first public workshops, the consultants will start to develop goals / objectives, get feedback on the goals / objectives from the public, and then the consultants will incorporate those goals / objectives into the plan, and then ultimately start drafting some of the zoning changes.

### III. INVENTORY AND ANALYSIS

Ms. Monstra stated a draft of the Inventory and Analysis will be sent to the Committee and various Town of Lewisboro Boards and Departments next week and feedback is requested by February 15, 2023. She noted she would meet with the Committee again in March and the comment period would wrap up in April 2023.

### IV. ACTION ITEMS

#### Summary of open action items as of December 2022

Follow up by		Timeline 2022/2023
Katie/Ciorsdan/Valerie	Coordinate advertising and registration for Jan/Feb public meetings	December/January
Valerie/Town Supervisor	Coordinate re: COVID protocols for in-person meeting	December/January
Steering Committee	Youth Outreach? PTO Outreach - Larry Business Owner Outreach - Charlene, Larry	December/January/ Ongoing
Valerie/Katie	Coordinate meeting materials to be available ahead of time on website (presentation, maps)	January
Valerie	Day of meeting materials, extra maps/printed, large print options for packets Registration sheet/information collection	January

Mary/Ciorsdan	Inquire re: wifi access at high school - not essential for meeting but nice to have	January
Valerie	Coordinate with Katie on process for collecting feedback - i.e. methods, who collects, collates, etc.  Start sharing/soliciting Committee feedback process for Inventory & Analysis report	December
Katie to coordinate  With Charlene	Underrepresented/hard to reach groups outreach  Utilize local networks to identify community groups/resources and engage - Local organizations  Explore methods for organizing focus groups or targeted pop-up events	Ongoing
Ciorsdan/Katie  With Mary Hafter	Coordinate email addresses for stakeholder list	Ongoing
K McGinn	Develop content for the Committee's page on the Town web site	Ongoing

#### V. NEXT MEETING DATES:

##### Committee meeting

Monday January 9<sup>th</sup>, 7:30pm - 9:00pm, via Zoom

##### First set of public meetings

In-person open house:

Saturday, January 21st, 9:30am - 12:30pm, John Jay High School cafeteria

60 North Salem Road, Cross River

(Weather date: Saturday, January 28th)

Virtual meetings:

Monday February 6th, 7:30pm - 9:00pm, via Zoom

Thursday February 9th, 7:30pm - 9:00pm, via Zoom

##### Regular monthly meeting

February 27, 2023, 7:30PM — Zoom videoconferencing for committee members and livestreamed to LewisboroTV YouTube channel for the public.

**VI. ADJOURN MEETING** – With no further business, the meeting was adjourned by Ms. McGinn and seconded by Mr. Robbins at 9:02 p.m. In favor: Charlene Indelicato, Katie McGinn, Larry Mango, Mark Robbins and John Wolff.

Minutes respectfully submitted by:



Ciorsdan Conran

Comprehensive Plan Steering Committee Administrator