



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, February 23, 2023 via Zoom videoconferencing (Meeting ID: 896 6361 3882) and livestreamed to LewisboroTV YouTube channel <https://www.youtube.com/watch?v=-GdZGESBols>

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

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

Absent: John Wolff
Rose Bonanno, ACARC Chair

Approximately two viewers on YouTube.

Ms. McGinn called the meeting to order at 7:35 p.m., welcomed the public and encouraged viewers to visit the Committee's web page (<https://www.lewisborogov.com/cmpsc>) for more details. She thanked everyone for participating in the first series of public input – including the virtual survey and the meetings which were held:

Saturday, January 21st, 9:30am - 12:30pm, John Jay High School cafeteria
Monday February 6th, 7:30pm - 9:00pm, via Zoom
Thursday February 9th, 7:30pm - 9:00pm, via Zoom

Ms. McGinn thanked the steering committee, various board members, NPV, and the outreach team volunteers who are busy spreading the word on the comprehensive plan process.

I. PROJECT UPDATE (NPV Presentation)

Ms. Monstra stated that with 353 participants, Lewisboro has had 2.8% of its population weigh in on the comprehensive plan so far. She compared this level of participation with other towns where there were controversial local issues and noted our community outreach teams did a tremendous job getting the word out and we are in a good position to continue getting even more public feedback.

Ms. McGinn added that this participation level reflects Phase I participation (January and February 2023) and there are still two more phases of community input. She shared a sampling of the Town Board's participation levels which peaked in July 2020 with 230 people on Zoom; Town Board meeting attendance ranged from 22 to 138 the other months in 2020.

Ms. Monstra stated there are over 600 addresses in the Constant Contact email blasts. Ms. McGinn noted that there are over 100 volunteers on the outreach teams, and there were about 500 people who responded to the survey. She noted that the committee also developed a stakeholders list, including:

- Lewisboro volunteer organizations, nonprofits, religious organizations;
- Lewisboro homeowner/neighborhood/lake associations;
- Lewisboro businesses;
- Katonah-Lewisboro School District Parent Teacher Organizations/Associations; and
- Town departments, Town Committees/Councils, Police, Fire, LVAC.

II. PUBLIC OUTREACH MEETINGS

Ms. McGinn reviewed the advertising plan used during Phase I and possible changes during Phase 2:

| First set of meetings - January/February 2023 | | | |
|---|---|--|--------------------|
| Advertising Plan | | | |
| <u>PHASE</u> | <u>METHOD</u> | <u>RESOURCES</u> | <u>RESPONSIBLE</u> |
| Phase 1: December 2022 Save the Date fliers | Electronic flier distribution (English, Spanish, Chinese) <ul style="list-style-type: none">• CPSC website• Town website• Town weekly community email• Town Facebook/Instagram• Parks and Rec/Seniors newsletter• CPSC mailing list, stakeholders list (via Constant Contact) Record Review Katonah - Lewisboro Times | Public <u>Save the Date Google Drive folders</u> – includes: <ul style="list-style-type: none">- Flier PDF files (for emailing)- Sample email text- Flier PNG files (for Instagram, Next Door)- Facebook sharing instructions | Katie/ Ciorsdan |
| | Electronic flier distribution (English, Spanish, Chinese) <ul style="list-style-type: none">• Social media• Emailing personal contacts | | Outreach Teams |
| Phase 2: January 2023 | Electronic flier distribution (English, Spanish, Chinese) | | Katie/ Ciorsdan |

| | | | |
|---|---|---|----------------|
| More detailed fliers Registration online | <ul style="list-style-type: none"> • CPSC website • Town website • Town weekly community email • Town Facebook/Instagram • Parks and Rec/Seniors newsletter • CPSC mailing list, stakeholders list (via Constant Contact) • Town Cable Channel • Town Clerk email list blast • Parks and Rec email blast | Public Meeting Fliers Google Drive folders – includes: <ul style="list-style-type: none"> - Flier PDF files (for emailing) - Sample email text - Flier PNG flies (for Instagram, Next Door) - Facebook sharing instructions - FAQ document | |
| | Record Review Katonah - Lewisboro Times | | Outreach Teams |
| | Electronic flier distribution (English, Spanish, Chinese) <ul style="list-style-type: none"> • Social media • Emailing personal contacts | | |
| | Physical flier postings (English, Spanish, Chinese) <ul style="list-style-type: none"> • Sign-up sheet process to ensure posted at all key locations across hamlets (grocery stores, post offices and Town buildings at a minimum) | | Outreach Teams |

The Committee and Town Board liaisons discussed a variety of free and non-free advertising opportunities:

- working with the Deputy Town Clerk to redesign our page on the town web site;
- New neighbor event at Onatru (2/26/23);
- Mailers;
- Parks and Recreation events;
- Camp registration flyers;
- Backpack mail to students; and
- Lawn signs (DIY).

The group explored different options for the Phase 2 meeting formats and Ms. Monastra stated this phase would have more specific goals and objectives that people are going to be reviewing and weighing in on. She noted that Phase 3 will be a review of the comprehensive plan document and proposed zoning changes.

The group agreed on a series of 6 in-person hamlet workshops on Saturdays (childcare will be offered) and 1 town-wide, in-person workshop on Sunday evening (translators will be available). The workshops will be focused on the town and hamlets; all sessions will cover the same content and the dates are to be determined. There will be a virtual survey open during the full Phase 2 period.

| Workshop/ Meeting | Format | Attendance limits | Proposed Day/Time |
|----------------------|--------|----------------------|-------------------|
|----------------------|--------|----------------------|-------------------|

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|------------------|--|-----------|--|
| Hamlets (6) | In-person OPEN HOUSES | Unlimited | MAY & JUNE Saturday 1 Morning - Goldens Bridge Afternoon - Cross River Saturday 2 - Morning - South Salem & Waccabuc Afternoon - South Salem & Waccabuc Saturday 3 - Morning - Lewisboro & Vista Afternoon - Lewisboro & Vista |
| Town-wide (1) | In-person POTENTIALLY MORE STRUCTURE - Conversation/dialogue | Unlimited | MAY or JUNE Sunday night |

Ms. McGinn thanked the outreach team and noted there is an upcoming brainstorming session (3/7/23) to develop even more advertising opportunities.

III. ACTION ITEMS

Summary of open action items as of February 2023

| Follow up by | | Timeline |
|---|--|------------------------|
| All | Submit feedback on draft Inventory & Analysis Report by February 15, 2023 | February 15 - COMPLETE |
| Need volunteer (Board liaisons?) | New resident social, February 26, 2023 – Volunteer to attend/share information | February 26 |
| J Wolff | Library volunteer fair, March 4, 2023 – John to coordinate informational table | March 4 |
| K McGinn | Presentation to Town Board, Monday, March 13, 2023 <i>Comprehensive Plan Project Update and Community Outreach and Engagement Plan overview</i> | March 13 |
| | | |
| NPV | Alert Steering Committee of Grant opportunities | Ongoing |

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|----------|---|---------|
| K McGinn | Coordinate Community Outreach Teams | Ongoing |
| K McGinn | Coordinate outreach/advertising methods and materials | Ongoing |
| K McGinn | Develop/update content for the Committee's page on the Town website | Ongoing |
| C Conran | Coordinate continued updating of email addresses for stakeholder list/Constant Contact mailing list | Ongoing |
| | | |

IV. NEXT MEETING DATES:

Regular monthly meeting

March 20, 2023, 7:30PM — Zoom videoconferencing for committee members and livestreamed to LewisboroTV YouTube channel for the public.

V. MINUTES

Review and adoption of the Minutes of the Comprehensive Plan Steering Committee meeting held on December 19, 2022.

Ms. McGinn made a motion to accept the December 19, 2022 minutes as presented; seconded by Ms. Indelicato. In favor: Charlene Indelicato, Katie McGinn, Larry Mango and Mark Robbins. Absent: John Wolff.

VI. ADJOURN MEETING – With no further business, the meeting was adjourned by Ms. McGinn and seconded by Ms. Indelicato at 9:33 p.m. In favor: Charlene Indelicato, Katie McGinn, Larry Mango and Mark Robbins. Absent: John Wolff.

Minutes respectfully submitted by:



Ciorsdan Conran
Comprehensive Plan Steering Committee Administrator