



TOWN OF LEWISBORO
Westchester County, New York

Comprehensive Plan Steering Committee
79 Bouton Road
South Salem, New York 10590

Tel: (914) 763-5592
Fax: (914) 875-9148
Email: steering@planlewisboro.com

COMPREHENSIVE PLAN STEERING COMMITTEE
MINUTES

Minutes of the meeting held by the Comprehensive Plan Steering Committee on Monday, March 20, 2023 via Zoom videoconferencing (Meeting ID: 896 6361 3882) and livestreamed to LewisboroTV YouTube channel <https://www.youtube.com/watch?v=Yzpa8W077Pg>

Present: Katie McGinn, Chair
Charlene Indelicato
Larry Mango
Mark Robbins*left at 8:45 p.m.
John Wolff
Andrea Rendo, Town Board Member*arrived at 7:51 p.m.
Dan Welsh, Town Board Member
Janet Andersen, Planning Board Chair
Rose Bonanno, ACARC Chair
Ciorsdan Conran, Administrator
Valerie Monstra, Nelson Pope & Voorhis (NPV)

Absent: Robin Price, ZBA Chair

Approximately two viewers on YouTube.

I. PROJECT UPDATE FROM THE COMMITTEE

Ms. McGinn called the meeting to order at 7:30 p.m. and thanked everyone watching, all those who have participated in the process and the volunteers for putting in so much time and effort into this project. She noted the advertising campaign – town website email, social media, flyers -- for the next phase of public outreach meetings has begun.

Ms. McGinn stated that tonight Ms. Monstra will be sharing the work that she and her team at NPV have done to translate all of the input from Round One of our public input process into a Vision Statement and actionable Goals & Objectives. In addition to the input from the in-person workshops, virtual meetings and virtual survey, Ms. Monstra and her team incorporated feedback from their meetings with the individual Town Committees, Councils

and Boards. Her team also compared all of this input to the information from the existing conditions and work already undertaken by the community (or currently in progress).

Ms. McGinn stated our job tonight (and between now and the next round of meetings) is to review the draft Vision Statement and the draft Goals & Objectives with a focus on answering the following questions:

- Are they clear and accessible? (i.e. are they written in plain language? Are any specific terms, concepts, or jargon that need to be clearly defined?)
- Are they engaging? (i.e. is there enough high level information to draw folks in? Is the format user-friendly?)
- These will be posted on our website in advance of the next Round of meetings. What context/information do we need to communicate along with the posting so that it's clear what we are asking of the community leading up to and during the next Round of meetings?

Ms. McGinn stated our job is NOT to assess the content of these drafts or suggest content changes. She noted that ultimately, our goal is to keep the process as engaging and accessible as possible.

II. VISION STATEMENT

Ms. Monstra described a Vision Statement, noting that it:

- is part of any comprehensive plan;
- contains aspirational principles;
- asks what are we trying to strive for?;
- is not meant to be detailed; and
- focuses on key points that are to be raise within the comprehensive plan.

The Committee worked to refine the Vision Statement and its possible tagline. Included here is the draft version reviewed. For the final draft version, please visit <https://www.lewisborogov.com/cmppsc/page/upcoming-public-workshops>.

Lewisboro: Growing in Connectivity to its Community, Environment, and Each Other

The Town of Lewisboro is a semi-rural, historic community, composed of six hamlets – Vista, Goldens Bridge, Lewisboro, South Salem, Waccabuc, and Cross River, each with its own distinctive character and history. The Town's ideal location affords residents easy access to the New York metropolitan area but also provides an escape from urban environs. The natural resources of the Town are numerous, including its many lakes, parks, preserves, and reservoirs. As a result, ecological sustainability and preservation must be integral to any community growth the Town may experience.

In the next 10 years, Lewisboro will continue to maintain its rural and open character while evolving to increase connectivity and a sense of place within the hamlets. The Town will strive to improve connectivity by expanding its multi-modal transportation and technology infrastructure. The Town will pursue an environmentally and economically sustainable future by expanding community-based commercial businesses and locally-based agriculture, protecting and enhancing existing natural and historic resources, incorporating more renewable energy alternatives and climate resiliency initiatives, and expanding housing opportunities through appropriately scaled development. Moreover, the Town will continue to work towards becoming a more equitable and inclusive place for all.

III. GOALS & OBJECTIVES

The Committee and NPV worked to refine the Goals & Objectives. Included here are the draft Goals & Objectives reviewed. For the final draft version, please visit <https://www.lewisborogov.com/cmppsc/page/upcoming-public-workshops>.

Draft Goals/Objectives

LAND USE AND ZONING

GOAL 1: Align all new development with Lewisboro's current character (architectural character, rural setting, and scale of buildings).

1.1: Ensure the existing character and quality of Lewisboro's neighborhoods are maintained and that new development is not in conflict with the characteristics of the local neighborhood.

1.2: Review the existing bulk regulations, parking, landscaping, and lighting requirements for all zoning districts to ensure best practices are being employed for all development.

1.3: Review site plan standards and amend as applicable so that applications for site plan approval will meet the visual environment and character of the Town.

GOAL 2: Update zoning to accommodate Lewisboro's changing needs and goals.

2.1: Update the Zoning chapter to ensure that the application review processes are consistent with NYS Town Law, ensure consistent application reviews, and encourage investment by conveying clear development expectations.

2.3: Review and amend inconsistencies in the Zoning chapter, where appropriate.

2.4: Review permitted, special permit, and accessory uses.

2.5: Review supplemental regulations to ensure they are modern and reflect the needs and vision of the Town.

2.6: Ensure the Zoning chapter includes appropriate mechanisms of enforcement.

2.7: Review the Town's cluster development regulations to ensure it promotes the use of clustering as a means to conserve the Town's remaining vacant land and large properties seeking future subdivision applications.

Goals/Objectives

HOUSING

GOAL 3: Promote sustainable and diverse housing opportunities, accommodating all generations within Lewisboro.

3.1: Consider conducting a housing needs study for the Town to determine where gaps in housing type and price points may exist and explore potential housing typologies that may result in greater housing accessibility and equity while maintaining the Town's existing character and scale.

3.2: The Town should consider reviewing and amending zoning to support apartments above existing ground floor retail space in the hamlet downtowns, specifically updating non-residential zoning districts and section 220-26, R-MF Multi-family Residence District.

3.3: Re-examine and strengthen where necessary the current accessory apartment regulations section 220-40 and 220-40.1 in the Zoning chapter to provide more flexibility in the development of accessory dwelling units.

3.4: Explore the development of a senior housing floating zone as a means to provide additional housing for seniors.

3.5: Review and amend the Town's existing affordable housing regulations, to provide greater flexibility in the development of affordable units.

Goals/Objectives

ECONOMIC DEVELOPMENT

GOAL 4: Expand local business opportunities within Lewisboro to provide long-term economic stability and diversity to the community.

4.1: Review the bulk regulations and uses of the Town's business zoning districts to remove unnecessary obstacles that may hinder small or local businesses from becoming established or expanding within the Town.

4.2: Encourage the establishment of new businesses that will serve residents' needs and contribute to a greater variety of commercial offerings so that residents can shop locally.

4.2: Incorporate additional design guidelines into the business district regulations that will help elevate the aesthetics of the business districts within each hamlet area.

4.3: Create a more inviting pedestrian atmosphere by developing pedestrian connections from hamlet centers to key community facilities such as parks and schools.

4.3: Work with business owners to create an attractive built environment that will enhance opportunities for new and current businesses.

4.4: Explore ways to secure funding to assist businesses in the hamlet areas.

4.5: Develop additional programs or opportunities to promote the existing businesses within Lewisboro.

GOAL 5: Diversify agriculture related land uses throughout the Town to strengthen food security and promote a local agricultural economy.

5.1: Promote a sustainable and local agricultural economy.

5.2: Review and strengthen, where necessary, the Town's zoning regulations to allow for a diverse agricultural economy.

5.3: Explore the development of a local food economy by incentivizing land uses that promote the use and sale of locally produced goods in Town, such as farm to table restaurants.

5.4: Encourage value-added agricultural uses (changing raw agricultural products to a new product) throughout Town to support and complement the continuation of agricultural operations in Lewisboro.

5.5: Continue to explore programs and other means to protect current farms so that they may continue to operate within the Town.

Goals/Objectives

NATURAL RESOURCES

GOAL 6: *Protect, preserve, promote, and improve access and connectivity to Lewisboro's existing natural resources.*

6.1: Continue to be good stewards of the Town's preserves and ensure continued public access and use of these quality open spaces.

6.2: Continue to support the work of the Open Space and Preserves Advisory Committee's trail maintenance programs.

6.3 Prepare an Open Space Plan that identifies sensitive natural resource areas and prime agricultural lands and tools for the protection and improved use of these lands. The Plan should be adopted as an addendum to the Comprehensive Plan Update to ensure the plan is considered in land use policymaking decisions.

6.5: Explore the possibility of creating a Community Preservation or Open Space Fund to assist in the preservation of environmentally sensitive areas.

6.4: Explore the adoption of "net lot area" requirements to be applied to site plan and subdivision review which subtract out environmental constraints such as wetlands and waterbodies, steep slopes, agriculturally significant soils (where relevant), drinking water sources, established forest habitat, and floodplains, when determining a development's yield.

GOAL 7: *Protect and enhance the health of existing natural resources and the Town's streams, lakes, and reservoirs – their floodplains, tributaries, riparian areas, and associated wetland complexes.*

7.1: Review, clarify, and strengthen, where necessary, the Town's Sewer and Sewage Disposal (Chapter

183), Wetlands and Watercourses (Chapter 217), and Tree Preservation (Chapter 203) regulations.

7.2: Review and strengthen, where necessary, enforcement mechanisms for local environmental codes.

7.3: Assist the lake communities with identifying funding opportunities and partnerships for restoring lake water quality and habitats. Also, see Objective 9.1.

7.4: Promote the use of non-motorized or electric motors boats on the lakes to protect water quality.

7.5: In partnership with the lake communities, explore the creation of a Local Waterfront Revitalization Program. The Town's lakes are eligible for this program.

7.6: Develop a strategy to map Lewisboro's local wetlands.

7.7: Explore developing an invasive species/vines abatement program to protect the Town's natural resources.

7.8: Promote native and pollinator-friendly landscape plantings during subdivision and site plan review.

7.9: Educate the public on the importance of wetlands, trees, and native plantings.

Goals/Objectives

CLIMATE CHANGE, SUSTAINABILITY, AND RESILIENCY

GOAL 8: *Incorporate new, sustainable green infrastructure technology and building practices to support the goal of reducing overall greenhouse gas emissions and climate change resiliency.*

8.1: Continue to implement climate smart "actions" outlined in the Climate Smart Action Checklist.

8.2: Review zoning to allow for the siting and use of alternative energy utilities, including battery energy storage, rooftop wind, geothermal, and solar systems.

8.3: Decrease stormwater runoff from impervious surfaces by implementing green infrastructure practices and projects outlined in the 2021 Westchester County Hazard Mitigation Plan.

8.4: Work towards developing infrastructure throughout the Town for electric vehicles.

8.5: Continue to support the Town's existing recycling initiatives and explore additional programs, such as composting, repair café, electric lawn equipment, community swap program, community yard sales, or "zero-waste days" where residents can bring non-municipal waste to a central location for proper recycling and disposal.

8.8: Review and amend zoning to incorporate dark sky lighting standards which will reduce nighttime light pollution.

8.9: Encourage sustainable building design to the extent practicable during site plan review.

8.10: Educate the public on green building practices that can be incorporated into existing structures during rehabilitations, restorations, and home repairs.

8.11: Explore potential county and state model laws, grants, and programs that will assist in the retrofitting of existing homes and buildings or the development of new homes and buildings with green building practices and technology.

Goals/Objectives

INFRASTRUCTURE

GOAL 9: Maintain and upgrade existing infrastructure with a focus on long-term sustainability to support Lewisboro's current and future community facilities, homes, and businesses.

9.1: In partnership with the lake communities, explore potential grants, the creation of a sewer district, or other means to help finance the operation and maintenance of septic systems.

9.2: Advocate and continue to strengthen partnerships with the Westchester Department of Health to potentially increase recordkeeping and data exchange on the testing, pumping, and permitting of septic systems.

9.3: Review and strengthen Chapter 183, Sewers and Sewage Disposal, to assist the Town in increased enforcement of the chapter and recordkeeping of the inspections.

9.4: Explore the potential of adopting local regulations that require inspection of septic systems prior to the conveyance of any property.

9.5: Educate residents on the importance of septic system inspections and pump outs on water quality and drinking water resources.

9.6: Explore and strengthen partnerships with NYCDEP to assist with improving lake and watershed water quality.

9.7: Seek funding to undertake a study to understand the full capacity of the drinking water in the Town of Lewisboro. The study would analyze recharge rates and safe yields for the Town.

9.8: Continue to work towards improving drinking water quality within the Town.

9.9: Decrease stormwater runoff from impervious surfaces by implementing green infrastructure practices and projects outlined in the 2021 Westchester County Hazard Mitigation Plan.

9.10: Work towards reducing electrical power outages during storm events by exploring the possibility of burying utility lines in the most vulnerable areas.

GOAL 10: Modernize and expand infrastructure that will lead to increased technology access and a better quality of life.

10.1: Advocate and work with local and state, agencies to reduce noise pollution generated by I-684 and other state roads including NYS Routes- 35, 121, 123, 124, and 138.

10.2: Identify where broadband and cellular infrastructure gaps exist within the Town and develop a plan to reduce those gaps, including identifying sources of funding.

10.3: Continue participating in the Wireless Master Plan Study with CityScape, and work towards implementing the recommendations of that study.

10.4: Seek potential partnerships with the school district to improve wireless service within the community.

10.5: Promote the development of colocation of telecommunications and broadband services.

Goals/Objectives

COMMUNITY FACILITIES AND SERVICES

GOAL 11: *Enhance accessibility and inclusivity for Lewisboro's public spaces and community facilities.*

11.1: Continue to seek funding for projects that will assist the Town in installing inclusive playground equipment and enhancing accessibility in its public parks and preserves.

11.2: Continue to implement government facility upgrades to meet ADA barrier free and space requirements and provide an inclusive environment for all people.

GOAL 12: *Maintain and upgrade existing recreational facilities to provide increased recreational opportunities.*

12.1: Explore undertaking a parks and recreation plan that will assist the Town in identifying and prioritizing park upgrades and maintenance. The

plan should also identify opportunities to upgrade its parks and trails to be more accessible and reassess the fee-in-lieu of recreation.

12.2: Continue to maintain and upgrade recreational facilities as needed.

12.3: Explore the potential for the development of a community and senior center and investigate the possibility of the Lewisboro Elementary School as the facility for the center.

GOAL 13: Continue to work towards creating an equitable and inclusive Town for all.

13.1: Continue to support and promote the work of the Town committees and groups that focus on providing an inclusive environment within the town, including the LGBTQ+ Pride Task Force, Lewisboro Senior Adults' meetings, Advisory Committee for the Disabled, and the Veterans Advisory Committee.

13.2: Continue supporting the Town pride events, which provide a safe space and demonstrate that the Town is welcoming to all.

13.3: Explore ways to increase equity at Town events and create standard guidelines for town events. The Town should continue to support events for, and engage with, underrepresented groups.

13.4: Continue to work with the senior and veteran populations within the Town and maintain current programming.

13.5: Update the Town website to become an important resource for information on resources and programming for those that are disabled, seniors, veterans, and other groups within the Town.

13.6: Continue to support the work of all Town committees and volunteer boards.

GOAL 14: Continue to support government departments and provide necessary resources for departmental functions.

14.1: Update digitized Town Tax Assessor maps to the recommended State standards.

14.2: Continue to support the needs of the various Fire Departments and emergency services that serve the Town of Lewisboro.

14.3: Provide needed resources for the Building Department to effectively enforce the Town's environmental, building, and zoning regulations.

14.4: Continue to seek means of updating and modernizing government facilities and department equipment.

14.5: Continue to seek partnerships where applicable with the School District.

Goals/Objectives

TRANSPORTATION AND MOBILITY

GOAL 15: Continue to pursue an interconnected and multimodal transportation system of trails, sidewalks, streets and rail, and promote complete streets which are designed to safely accommodate pedestrians, bicyclists, motorists, and transit riders of all ages and abilities in their essential need to get to and from homes, schools, shops, parks, preserves, and places of work

15.1: Seek funding and partnerships to pursue complete street improvements and programs, especially along NYS Routes 35, 121, 123, 124, and 138.

15.2: Explore developing off-street trails and safe bike routes throughout Town to connect shopping areas, recreation, community services, and amenities to neighborhoods.

15.3: Create a Town bike, trail, and sidewalk plan that identifies and prioritizes potential rights-of-way throughout the Town that are appropriate for bicycle and pedestrian infrastructure.

15.4: Explore opportunities and partnerships to construct trails along existing utility easements and rights-of-way.

15.5: Continue to improve walkability by improving crosswalks and connecting new and existing sidewalk infrastructure in appropriate locations

throughout Town, especially where connections between neighborhoods, public transportation routes, and community services are possible.

15.6: Plan and incorporate infrastructure for future transportation technologies such as electric bikes, scooters, and cars.

GOAL 16: Create opportunity for increased public transportation resources within Lewisboro.

16.1: Work with the County to expand and enhance public transit throughout Town.

16.2: Seek funding for a study to determine the public transportation needs within the Town of Lewisboro.

GOAL 17: Work towards creating safe streets for all users.

17.1: Evaluate the need for traffic calming along NYS Routes 35, 121, 123, 124, and 138, and near schools.

17.2: Work with NYSDOT to study and implement design and safety improvements that encourage walking and biking along NYS Routes 35, 121, 123, 124, and 138.

17.3: Pursue New York State Department of Transportation (NYS DOT) funding opportunities.

Goals/Objectives

COMMUNITY CHARACTER AND HISTORIC PRESERVATION

GOAL 18: Preserve Lewisboro's existing rural and community character and promote and protect its historic attributes.

18.1: Continue to preserve historic buildings, sites, landmarks, and landscapes throughout Town.

18.2: Promote the work of the Landmarks Committee.

18.2: Consider developing a local landmark designation process, as this process is the most effective at protecting significant historic sites.

18.3: Consider adopting a Historic Preservation law, to explicitly allow for the designation of local landmark districts or implementing a “neighborhood preservation” overlay zoning district in addition to or in lieu of landmark designation or creation of a historic zoning overlay district.

18.4: Review and revise the existing zoning regulations to encourage the adaptive reuse of older historic buildings, to ensure that the objective of preserving historic resources will be encouraged.

18.5: Update the Town’s website to provide more information on the importance of historic preservation and the historic and culturally significant resources within the Town.

18.6: Promote education and visitor interest in the Town by installing interpretative signage that provides information regarding historic and scenic resources.

18.7: Review and strengthen Section 220-31, SC Special Character Overlay, to ensure that it is protecting the Town’s historic resources and special character areas.

18.8: Review the areas designated under the Special Character Overlay to determine if the overlay should be expanded to include other areas within the Town.

18.9: Explore developing design guidelines for the Special Character Overlay to assist the Architecture and Community Appearance Review Council in its review of applications.

GOAL 19: Ensure that the Town’s gateways, hamlet centers, and scenic corridors are maintained and foster a strong Town-wide cultural identity

19.1: Beautify the main Town transportation corridors, especially at the entrances into the Town.

19.2: Create and install appealing signage at the road entry points into the towns and beautification of those entry points that will visually unify the town.

19.3: Retain stone walls, barns, and cemeteries as part of the Town's scenic history.

19.4: Preserve the scenic rural and historic character of the Town's roads.

19.5: Work with businesses to improve overall curb appeal and site maintenance.

IV. NEXT MEETING DATES:

Regular monthly meeting

April 17, 2023, 7:30PM -- Zoom videoconferencing for committee members and livestreamed to LewisboroTV YouTube channel for the public.

Public outreach meetings – Round Two

The following meetings are to be held at the 79 Bouton Road court / meeting room with childcare being offered and translators available on request.

5/13 – Saturday 10:30 a.m. – 12:30 & 2-4 p.m.
Cross River and Goldens Bridge

5/20 – Saturday 10:30 a.m. – 12:30 & 2-4 p.m.
South Salem and Waccabuc

6/3 – Saturday 10:30 a.m. – 12:30 & 2-4 p.m.
Lewisboro and Vista

6/11-Sunday 6:30 p.m. – 8:30 p.m.
All hamlets

Ms. Monstra outlined the various stations at these open house-format meetings:

- Vision Statement;
- Goals & Objectives;
- land use and zoning;
- housing and economic development;
- natural resources, climate change, sustainability;
- infrastructure, community services and facilities; and
- transportation and mobility.

She noted that there will be a facilitator at each station to aid if the discussions and develop a middle ground if need be and there will be printouts on the tables to encourage time to reflect before adding written comment to the boards / maps.

Ms. Monstra stated that participants will be asked to look at these Goals & Objectives and see how their particular hamlet can make the Goals & Objectives a reality in the next 10 years. She noted that participants will draw on the maps and write what exactly their concerns are and what in that hamlet area can support those different goals and objectives.

Ms. McGinn stated that at the meetings, participants will be greeted by a NPV staff member and / or Committee member, given a welcome sheet and instructed how to move / participate at the various stations. She noted that all the raw data from the first public outreach sessions are posted to our web page.

Ms. Monstra stated that public's job is to focus on doing the exercises, sharing their knowledge and NPV will take this information and incorporate it into the end document. She noted that concerns can be identified in the Comprehensive Plan but may not have end solutions and the examples of sidewalks and traffic lights were discussed; the Plan may cite that a sidewalk study is recommended or that the DOT is the outside agency that determines if a new light is warranted. Ms. Monstra stated that later in the process, the Town Board can decide what projects should move forward, what funds to put towards them, and identify some additional funding mechanisms.

Mr. Robbins left the meeting at 8:45 p.m.

Public outreach meetings – Round Three

Ms. Monstra stated that Round Three will identify and ask for feedback on specific zoning changes. She noted that the Town Board will conduct a public hearing on the draft Comprehensive Plan.

Summary of open action items as of March 2022

Follow up by		Timeline
C Indelicato	New resident social, February 26, 2023 – Volunteer to attend/share information	February 26 COMPLETE
J Wolff	Library volunteer fair, March 4, 2023 – John to coordinate informational table	March 4 COMPLETE
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 COMPLETE
K McGinn	Coordinate open Committee requests for assistance to the Town Board re: community outreach (School District Fire Houses, Parks & Rec)	March – April
C Indelicato J Wolff	Library Program/Comprehensive Plan Presentation	April 22 April 26
J Wolff	Senior/Older Adults Group outreach	April?
NPV	Alert Steering Committee of Grant opportunities	Ongoing
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

Ms. McGinn thanked these Committee members for spreading the word about the Comp. Plan:

- Ms. Indelicato at the new residents' social event (February 26th);
- Mr. Wolff at the library volunteer fair (March 4th);
- Ms. Indelicato and Mr. Wolff, who will be coordinating in-person and virtual library programs (April 20th and April 26th); and
- Mr. Wolff for coordinating with the older adults group through Parks and Recreation.

IV. MINUTES

Review and adoption of the Minutes of the Comprehensive Plan Steering Committee meeting held on February 23, 2023.

Ms. McGinn made a motion to accept the February 23, 2023 minutes as presented; seconded by Ms. Indelicato. In favor: Charlene Indelicato, Katie McGinn, Larry Mango and John Wolff. Absent: Mark Robbins.

V. GRANTS

Ms. Rendo stated that she has been in contact with NY Department of State regarding grants opportunities for lakes and water.

Mr. Wolff stated that the New York State Consolidated Funding Application (CFA grant) is due in July.

VI. 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, Katie McGinn, Larry Mango and John Wolff. Absent: Mark Robbins.

Minutes respectfully submitted by:



Ciorsdan Conran
Comprehensive Plan Steering Committee Administrator