



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 Monday, April 17, 2023 via Zoom videoconferencing (Meeting ID: 896 6361 3882) and livestreamed to LewisboroTV YouTube channel:
<https://www.youtube.com/watch?v=YbBhQzqTsQ&t=4s>

Present: Katie McGinn, Chair
Charlene Indelicato
Larry Mango
Mark Robbins
John Wolff
Dan Welsh, Town Board Member
Janet Andersen, Planning Board Chair
Rose Bonanno, ACARC Chair* arrived at 7:57 p.m.
Ciorsdan Conran, Administrator
Valerie Monstra, Nelson Pope & Voorhis (NPV)

Absent: Robin Price, ZBA Chair
Andrea Rendo, Town Board Member

Approximately one viewer on YouTube.

Ms. McGinn called the meeting to order at 7:30, thanked everyone watching and the outreach teams, plus encouraged viewers to visit the Committee's web page (<https://www.lewisborogov.com/cmpsc>) for more information on this two-year process.

I. PROJECT UPDATE FROM THE COMMITTEE

Ms. McGinn stated that Round Two of our public input process have been scheduled and will be held at the 79 Bouton Road court / meeting room with childcare from Country Children Center 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

She noted that the content is the same at all the sessions and the workshop materials can be found at:
<https://www.lewisborogov.com/cmppsc/page/upcoming-public-workshops>.

II. PROJECT UPDATE FROM NPV

Upcoming Public Outreach Meetings

Ms. Monstra reviewed the welcome packet (instructions and FAQs to be offered in English, Chinese and Spanish) and the workshop station exercises:

Station #1: Draft Vision Statement (Where do we want to go?) – staffed by Committee members or NPV
Stations #2 - #4: Draft Goals & Objectives (Where do we want to go? How do we get there?) – staffed by NPV for a tabletop discussion.

- Station #2: BUILT ENVIRONMENT: Land Use, Zoning, Housing and Development
- Station #3: ENVIRONMENTAL RESOURCES: Natural Resources, Climate Change and Sustainability
- Station #4: COMMUNITY RESOURCES: Infrastructure, Community Services & Facilities, Transportation
- and Mobility

She noted that at each of the Goals & Objectives stations has 2 tasks:

Task 1: Where do we want to go?

Do you agree with the Goals & Objectives? If there are ones you disagree with, how can we improve the goal or related objectives? Are we missing any goals? Is an objective missing for a goal?

- Options for engagement:
 - Join the group discussion – your NPV facilitator will be taking notes

Task 2: How do we get there?

Which goals do you feel are most applicable to your Hamlet? How can your Hamlet make the Goals & Objectives a reality in the next 10 years?

Use the maps to show areas that currently meet the objectives or will need improvement to get there.

- Options for engagement:
 - Use your Post-Its to post notes to the “How do we get there?” poster(s)
 - Draw directly on the Hamlet map poster(s)

Ms. Monstra stated there will also be maps on easels and participants will be handed pens and markers to add comments.

Survey

Ms. Monstra reviewed the proposed survey which is very similar to the welcome packet materials and will be created in Survey123. She noted that if a respondent cannot fit all their thoughts into the survey they can always send comments to: steering@planlewisboro.com

Ms. McGinn stated the new survey will run May 13 until June 11, 2023 and can be found at <https://www.lewisborogov.com/cmpsc/page/current-public-survey>. Mr. Robbins commended NPV on the content / look of the survey. Ms. McGinn noted a paper version of the survey will be available too.

Board and Council Feedback on draft Goals & Objectives and Zoning Updates

Ms. Monstra stated it is more important to schedule in-person meetings with these groups -- Town Board, Planning Board, ZBA, ACARC, CAC – for the zoning phase as those will be more detailed discussions. She proposed developing an email that would go to all the boards and councils and ask them to review the draft Vision Statement and Goals & Objectives and take the survey during May / June.

Ms. Monstra noted that this Committee's outreach is a lot more than other towns.

Mr. Welsh suggested a joint meeting of all the boards and councils where they can all complete their surveys simultaneously. He noted this could be a special meeting outside of the Town Board's regular meeting schedule.

Ms. Bonanno agreed that a joint meeting would be a good idea as we try to unify Lewisboro.

The Committee discussed quorums, public notice and holding the joint meeting at a Town Board meeting. Ms. Monstra agreed to present at the joint meeting. Mr. Wolff noted that if a board / councilmember cannot attend the meeting they can always complete the survey.

Senior Adults Focus Group

Ms. Monstra agreed to present to the Senior Adults focus group to collect their feedback on the draft Vision Statement and Goals & Objectives.

Mr. Wolff stated he and Eileen Nadelson (outreach team member) have volunteered to present an informational session to the Senior Adults about the Comprehensive Plan on May 31st. Ms. Monstra suggested she could also speak to the group on the same day or a few weeks later.

Ms. Indelicato stated she will share the draft presentation for the library with Ms. Monstra and this will probably be the same material presented to the Senior Adults. Mr. Wolff noted that information on updating the comprehensive plan has been in the Senior Newsletter already and Pam Veith (Senior Coordinator) should be sent paper copies of the latest survey to distribute.

Project Timeline

Ms. Monstra stated that the drafting of the comprehensive plan and zoning amendments will start around June or July. She asked if a 6-7-member subcommittee should be formed to identify zoning changes. Mr. Wolff stated Mr. Price should participate in this subcommittee as he chairs the ZBA. Ms. Monstra listed possible members: Planning Board and ZBA chairs, a member of the Town Board and the steering committee. Ms. Indelicato recommended Jud Siebert (Planning Board attorney). Ms. Andersen stated that Kellard Sessions (Town's planning consultants) should also be involved.

Ms. Monstra listed possible zoning changes: tweaking a particular zoning district, adding an overlay or a special use permit requirement, and reexamining accessory apartments

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.

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

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Lewisboro and Vista

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All hamlets

The Committee and consultants discussed volunteers for these sessions and logistics for the meetings and hanging flyers.

Summary of open action items as of April 2022

Follow up by		Timeline
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	Seniors/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

VI. ADJOURN MEETING – With no further business, the meeting was adjourned by Ms. McGinn and seconded by Mr. Robbins at 9:03 p.m. In favor: Charlene Indelicato, Katie McGinn, Larry Mango, Mark Robbins and John Wolff. 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
Comprehensive Plan Steering Committee Administrator