



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, May 15, 2023 via Zoom videoconferencing (Meeting ID: 896 6361 3882) and livestreamed to LewisboroTV YouTube channel:
<https://www.youtube.com/watch?v=Hrg00NiBM-M&t=8s>

Present: Katie McGinn, Chair
Charlene Indelicato
Larry Mango
John Wolff
Dan Welsh, Town Board Member* arrived at 8:01 p.m.
Janet Andersen, Planning Board Chair
Rose Bonanno, ACARC Chair
Robin Price, ZBA Chair
Ciorsdan Conran, Administrator
Sawyer Cummings, TOL / JJHS intern

Absent: Mark Robbins
Andrea Rendo, Town Board Member

Approximately two viewers on YouTube.

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

I. OPENING REMARKS FROM THE CHAIR

Ms. McGinn stated this past weekend (May 13, 2023) kicked off Round Two of the public input open houses for the Lewisboro Comprehensive Plan Update with the Cross River & Goldens Bridge Hamlet workshops. She thanked everyone who attended (20 people), the Nelson Pope & Voorhis (NPV) team for facilitating, the Steering Committee volunteers for welcoming, and the Country Children's Center team for providing childcare. Ms. McGinn also thanked the Community Outreach Team volunteers for their continued help in making the public outreach for this process as wide-reaching and inclusive as possible. She noted they have done a fantastic job spreading the word.

Ms. McGinn reminded everyone that the job of the Steering Committee is to continually evaluate the process we are undergoing to update Lewisboro's Comprehensive Plan. We seek to answer two questions – are we doing

everything we can to reach the Lewisboro community, let them know about events, and communicate the importance of their engagement in this process? And doing so within the project budget? We can control the answer to these questions, but we can't control the outcome – which is the number of people who participate.

II. PROJECT UPDATE FROM THE COMMITTEE

The Committee reviewed the Outreach/Advertising Plan for the Second Round of Public Workshops.

Outreach/Advertising Plan			
<u>PHASE</u>	<u>METHOD</u>	<u>RESOURCES</u>	<u>RESPONSIBLE</u>
Phase 1: Early April 2023 Save the Date	Electronic flier distribution (English, Spanish, Chinese) <ul style="list-style-type: none"> • CPSC website • Town website • Town weekly community email • Town Instagram • Parks and Rec Instagram • Town Board Member(s) Facebook pages • Parks and Rec webpage • Parks and Rec Facebook • Parks and Rec/Seniors newsletter • CPSC mailing list, stakeholders list (via Constant Contact) Record Review Katonah - Lewisboro Times	Available now: Public Save the Date Google Drive folders	Katie/ Ciorsdan
	Electronic flier distribution (English, Spanish, Chinese) <ul style="list-style-type: none"> • Social media • Emailing personal contacts 		Outreach Teams
Phase 2: Late April - June 2023	Electronic flier distribution (English, Spanish, Chinese) <ul style="list-style-type: none"> • CPSC website • Town website • Town weekly community email • Town Instagram • Parks and Rec Instagram • Town Board Member(s) Facebook pages • Parks and Rec webpage • Parks and Rec Facebook • Parks and Rec/Seniors newsletter • CPSC mailing list, stakeholders list (via Constant Contact) <ul style="list-style-type: none"> • Town Cable Channel • Town Clerk email list blast 	Available now: Public Google Drive folders	Katie/ Ciorsdan

	<ul style="list-style-type: none"> • Parks and Rec email blast • Library Program (April 22 & 26) • Seniors group programming (May 31) • Additional/Direct emails to business owners • Additional/Direct emails to PTOs • Direct emails to KLSD via Superintendent's office • Additional/Direct emails to Fire Houses & LVAC <p>Record Review Katonah - Lewisboro Times</p>		
	<p>Electronic flier distribution (English, Spanish, Chinese)</p> <ul style="list-style-type: none"> • Social media • Emailing personal contacts 		Outreach Teams
	<p>Physical flier postings (English, Spanish, Chinese)</p> <ul style="list-style-type: none"> • Outreach Teams sign up sheet process to ensure posted at all key locations across hamlets (grocery stores, post offices and Town buildings at a minimum) 		Out reach Teams
	<p>18 x 24 posters (donated)</p> <ul style="list-style-type: none"> • To be posted in Fire Houses, LVAC, Town Parks, Town buildings, Library 		Katie/Larry
	<p>Lawn signs (partially donated)</p> <ul style="list-style-type: none"> • 5 per Hamlet - to be posted by Steering Committee at key intersections 		Katie
	<p>Other items - Require Town Board assistance</p> <ul style="list-style-type: none"> • Notify Lewisboro call/text system (Complete - as of May 8, text sent to ~900 people) • Connection to Fire Houses (direct emails, delivery of posters) • Connection to School District (complete, see above, email distribution via Superintendent Office) • Connection to Parks & Rec (complete, social media, button on their website homepage, posters, lawn signs) 		Town Board/Katie
	Social media campaign (TBD)		Sawyer (Town intern)

Ms. McGinn stated the current email list reaches almost 700 people and she thanked all the volunteers for papering the town with flyers.

III. ROUND TWO OF PUBLIC WORKSHOPS

Ms. McGinn stated that Round Two of our public input process are a series of open houses which are being held at the 79 Bouton Road court / meeting room with childcare being offered by Country Children Center and translators available on request. These are the remaining workshops:

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.
Lewistown and Vista

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

Ms. Indelicato stated that the people who attended the May 13th session stayed a long time, and some were asking if there would be a presentation. She listed some of the topics participants mentioned: keeping the rural feel of town; concerns about density, senior citizens and lack of code enforcement (for example – the tree ordinance). Ms. Indelicato noted that Tony Gonçalves (Supervisor), Dan Welsh and a reporter from the Record Review also attended. She encouraged participants to review the workshop materials which can be found at: <https://www.lewisborogov.com/cmpsc/page/upcoming-public-workshops> prior to workshops and especially before the public hearings.

Mr. Welsh reiterated that participants were expecting something different, not an open house but rather a meeting or presentation. He noted it is always a challenge to get people to a certain place at a certain time, with all the competing events out there. Mr. Welsh encouraged people to take the online survey.

Ms. McGinn stated Mr. Cummings will be creating short videos for posting on social media and should emphasize the open house format and the timeline of the process.

IV. SENIOR OUTREACH

Mr. Wolff stated that he and Eileen Nadelson will be addressing the Lewistown Senior Adults on May 31st. Ms. McGinn stated that Valerie Monstra (NPV) will also be conducting a focus group with the senior adults. Both of these sessions will feature paper copies of the online survey that is going on May 13 – June 30, 2023.

V. ZONING “SUB-COMMITTEE”

Ms. McGinn stated a Zoning “Sub-Committee” Group has been established and consists of the Steering Committee Chair, Planning Board Chair, ZBA Chair, ACARC Chair, CAC Chair, Town Board liaisons (Andrea Rendo and Dan Welsh) and Steering Committee/Planning Board joint member (Ms. Indelicato). She agreed to ask Ms. Monstra about how often the sub-committee is expected to meet and how participants should prepare. Ms. Andersen noted that the homework might be reviewing the proposed zoning amendments. Ms. Indelicato stated that part of the Comprehensive Plan process is to clean up the Zoning Chapter of the Town Code.

Mr. Wolff suggested a list of variances be reviewed to see what types of variances are being sought / granted and Ms. Indelicato added these variances should also be mapped. Mr. Price stated Ms. Monstra had met with the ZBA a few months ago but he wasn't sure if she had gathered that information. Mr. Cummings may be tasked with creating the list of area, set back and use variances and plotting them on a map.

VI. NEXT MEETING DATES:

Town Board - Special Joint meeting

June 12, 2023, 7:30PM -- Location: TBD with Zoom and livestreamed to LewisboroTV YouTube channel for the public.

Regular monthly meeting

No June meeting.

July 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.

5/20 – 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

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

Summary of open action items as of May 2023

Follow up by		Timeline
J Wolff	Seniors/Older Adults Group Presentation – Possible focus group session	May 31
PB, ZBA, ACARC Chairs	Encourage members to take online survey	May - June
PB, ZBA, ACARC, CAC & CP members	Attend Town Board's joint session to discuss the Comprehensive Plan	June 12
All	Zoning "Sub-Committee" Group Formation <ul style="list-style-type: none">Find out about what to expect, time commitment - preparation, etc.Zoning variances mapped, etc.	July
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

VII. MINUTES

Review and adoption of the Minutes of the Comprehensive Plan Steering Committee meeting held on March 20, 2023.

Ms. McGinn made a motion to accept the March 20, 2023 minutes as presented; seconded by Ms. Indelicato. In favor: Charlene Indelicato, Katie McGinn, Larry Mango and John Wolff. Absent: Mr. Robbins.

Review and adoption of the Minutes of the Comprehensive Plan Steering Committee meeting held on April 17, 2023.

Ms. McGinn made a motion to accept the April 17, 2023 minutes as presented; seconded by Mr. Wolff. In favor: Charlene Indelicato, Katie McGinn, Larry Mango and John Wolff. Absent: Mr. Robbins.

VIII. ADJOURN MEETING – With no further business, the meeting was adjourned by Ms. McGinn and seconded by Ms. Indelicato at 8:11 p.m. In favor: Charlene Indelicato, Katie McGinn, Larry Mango and John Wolff. Absent: Mr. Robbins.

Minutes respectfully submitted by:



Ciorsdan Conran
Comprehensive Plan Steering Committee Administrator