



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, July 17, 2023
via Zoom videoconferencing (Meeting ID: 896 6361 3882) and livestreamed to LewisboroTV YouTube channel:
<https://www.youtube.com/watch?v=GPAKcfhaNH0>

Present: Katie McGinn, Chair
Charlene Indelicato
Larry Mango
Mark Robbins
John Wolff
Andrea Rendo, Town Board Member
Dan Welsh, Town Board Member* arrived at 7:49 p.m.
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 three viewers on YouTube.

I. OPENING REMARKS FROM THE CHAIR

Ms. McGinn called the meeting to order at 7:34, thanked everyone watching and encouraged viewers to visit the Committee's web page (<https://www.lewisborogov.com/cmpsc>) for more information. She noted that the second round of public workshops just concluded so we are 2/3rds of the way into Lewisboro Comprehensive Plan Update process. Ms. McGinn stated that the mission of the steering committee is to ensure that there's fair and equal opportunities for everyone in town to participate in this process.

Ms. McGinn thanked:

- all the members of the public who participated in the workshops or took the online survey;
- the outreach teams;
- the Nelson Pope & Voorhis (NPV) team;
- the steering committee;
- the chairs of the various boards and councils in attendance; and

- our Town Board liaisons.

II. HUDSON VALLEY GREENWAY COMPACT PLANNING GRANT

Ms. McGinn stated committee member Mark Robbins and outreach team volunteer Matt Juliana submitted and the Town has been awarded a \$20,000 grant under the Hudson River Valley Greenway Compact Planning Grants Program; these funds are to be applied to the Comprehensive Plan update project.

III. PROJECT UPDATE FROM THE CONSULTANT

Ms. Monstra reviewed the proposed schedule noting the comprehensive plan update process will be completed early 2024. She stated that NPV is on time and on budget and will have an update and draft zoning amendments for the September 18, 2023 meeting plus a draft plan in October; that plan will also go to the Town Board for its review.

Ms. Monstra summarized recent public participation:

Round One

122 attendees at the first open house
160 survey responses

Round Two

122 attendees at the series of public open houses
162 survey responses

For a total of 566 participants.

Ms. Monstra reviewed the public comments received during Round 2 of the Public Workshops and Surveys. These can be found at <https://drive.google.com/drive/folders/1w3ZnFK2TL0tBp19tWVFIWi-Bdqz6tpiP> She noted these comments will be used to identify any overarching concerns and potential (re)development projects in town.

Ms. Rendo stated at the next Town Board meeting, the Town Board is going to vote on adding a referendum to the November ballot for a \$2.1 million pedestrian and bicycle infrastructure bond. Ms. Monstra noted the comprehensive plan in a guide for improvements and may include street / pedestrian safety but it is the Town Board that decides specific locations for such improvements. She added that a traffic study is part of the draft Goals and Objectives.

Ms. Monstra stated that 77% of survey respondents agreed or strongly agreed with the draft Vision Statement.

Ms. Monstra reviewed proposed edits to the draft Vision Statement and Goals and Objectives. Ms. McGinn noted the updates reflect input from survey respondents, public outreach workshop participants, and town board / council members. Ms. Monstra listed a few of the updates to the Vision Statement, including improving:

- infrastructure;
- water quality;
- sewer connections;
- governmental operations;
- multimodal opportunities to connect people to shopping areas, parks, and schools; and
- expand housing opportunities while maintaining the current architectural characteristics and scale of buildings within the town.

Ms. Monstra listed a few of the updates to the objectives portion of the draft Goals and Objectives, including:

- viewing agricultural as a regional matter, not just local;

- creating connections within the hamlet centers and to the various preserves;
- improving enforcement of the Town Code;
- streamlining the permitting process;
- improving town sewer and sewage disposal; and
- enhancing programming for our senior and veteran populations.

Ms. Indelicato asked if concerns about Airbnbs should be part of the Goals and Objectives or a Town Code zoning change. Ms. Monstra stated that regulating short-term rental has not been brought up by residents or stakeholders and would have to be a Town Board discussion. She noted that the draft Comprehensive Plan and any changes to the zoning regulations will be part of a public hearing and SEQR review to be held by the Town Board.

Mr. Robbins asked if respondents exhibited an interest in sustainability, specifically was there any discussion about promoting green building, clean energy / infrastructure. Ms. Monstra stated that there was general support for new technologies and green infrastructure. She added that the Town Code needs to be updated / streamlined in the areas of green and sustainable infrastructure and technology; she gave the example of other towns allowing the installation of EV charging stations in most parking lots.

The Committee agreed to submit any grammatical or clarity of language related edits for the Vision Statement and Goals and Objectives by July 31, 2023.

Ms. Monstra stated the design firm of Starr Whitehouse Landscape Architects and Planners will be brought on as a sub-contractor to research and share precedent images of projects that could be related to:

- identifying / highlighting the entryways into Lewisboro;
- beautification of the hamlet centers;
- Complete Streets;
- community character / architecture;
- pedestrian mobility; and
- different trail connections.

She noted that Starr Whitehouse's one week of work will fall within the existing budget. Mr. Welsh asked if Starr Whitehouse could focus on plans for the Goldens Bridge, Cross River and Vista hamlet centers plus develop an architectural design manual for Lewisboro. Ms. Andersen noted that there could be unifying townwide signage to create a community identity. Ms. Bonanno stated that OSPAC is working toward a standard kiosk sign design for the town's parks and preserves. Ms. Monstra agreed to discuss Starr Whitehouse's role with the Town Board.

IV. NEXT MEETING DATE:

Zoning "Sub-Committee" Group

August 21, 2023, 7:30PM — Zoom videoconferencing for committee members and livestreamed to LewisboroTV YouTube channel for the public.

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).

Regular monthly meeting

9/18- 7:30PM via Zoom
 10/16- 7:30PM via Zoom
 11/20- 7:30PM via Zoom
 12/18- 7:30PM via Zoom

Summary of open action items as of July 2023

Follow up by		Timeline
All	Zoning "Sub-Committee" Group Formation <ul style="list-style-type: none">• Steering Committee Chair• Planning Board Chair• ZBA Chair• ACARC Chair• CAC Chair• Town Board liaisons• Steering Committee/Planning Board joint member	July/August
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

V. MINUTES

Review and adoption of the Minutes of the Comprehensive Plan Steering Committee meeting held on May 15, 2023.

Ms. McGinn made a motion to accept the May 15, 2023 minutes as presented; seconded by Ms. Indelicato. In favor: Charlene Indelicato, Katie McGinn, Larry Mango, Mark Robbins and John Wolff. Absent: None.

VI. ADJOURN MEETING – With no further business, the meeting was adjourned by Ms. McGinn and seconded by Mr. Wolff at 9:06 p.m. In favor: Charlene Indelicato, Katie McGinn, Larry Mango, Mark Robbins and John Wolff. Absent: None.

Minutes respectfully submitted by:



Ciorsdan Conran
Comprehensive Plan Steering Committee Administrator