



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's Zoning "Sub-Committee" Group on Monday, August 21, 2023 via Zoom videoconferencing (Meeting ID: 896 6361 3882) and livestreamed to LewisboroTV YouTube channel: <https://www.youtube.com/watch?v=SGOhdsPN3AY>

Present: Katie McGinn, Steering Committee Chair
Charlene Indelicato, Steering Committee/Planning Board joint member
John Wolff, CAC Chair
Janet Andersen, Planning Board Chair
Rose Bonanno, ACARC Chair
Andrea Rendo, Town Board Member
Dan Welsh, Town Board Member

Absent: Robin Price, ZBA Chair

Ciorsdan Conran, Administrator
Valerie Monstra, Nelson Pope Voorhis (NPV)

Approximately three viewers on YouTube.

I. OPENING REMARKS FROM THE CHAIR

Ms. McGinn called the meeting to order at 7:30 and noted that this was the first meeting of the Zoning Sub-Committee. She stated that NY State Law requires that zoning regulations are adopted in accordance with a Town's Comprehensive Plan. So, when the Comprehensive Plan is updated, the Zoning Code needs to be updated to make sure that it reflects the vision, goals & objectives of the Comprehensive Plan. To be efficient and make the best use of time and project funding, Lewisboro's process is to update the Comprehensive Plan and the recommended zoning changes simultaneously. Ms. McGinn stated that the Town Board is the ultimate decision-making body that will approve the updated Comprehensive Plan and Zoning Code changes.

Ms. McGinn introduced the eight members of the Zoning Sub-Committee

- Katie McGinn, Steering Committee Chair
- Janet Andersen, Planning Board Chair
- Robin Price, ZBA Chair
- Rose Bonanno, ACARC Chair

- John Wolff, CAC Chair
- Dan Welsh and Andrea Rendo, Town Board liaisons
- Charlene Indelicato, Steering Committee/Planning Board joint member

As well as the consulting team from Nelson Pope Voorhis (NPV) led by Valerie Monstra.

Ms. McGinn thanked everyone watching and encouraged viewers to visit the Committee's web page (<https://www.lewisborogov.com/cmpsc>) for more information.

II. PROJECT UPDATE FROM THE CONSULTANT

Ms. Monstra stated that 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 plus draft zoning text amendments and a draft plan in October; those drafts will go to the Town Board for its review in November. Ms. Monstra stated residents, stakeholders and various town boards and councils have been able to comment on the existing conditions reports, draft Goals (19) and Objectives (105) and draft Vision Statement through public outreach (workshops and surveys) and the feedback received has been incorporated into those documents and will be translated into proposed regulatory language. The updated draft of the Vision Statement, Goals & Objectives are posted at <https://www.lewisborogov.com/cmpsc/page/draft-documents-past-public-workshops>

Ms. Monstra reiterated that a comprehensive plan provides a framework for where the community wants to go while the zoning amendments are the implementation phase of the comprehensive plan process. She listed possible code changes:

- updating of definitions;
- updating zoning districts and their uses to conform to the comprehensive plan;
- updating regulatory, bulk requirements, parking, landscape, and lighting to conform to the comprehensive plan;
- rectifying inconsistencies;
- applying current best practices;
- considering a senior housing floating zone;
- expanding local business opportunities;
- developing design guidelines for business districts;
- encouraging a diverse agricultural economy;
- protecting, preserving, and promoting / improving access and connectivity to natural resources;
- increasing sustainability and resiliency, focusing on green infrastructure technology and best building practices;
- strengthening some of our septic system regulations and the environmental chapters;
- maintaining existing recreational facilities; and
- focusing on historic character and historic preservation.

Ms. Monstra stated that NPV will create a red-lined version of the zoning text so revisions will be easy to identify.

Ms. McGinn stated the Steering Committee has the mission of fostering inclusive participation and facilitating the process and to that end the Town Code-savvy Zoning Subcommittee members will act as the first sounding board for the proposed changes to the Zoning Code and allow NPV to deliver more polished drafts to the Town Board.

Ms. Monstra stated that zoning changes can range from simple definition updates to policy-related amendments. She noted that she may be discussing this plus hamlet / gateway design and recent concerns such as short-term rentals further if placed on the Town Board's September 18th meeting.

Ms. Andersen stated that the Zoning Subcommittee is not a legislative body making laws but does have unique expertise using the existing zoning chapter. She acknowledged that the Town Board, not the Subcommittee, will be developing policies.

Mr. Welsh stated that the Town Board will be conducting a public hearing and there could be a final referral to the Zoning Subcommittee.

Ms. Monstra stated that November's Round 3 of the public input workshops / survey will relate to the zoning code recommendations and the full draft of the comprehensive plan update. She noted that after that there will be the Town Board's public hearing and, as with any zoning amendment, a referral to the Planning Board.

Ms. Indelicato asked that the Planning Board Attorney, Town Attorney, and Town Planner review the Town Code for inconsistencies.

Ms. Andersen stated she is hearing a lot of complaints about short-term rentals this summer. She asked how a topic like this gets addressed by the Town Board even though it hasn't been brought up during Rounds 1 & 2 of the public workshops.

III. LEWISBORO LIBRARY FAIR

Mr. Wolff will be organizing the Steering Committee table at the September 9th Lewisboro Library Fair; Ms. Indelicato and Ms. Conran volunteered to help at the table. Ms. Conran will print the handouts with QR codes.

IV. COMPREHENSIVE PLAN STEERING COMMITTEE WEBSITE

Ms. Indelicato stated that the Steering Committee web site is informative and needs to be advertised more. Ms. McGinn noted that it can be accessed in nine languages by selecting the pull-down menu for Google translate, located at the lower right of the home page found at <https://www.lewisborogov.com/cmpsc>

Ms. Bonanno offered to develop a video for auditory learners that could be posted to the web site. Ms. McGinn will investigate making a summary video.

V. NEXT MEETING DATE

Ms. Monstra stated she will develop a schedule for the next Steering Committee and Zoning "Sub-Committee" Group and she and Ms. McGinn will be sharing an update at the Town Board's September 18th meeting.

Upcoming meetings

9/18/23 (Monday) - 7:30PM – NPV and Steering Committee update to the Town Board

9/28/23 (Thursday) - 7:30PM via Zoom – Steering Committee

10/16/23 (Monday) - 7:30PM via Zoom – Steering Committee - review a few sections of the draft plan

November 2023 - Round 3 of the public input workshops / survey on draft zoning text amendments and a draft plan
11/20/23 (Monday) - 7:30PM via Zoom – Steering Committee - review a few more sections of the draft plan

12/18/23 (Monday) - 7:30PM via Zoom – Steering Committee - review complete draft plan

January 2024 – Town Board public hearing

February 2024 – final Comprehensive Plan adoption by the Town Board

Ms. Monstra stated that if the public workshop is moved to January 2024 that wouldn't preclude work behind the scenes on the plan but might mean its adoption in March 2024.

Mr. Welsh stated he will poll the Town Board as to whether the topic of short-term rentals should be part of an upcoming meeting or held until the comprehensive plan discussions. He will also ask if the next public workshops should be held in November, the first week of December or January.

Summary of open action items as of August 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
J Wolff C Indelicato C Conran	Prepare for and staff Lewisboro Library Fair table	September 9th
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
K McGinn R Bonanno	Develop video content for the Committee's page on the Town website	
C Conran	Coordinate continued updating of email addresses for stakeholder list/Constant Contact mailing list	Ongoing

VI. MINUTES

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

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

VII. ADJOURN MEETING – With no further business, the meeting was adjourned by Ms. McGinn and seconded by Ms. Bonanno at 8:59 p.m. In favor: Janet Andersen, Rose Bonanno, Charlene Indelicato, Katie McGinn, Andrea Rendo, Dan Welsh and John Wolff. Absent: Robin Price.

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