



**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's on Thursday, September 28, 2023 via Zoom videoconferencing (Meeting ID: 896 6361 3882) and livestreamed to LewisboroTV YouTube channel: <https://www.youtube.com/watch?v=85mAnIt8-NI&t=226s>

Present: Katie McGinn, Chair  
Charlene Indelicato  
Larry Mango  
Mark Robbins  
John Wolff  
Janet Andersen, Planning Board Chair  
Robin Price, ZBA Chair  
Dan Welsh, Town Board Member  
Ciorsdan Conran, Administrator

Absent: Rose Bonanno, ACARC Chair  
Andrea Rendo, Town Board Member

Approximately two viewers on YouTube.

**I. OPENING REMARKS FROM THE CHAIR**

Ms. McGinn called the meeting to order at 7:28 p.m. and encouraged viewers to visit the Committee's web page (<https://www.lewisborogov.com/cmpsc>) for more information. She noted that the site has:

- a Google translate feature;
- raw input from Rounds 1 and 2 of the public workshops; and
- drafts of the Inventory and Analysis report, Goals & Objectives and Vision Statement.

**II. 9/18/23 TOWN BOARD QUARTERLY UPDATE**

**2024 WORKSHOP**

Ms. McGinn thanked the community outreach volunteers noting their efforts will be needed to promote Round 3 of the public comment sessions via the 1.5-hour hybrid public workshop at Town House followed by the Town

Board's public hearing(s). She thanked everyone for their participation in this three-year process and stated this committee's mission is for everyone in town to have the opportunity to participate.

### **DESIGN OPTIONS**

Ms. McGinn stated she and Valerie Monstra of Nelson Pope Voorhis (NPV) both presented to the Town Board and discussed the three design options from NPV's subcontractor Starr Whitehouse:

#### **1. Trail Plan**

Illustrate trail network, identify gaps in connectivity, identify and scope pedestrian and bicycle connecting projects, including intermodal facilities (such as parking).

#### **2. Access & Inclusion for Public Spaces**

Illustrate best practices for public space design with reference to best practices, standards, and legal requirements (ADA).

#### **3. Hamlet Streetscape Guidelines**

High-level guidance visual considerations for site design in downtown areas without incorporating site requirements or design review into town zoning.

Ms. McGinn noted that this design aspect of the comprehensive plan has always been part of the plan update deliverables / budget and the Town Board is to choose an option by October 10, 2023. She noted that Starr Whitehouse are landscape architects and planners and their portion of the comprehensive plan is to add visual designs in the form of call out boxes, appendices, tear out sheets,...

Ms. Indelicato asked how Option #1 fits or duplicates the upcoming Pedestrian Bike Infrastructure Bond Referendum and should the Steering Committee recommend its preferred option.

Mr. Welsh stated that he was imagining this as the development of a set of design samples and archetypes for hamlet centers, rural roads,.... He noted that he is reaching out to hamlet organizations for their views as to what will have the greatest impact on town and so far, Vista residents said Option #1 is most valuable while Goldens Bridge residents said that Options #1 and #3 are the most important.

Ms. Andersen stated that #1 was not as necessary because there are so many public standards about how you mark trails; she viewed Option #3 as the most helpful. She noted that the viewsheds when you enter town should be examined / improved.

Mr. Mango stated that signage does contribute a lot to the sense of place and should be developed further by Starr Whitehouse.

Mr. Robbins noted that signs create a cohesive messaging and need to be maintained; he offered to help with a gateway signage strategy.

The Committee agreed to poll their members and the ACARC, Planning and ZBA chairs for their design proposal preferences and get that over to the Town Board liaisons. [Most of the Board members were in favor of Option #2 (Accessibility & Inclusion); staying on budget and on time were priorities.]

### **REVIEW OF RED-LINED DRAFTS**

Ms. McGinn stated the Town Board has authorized the Town Attorney, Town Planner and Planning Board Counsel to review the draft zoning amendments and comprehensive plan and attend the Zoning “Sub-Committee” Group meetings.

### **III. FALL PUBLIC OUTREACH**

Ms. McGinn stated Round 3 of the public input sessions will be a 1.5-hour hybrid public workshop at Town House the end of January 2024; the focus will be the draft zoning text amendments and draft plan. In the meantime, the public outreach committees will be tasked this fall with contacting residents and business owners about the 2024 workshop and public hearing(s); there will be a new flyer with QR code.

Ms. McGinn listed upcoming town-wide events – the New Neighbor gathering, Oktoberfest, Trunk or Treat—and thanked John Wolff for his taking the lead on this year’s library fair table. Ms. Indelicato volunteered to spread the word at the October First New Neighbor event.

### **IV. ADDITIONAL CONSIDERATIONS DURING THE FINAL PROJECT PHASE**

Ms. Indelicato stated concerns about short-term rentals / off-site hosts are increasing in NYC and in our lake communities.

Ms. Andersen stated ACARC, steep slope, trees and Special Use Permit (SUP) guidelines are in the Town Code but could be in a different chapter than Zoning (Ch. 220). She noted that there could be additional SUP categories.

Mr. Price stated most of the zoning codes work well and a lot of them are predicated by the State. He noted there are businesses in town that need to operate out of their houses and sometimes this is not a big problem but other times it's not so easy. Mr. Price stated area residents need more labor services to maintain their properties / houses and those service providers need places to work out of and he asked if we can make the Zoning Code a little easier for these people to be here. He noted those same people could volunteer to help us with the fire departments and ambulance corps.

Ms. Andersen suggested looking at other codes for working-from-home guidelines.

Mr. Welsh noted form-based zoning balances overall quality of life with self determination as to how a space is used.

### **V. NEXT MEETING DATES**

#### Upcoming meetings

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

11/20/23 (Monday) - 7:30PM via Zoom – Zoning “Sub-Committee” Group - review a few more sections of the draft plan (without NPV)

12/14/23 (Thursday) or 12/18/23 (Monday) - 7:30PM via Zoom – Zoning “Sub-Committee” Group - review complete draft plan, discuss public workshop format and finalize dates

12/18/23 (Monday) - 7:30PM via Zoom – Steering Committee - review complete draft plan, discuss public workshop format and finalize dates

1/8/24 (Monday) - 7:30PM - Town Board Update - take any comments from the Town Board on the proposed zoning and the draft Comp Plan

End of January 2024 – Round 3 of the public input workshops / survey on draft zoning text amendments and a draft plan

February 2024 – Town Board public hearing(s)

March 2024 – final Comprehensive Plan adoption by the Town Board

**Summary of open action items as of September 2023**

<b>Follow up by</b>		<b>Timeline</b>
All	Zoning “Sub-Committee” Group Formation <ul style="list-style-type: none"> <li>• Steering Committee Chair</li> <li>• Planning Board Chair</li> <li>• ZBA Chair</li> <li>• ACARC Chair</li> <li>• CAC Chair</li> <li>• Town Board liaisons</li> <li>• Steering Committee/Planning Board joint member</li> </ul>	Complete
K McGinn C Conran	Coordinate with Town Board, Town Planner, Town Attorney, and Planning Board Attorney to gather feedback on proposed Zoning Code updates	October - December
Outreach Teams	October “Did You Know” outreach/advertising campaign to keep engagement momentum going	October
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. MINUTES

Review and adoption of the Minutes of the Comprehensive Plan Steering Committee meeting held on August 21, 2023.

Ms. McGinn made a motion to accept the August 21, 2023 minutes as presented; seconded by Ms. Indelicato. In favor: Charlene Indelicato, Larry Mango Katie McGinn, Mark Robbins, and John Wolff. Absent: None.

**VII. ADJOURN MEETING** – With no further business, the meeting was adjourned by Ms. McGinn and seconded by Mr. Robbins at 8:37 p.m. In favor: Charlene Indelicato, Larry Mango, Katie McGinn, 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