

The background is a dark blue gradient with a subtle pattern of small white dots. On the left side, there are several concentric circles and a large circular scale with degree markings from 40 to 260. Some of the circles have arrows indicating a clockwise direction.

# QUARTERLY UPDATE

PRESENTED BY:  
THE COMPREHENSIVE PLAN STEERING COMMITTEE

FEBRUARY/MARCH 2024

# THANK YOU!

- Community members - for participating in three rounds of meetings over multiple years
- Community Outreach Teams
- Steering Committee
- Planning Board, Zoning Board, ACARC Chairs
- Town Board liaisons
- NPV team
- Hudson River Valley Greenway



# OUTLINE FOR TONIGHT'S UPDATE

1. Quick review of Committee/Board roles & project phases
2. Final participation figures & comparison to other Towns
3. Where we are now – confirming receipt of final drafts
4. Next steps

## Appendix:

- Community outreach & advertising methods



# PROJECT REFRESHER

## COMMITTEE & BOARD ROLES, PROJECT PHASES



# COMPREHENSIVE PLAN STEERING COMMITTEE MISSION STATEMENT

- Engage the Lewisboro community in order to inform the future of our town and capture this vision in an updated Comprehensive Plan.
- Ensure fair and equal opportunities for all members of the community to provide input throughout the multi-year process.

# COMMITTEE & BOARD ROLES

- STEERING COMMITTEE
  - Manages the multi-year process, ensures public input is provided directly to the consultant team and is as inclusive and wide-reaching as possible
- ZONING SUB-COMMITTEE
  - Reviews first draft of consultant team Zoning Code recommendations with an eye towards consistency and practical implementation
  - Helps limit the total rounds of revisions that are required for the draft Zoning Code updates
- CONSULTANT TEAM
  - Translates public input into actionable goals, objectives and recommendations
  - Drafts the updated Comprehensive Plan and Zoning Code amendments
- TOWN BOARD
  - Reviews draft materials along the way to provide advance questions or concerns, finalizes drafts
  - Holds Public Hearing, votes to approve the updated Comprehensive Plan & Zoning Code amendments



# TOWN BOARD INPUT & INVOLVEMENT TO-DATE

- (Ongoing) Quarterly updates & regular email updates/requests for input
- (Ongoing) Participation in workshops & surveys
- (June 2023) Joint Board Meeting with Town Board, PB, ZBA, ACARC, CAC to provide input on draft Goals, Objectives & Vision Statement
- (September 2023) Discussion with NPV on project plan/deliverables
- (October – February 2024) Opportunities to review the early drafts of Zoning Code updates, ongoing access to all live drafts via Google Drive
- (December 2023) Town Board discussion & decision – authorizing additional Zoning Code updates using Greenway Grant funding
- (January 2024) Update with NPV on project status and next steps
- Goals:
  - Ask questions, raise concerns throughout the process
  - When final drafts are ready for Town Board, there are no surprises

# Project timeline

## Introductory Phase

- Community launch survey
- Consultant search & hire
- Consultant preliminary review
- Community participation survey

COMPLETE

## Community Engagement Phase

- Community Outreach Team formation
- Workshop Series 1
- Draft vision, goals & objectives
- Workshop Series 2 - workshops focused on Town & Hamlets
- Joint Board meeting with Town Board, PB, ZBA, ACARC, CAC

COMPLETE

## Plan Update Phase

- Consultant drafts plan & zoning amendments
- Community input on draft
- Workshop Series 3
- "Office Hours"
- Public hearing on proposed plan & proposed zoning amendments
- Town Board votes to adopt updated plan & proposed zoning amendments

WE ARE HERE



QUESTIONS, COMMENTS?





# FINAL PARTICIPATION FIGURES & COMPARISON TO OTHER TOWNS



# OUTREACH & ADVERTISING METHODS OVERVIEW

- Virtual & in-person workshops
  - In-person included free childcare, Spanish & Chinese translators
- Online surveys
  - Available in Spanish & Chinese, and postal mail/large print copies
- Advertising methods included postal mail, lawn signs, posters & fliers, email and social media
- Participation survey (Fall 2022) created mailing list, Community Outreach Teams, and collected community access requests
- See Appendix for full details

# ATTENDANCE BREAK DOWN – ROUND 1

## ~ 353 TOTAL

- Virtual meetings
  - Monday evening
    - 80 signed up
    - 35 attended
  - Thursday evening
    - 60 signed up
    - 35 attended
- In-person workshop
  - Saturday morning
  - Free childcare provided in partnership with Country Children's Center
  - Spanish and Chinese translators
  - 122 attended
- Virtual survey (English, Spanish, Chinese)
  - 161 responded



## ATTENDANCE BREAK DOWN – ROUND 2

~ 280 TOTAL

- In-person workshops
  - May 13, May 20, June 10 & June 11
  - Free childcare provided in partnership with Country Children's Center (May 13 – June 10)
  - Spanish and Chinese translators (June 11)
  - 122 attended
- Virtual survey (English, Spanish, Chinese)
  - 158 responded

# ATTENDANCE BREAK DOWN – ROUND 3

## ~ 129 TOTAL

- In-person & virtual – hybrid workshop
  - January 29, 2024
  - 104 attended via Zoom
  - 25 attended in-person
  - Live-streamed via YouTube and available for future viewing
    - Over 100 views as of today (not to be included in attendance count)



## TOTAL PARTICIPATION IN COMPREHENSIVE PLAN PROJECT PROCESS (DATA PROVIDED BY NPV)

Community	Total Population	Total Participation	Percent of Total Population
Ossining	5,626	535	9.5%
Chestnut Ridge	10,505	774	7.3%
Lewisboro	12,265	762	6.2%
Carmel	33,737	1,293	3.8%
Montgomery	23,332	740	3.1%
Haverstraw	12,323	323	2.6%
Poughkeepsie	45,471	830	1.8%

QUESTIONS, COMMENTS?







# WHERE WE ARE NOW – CONFIRMING RECEIPT OF FINAL DRAFTS

FINAL DRAFT COMPREHENSIVE PLAN & DRAFT ZONING CODE AMENDMENTS

# FINAL DRAFT COMPREHENSIVE PLAN

- Comprehensive Plan (including Appendix B: Accessibility and Inclusive Design Best Practices)
  - Appendix A (Separate document): Inventory & Analysis Report
- 
- Posted publicly via [www.lewisborogov.com/cmpsc](http://www.lewisborogov.com/cmpsc) (Google Drive)
  - Includes revisions/additions made following the Round 3 Public Workshop - based on community input



# FINAL DRAFTS – PROPOSED ZONING CODE AMENDMENTS

- Updates to bring alignment with Comprehensive Plan Vision Statement, Goals & Objectives (required as per New York State Town Law)
  - Proposed updates to existing Zoning Code
  - Proposed new regulations
- Posted publicly via [www.lewisborogov.com/cmpsc](http://www.lewisborogov.com/cmpsc) (Google Drive)
- All proposed changes are tracked (following the Round 3 Public Workshop - based on community feedback)
- Judson Siebert & Jan Johannessen have reviewed all proposed changes, Gregory Folchetti has been copied on all correspondence

# TOWN BOARD REVIEW & INPUT TO-DATE: PROPOSED ZONING CODE AMENDMENTS

- (October 4, 2023) First batch of proposed edits shared with Town Board
  - Live editing via Google Drive
- (November 4, 2023) Second batch of proposed edits shared with Town Board
  - Live editing via Google Drive
- (December 1, 2023) Third batch of proposed edits shared with Town Board
  - Live editing via Google Drive
- (December 18, 2023) Town Board authorization of fourth batch of edits & new regulations
- (January 2, 2024) Final drafts shared with Town Board and publicly posted on Town website
- (January 29, 2024) Public workshop - draft Comprehensive Plan & Zoning Code amendments
- (February 2, 2024) Fourth/additional batch of proposed edits shared with Town Board
  - Live editing via Google Drive
- (February 23, 2024) Final drafts shared with Town Board and publicly posted on Town website



# SUMMARY OF PROPOSED ZONING CODE AMENDMENTS:

## TABLE WITH HYPERLINKS TO TRACKED CHANGES DOCUMENTS

SUMMARY OF PROPOSED LEWISBORO TOWN CODE CHANGES (PREPARED BY NPV)		
Chapter or Section	General Description of Proposed Changes	Supported Comprehensive Plan Objective
Chapter 7 – <a href="#">Architecture and Community Appearance Review Council</a> 7-3 Jurisdiction.	Revised list of which applications the ACARC has the jurisdiction to review.	18.4: Consider adopting a Historic Preservation law to explicitly allow for the designation of local landmark districts, implementing a “neighborhood preservation” overlay zoning district/landmark designation, or creating a historic zoning overlay district.
7-5 Guidelines for decisions and recommendations.	Amendments made to criteria the ACARC should consider in their review.	1.3: Review and amend the site plan standards and amend as applicable so that applications for site plan approval will align with the visual environment and character (architectural styling, rural setting, and scale of buildings) of the Town.
Chapter 191 – <a href="#">Streets and sidewalks</a> Chapter 191 – Streets and sidewalks	Incorporation of a new article regarding maintenance of sidewalks.	15.5: Continue to improve walkability by improving crosswalks and connecting new and existing sidewalk infrastructure in appropriate locations throughout Town, especially where connections between neighborhoods, public transportation routes, and community services are possible.
Chapter 217 – <a href="#">Wetlands and Watercourses</a> Chapter 217 – Wetlands and Watercourses	Revised definitions, terms, and processes to reflect the current wetlands review processes of Lewisboro.	7.1: Review, clarify, and strengthen, where necessary, the Town’s Sewer and Sewage Disposal (Chapter 183), Wetlands and Watercourses (Chapter 217), Wetlands and Water Course (Chapter 271), Wetlands and steep slopes (Section 220-21), and Tree Preservation (Chapter 203) regulations.

# OVERVIEW OF PROPOSED ZONING CODE AMENDMENTS

Type of Amendments	Section of Zoning Code	
Proposed Updates to Existing Zoning Code	<ul style="list-style-type: none"><li>• ACARC</li><li>• Amendments</li><li>• Cluster Development</li><li>• Definition of Performance Bond</li><li>• Exterior Lighting</li><li>• Landscaping</li><li>• Wetlands and Watercourses</li></ul>	<ul style="list-style-type: none"><li>• Current Uses Table</li><li>• Definitions and Word Usage</li><li>• District Regulations</li><li>• Off-Street Parking and Loading</li><li>• Supplemental Regulations</li><li>• Site Development Plan Approval</li></ul>
Proposed New Regulations	<ul style="list-style-type: none"><li>• Excavation and Fill</li><li>• Steep Slopes Protection</li><li>• Battery Energy and Storage*</li><li>• EV Charing Stations*</li></ul>	<ul style="list-style-type: none"><li>• Streets and Sidewalks*</li><li>• Solar Energy*</li><li>• Wireless*</li></ul>
* Indicates new documents publicly posted (as of February 23, 2024)		



QUESTIONS, COMMENTS?





# NEXT STEPS

FINAL DRAFT COMPREHENSIVE PLAN & DRAFT ZONING CODE AMENDMENTS



MARCH 4TH & 8TH

PUBLIC "OFFICE HOURS"

LINK TO MAKE AN  
APPOINTMENT IS LIVE ON  
OUR WEBSITE


[www.lewisborogov.com/cmpsc](http://www.lewisborogov.com/cmpsc)

**DRAFT ZONING CODE AMENDMENTS**  
**- VIRTUAL "OFFICE HOURS" -**  
**MONDAY, MARCH 4, 2024 7:30 - 9:30PM**  
**FRIDAY, MARCH 8, 2024 3:00 - 5:00PM**

- Your opportunity to ask questions one-on-one with the CONSULTANTS
- Review the draft COMPREHENSIVE PLAN & ZONING AMENDMENTS
- MAKE AN APPOINTMENT on our website:

[WWW.LEWISBOROGOV.COM/CMPSC](http://WWW.LEWISBOROGOV.COM/CMPSC)

**LEWISBORO**  
**COMPREHENSIVE PLAN**  
**UPDATE**



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## TOWN BOARD NEXT STEPS

- (March 18) Town Board Work Session to further review final draft Zoning Code revisions, ask questions, and work to finalize
- (TBD – Target April 8) Town Board to call for Public Hearing for Comprehensive Plan and related Zoning Code amendments and make referrals to Town & County Planning Boards
- (TBD – Target April 22) Public Hearing begins
- (TBD) Town Board Resolution re: Comprehensive Plan and related Zoning Code amendments



QUESTIONS, COMMENTS?





THANK YOU!

[steering@planlewisboro.com](mailto:steering@planlewisboro.com)

[www.lewisborogov.com/cmpsc](http://www.lewisborogov.com/cmpsc)





# APPENDIX: COMMUNITY OUTREACH & ADVERTISING METHODS

# PARTICIPATION SURVEY: SEPTEMBER - OCTOBER 2022

## Baseline Advertising Methods

- Town website (*Google translate button*)
- Town weekly community email
- Parks & Rec seniors' newsletter
- Town stand-alone email blast
- Parks & Rec stand-alone email blast
- Record Review
- Katonah-Lewisboro Times
- Town social media

## Additional Methods:

- Town-wide postcard mailer (*English & Spanish*)
- Fliers posted in each Hamlet (*English & Spanish*)
- Library Fair
- Trunk or Treat
- New Neighbor Event



# FORMATION OF COMMUNITY OUTREACH TEAMS: NOVEMBER – DECEMBER 2022

Community Outreach Teams
• Cross River Hamlet Team
• Goldens Bridge Hamlet Team
• Lewisboro/Vista Hamlet Team
• South Salem Hamlet Team
• Waccabuc Hamlet Team
• Lakes Team
• Spanish Language Team
• Chinese Language Team

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- Goldens Bridge Hamlet Team
- Lewisboro/Vista Hamlet Team
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- Waccabuc Hamlet Team
- Lakes Team
- Spanish Language Team
- Chinese Language Team

# ADVERTISING PHASE 1: SAVE THE DATE (ROUND 1 WORKSHOPS)

## DECEMBER 2022

### Baseline Advertising Methods

- Town website (*Google translate button*)
- Town weekly community email
- Parks & Rec seniors' newsletter
- Town stand-alone email blast
- Parks & Rec stand-alone email blast
- Record Review
- Katonah-Lewisboro Times
- Town social media

### Additional Methods:

- Constant Contact mailing list (*675 addresses*)
- Virtual fliers via Community Outreach Teams – email, social media (*English, Spanish, Chinese*)



# ADVERTISING PHASE 2: ROUND 1 WORKSHOPS/SURVEY

## JANUARY - FEBRUARY 2023

### Baseline Advertising Methods

- Town website (*Google translate button*)
- Town weekly community email
- Parks & Rec seniors' newsletter
- Town stand-alone email blast
- Parks & Rec stand-alone email blast
- Record Review
- Katonah-Lewisboro Times
- Town social media

### Additional Methods:

- Constant Contact mailing list
- Town Cable Channel
- Virtual fliers via Community Outreach Teams
- Fliers posted in each Hamlet via Outreach Teams (*English, Spanish, Chinese*)
- Emails to KLSD PTOs & business owners

# ADVERTISING PHASE 1: SAVE THE DATE (ROUND 2 WORKSHOPS)

## APRIL 2023

### Updated Baseline Advertising Methods

- Town website (*Google translate button*)
- Town weekly community email
- Parks & Rec seniors' newsletter
- Town stand-alone email blast
- Parks & Rec stand-alone email blast
- Record Review
- Katonah-Lewisboro Times
- Town social media
- Parks & Rec social media
- Parks & Rec website

### Additional Methods:

- Constant Contact mailing list (*700+ addresses*)
- Virtual fliers via Community Outreach Teams – email, social media (*English, Spanish, Chinese*)



# ADVERTISING PHASE 2: ROUND 2 WORKSHOPS/SURVEY

## APRIL – JUNE 2023

### Updated Baseline Advertising Methods

- Town website (*Google translate button*)
- Town weekly community email
- Parks & Rec seniors' newsletter
- Town stand-alone email blast
- Parks & Rec stand-alone email blast
- Record Review
- Katonah-Lewisboro Times
- Town social media
- Parks & Rec social media
- Parks & Rec website

### Additional Methods:

- Constant Contact mailing list
- Town Cable Channel
- Virtual fliers via Community Outreach Teams
- Fliers posted in each Hamlet via Outreach Teams (*English, Spanish, Chinese*)
- Emails to KLSD PTOs & business owners
- Email via KLSD Superintendent to District Staff
- Library programs (April 22 & 26)
- Senior group program (May 31)
- Posters (Fire Houses, LVAC, Town Parks, Town buildings, Library)
- Lawn signs (5 per Hamlet, key intersections)
- Notify Lewisboro call/text alert system (900+ people)
- Social media campaign

# ADVERTISING: ROUND 3 WORKSHOP

## DECEMBER 2023 – JANUARY 2024

### Updated Baseline Advertising Methods

- Town website (*Google translate button*)
- Town weekly community email
- Parks & Rec seniors' newsletter
- Town stand-alone email blast
- Record Review
- Katonah-Lewisboro Times
- Town social media
- Parks & Rec social media
- Parks & Rec website

### Additional Methods:

- Constant Contact mailing list
- Town Cable Channel
- Virtual fliers via Community Outreach Teams
- Fliers posted in each Hamlet via Outreach Teams (*English, Spanish, Chinese*)
- Emails to KLSD PTOs & business owners
- Email via KLSD Superintendent to District Staff
- Emails to Fire Houses, LVAC
- Lawn signs (5 per Hamlet, key intersections)
- Notify Lewisboro call/text alert system (1,800+ people)