



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

**COMPREHENSIVE PLAN STEERING COMMITTEE**  
**AGENDA**

**Tuesday, July 13, 2021**

**7:30 pm- 9:00pm**

**Via Zoom videoconferencing**

**For Public: <https://www.youtube.com/user/LewisboroTV>**

**I. MINUTES**

Review and adoption of the Minutes of the Comprehensive Plan Steering Committee Meeting held on June 22, 2021.

**II. DISCUSSIONS**

- A. 7:30pm – 7:35pm: Welcome remarks from Committee Chair
  - i. i. Note, first quarterly presentation to Town Board scheduled for July 26<sup>th</sup>
- B. 7:35pm – 8:30pm: Committee members discuss Comprehensive Plan project
  - a. 7:35pm – 7:45pm: Update on survey
    - i. i. Response rate
    - ii. ii. Confirm status of Post Office locations, ongoing collection of paper surveys
    - iii. iii. Any additional steps for spreading the word
  - b. 7:45pm – 8:00pm: Update on RFP to consultant
    - i. i. Status & next steps
  - c. 8:00pm – 8:30pm: Update on CFA Grant Opportunity
    - i. i. Status
    - ii. ii. Working session for any open questions/Committee input
- C. 8:30pm – 8:45pm: Town Board liaisons comment or discussion
- D. 8:45 – 9:00pm: Committee members closing thoughts and/or questions/updates on open action items (see page 2)

**III. NEXT MEETING DATE: JULY 27, 2021**

**IV. ADJOURN MEETING**

**Summary of open action items as of 6/22/21**

Follow up by	Action item	Timeline
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C Indelicato	Lead drafting of RFP for consultant services, coordinate with Committee members Begin process for identifying methods for distribution Coordinate feedback on draft from Town Board/Departments (due July 12 <sup>th</sup> )	June
All	Distribute flyers and paper copies of survey – see working document in Drive, Communications for full list of responsibilities	June
J Wolff	Lead drafting of CFA Grant opportunity (deadline July 30 <sup>th</sup> )	June/July
All	Share/identify potential ideas educational webinars/resources for public series	July
C Indelicato	Coordinate review of census information and list of questions for County team	July
K McGinn	Coordinate quarterly presentation to the Town Board for July (July 26 <sup>th</sup> )	July
All	Discuss Hudson River Valley Greenway Community Grants opportunity (Deadline September 10 <sup>th</sup> )	July
C Conran	Schedule Lise Robertson (Tax Assessor) for Tuesday Committee meeting	July/August
All	Continue to update list of stakeholders via document posted on Google Drive	Ongoing
K McGinn C Conran	Develop content for the Committee’s page on the Town web site	Ongoing
All	Watch Maureen Koehl’s lecture series on hamlets	Ongoing