



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
AGENDA

Tuesday, August 10, 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 Meetings held on June 8.

II. DISCUSSIONS

- A. 7:30: Welcome remarks from Committee Chair
- B. 7:30 – 8:30pm: Lise Robertson, Town Assessor (Confirming specific agenda items with her)
- C. 8:30 – 9:00: Committee members discuss Comprehensive Plan project
 - a. 8:30 – 8:40pm: Update on survey
 - i. i. Response rate
 - ii. ii. Confirm status of Post Office locations, ongoing collection of paper surveys
 - 1. Larry – Waccabuc & South Salem
 - 2. John – Vista**
 - 3. Mark – Goldens Bridge
 - 4. Charlene – Cross River
 - iii. iii. Any additional steps for spreading the word (postcard, library fair, carnival)
 - b. 8:40 – 8:45pm: Update on RFP to consultant
 - i. i. Status & next steps
 - c. 8:45 – 8:50pm: Update on Hudson River Valley Greenway Community Grants opportunity
 - i. i. Status & next steps
 - d. 8:50 – 8:55pm: Update on public education sessions
 - i. i. Status & next steps
- D. 8:55 – 9:00pm: Committee members closing thoughts and/or questions/updates on open action items (see page 2)

III. NEXT MEETING DATE: September 7, 2021
September 28, 2021

IV. ADJOURN MEETING

Summary of open action items as of 7/27/2021

Follow up by	Action item	Timeline
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	July/August
All	Distribute flyers and paper copies of survey – see working document in Drive, Communications for full list of responsibilities	July/August
L Mango	Coordinate possible tables at Library Fair & Carnival	July/August
K McGinn	Coordinate design, approval & distribution of mailer for survey	July/August
J Wolff	Lead drafting of CFA Grant opportunity (deadline July 30 th)	July/August
M Robbins	Share information/materials received from Project for Public Spaces	July/August
K McGinn	Lead developing educational webinars/resources for public series	August
M Robbins	Lead drafting of Hudson River Valley Greenway Community Grants opportunity (Deadline September 10 th)	August
C Indelicato	Coordinate review of census information and list of questions for County team	August
All	Continue to update list of stakeholders via document posted on Google Drive	Ongoing
K McGinn	Develop content for the Committee’s page on the Town web site (Next up: FAQ section)	Ongoing
All	Watch Maureen Koehl’s lecture series on hamlets	Ongoing