



TOWN OF LEWISBORO
Westchester County, New York

Comprehensive Plan Steering Committee
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COMPREHENSIVE PLAN STEERING COMMITTEE
AGENDA

Tuesday, October 26, 2021

7:30 pm- 8:30pm

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 September 28.

II. DISCUSSIONS

- A. 7:30pm: Welcome remarks from Committee Chair
 - a. Report from Quarterly Update to Town Board (10/25)
- B. 7:35 – 8:30pm: Committee members discuss Comprehensive Plan project
 - a. 7:35 – 7:50pm: Update on survey
 - i. Response rate update
 - ii. Confirm status of Post Office locations, ongoing collection of paper surveys
 - 1. Larry – Waccabuc & South Salem
 - 2. Mark – Goldens Bridge
 - 3. Charlene – Cross River
 - 4. John – Vista
 - 5. Ciorsdan – Planning Office, Library, Town House
 - iii. Discuss feasibility of continuing to collect from Post Office locations
 - b. 7:50– 8:00pm: Update on RFP to consultant
 - i. Status of inquiries and responses
 - 1. Questions from BFJ Consulting
 - 2. Questions from Nelson Pope Voorhis
 - 3. Confirm protocol for posting answers to webpage
 - ii. Next steps
 - 1. Review due diligence checklist draft at next meeting

- 2. Discuss process for first round reviews at next meeting
- c. 8:00– 8:05pm: Update on Hudson River Valley Greenway Community Grants opportunity
 - i. Status & next steps
- d. 8:05– 8:15pm: Update on public education sessions
 - i. Status & next steps
 - 1. Review viewership information from 9/28 presentation
 - 2. Next session: Census review?
- C. 8:15pm – 8:25pm: Town Board liaisons comment or discussion
- D. 8:25 – 8:30pm: Committee members closing thoughts and/or questions/updates on open action items (see below)

III. NEXT MEETING DATES: November 9 & November 23

IV. ADJOURN MEETING

Summary of open action items as of 9/28/21

Follow up by	Action item	Timeline
All	Distribute flyers and paper copies of survey – monitor Post Offices, send completed copies to C Conran Determine end date for post office collection	September/October
C Indelicato C Conran K McGinn	Coordinate respondent questions, submissions	September – November
K McGinn	Lead developing due diligence checklist and rating system for responses	September – November
All	Review information/materials received from Project for Public Spaces	September
K McGinn	Lead developing educational webinars/resources for public series Lead advertising/spreading word	September 28 and ongoing
M Robbins	Lead drafting of Hudson River Valley Greenway Community Grants opportunity (Compact & Planning grants, early 2022 deadline)	September and ongoing
C Indelicato	Coordinate review of census information and list of questions for County team (Possible education session/guest speaker)	October/November?
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