



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, November 23, 2021

7:30pm- 8:15pm

Via Zoom videoconferencing

Closed Work Session

I. MINUTES

Review and adoption of the Minutes of the Comprehensive Plan Steering Committee Meetings held on October 26 & November 9, 2021.

II. DISCUSSIONS

- A. 7:30 – 8:15pm: Committee members discuss Comprehensive Plan project
- a. 7:30 – 7:35pm: Quick update on survey
 - i. Final response figure
 - ii. Next steps/timeline
 - b. 7:35– 8:00pm: RFP review next steps
 - i. Confirm agenda for next week’s (11/30) due diligence kick off meeting
 - ii. Review/finalize Round 1 due diligence questionnaire
- B. 8:00 – 8:10pm: Town Board liaison(s) comment or discussion
- C. 8:10 – 8:15pm: Committee members closing thoughts and/or questions/updates on open action items (see below)

III. NEXT MEETING DATES:

November 23, 2021 – closed work session via Zoom videoconferencing
November 30, 2021 – closed work session via Zoom videoconferencing
December 7, 2021 – public education session via Zoom videoconferencing and YouTube
December 14, 2021 - closed work session via Zoom videoconferencing

IV. ADJOURN MEETING

Summary of open action items as of 11/9/2021

Follow up by	Action item	Timeline
All	Distribute flyers and paper copies of survey – monitor Post Offices, send completed copies to L Mango SURVEY END DATE: FRIDAY, NOVEMBER 12	November 12
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 Strong Towns & Project for Public Spaces	November
K McGinn	Lead developing educational webinars/resources for public series Lead advertising/spreading word Next session: Census, Dec 7	December 7 and ongoing
M Robbins	Lead drafting of Hudson River Valley Greenway Community Grants opportunity (Compact & Planning grants, early 2022 deadline)	September and ongoing
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