



TOWN OF LEWISBORO
Westchester County, New York

Comprehensive Plan Steering Committee
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COMPREHENSIVE PLAN STEERING COMMITTEE
AGENDA

Tuesday, December 7, 2021

7:30pm- 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 October 26, November 9, November 23, and November 30, 2021.

II. GUEST SPEAKER/PUBLIC EDUCATION SERIES

- A. 7:35 – 8:35pm: Norma Drummond, Commissioner of the Westchester County Department of Planning

III. DISCUSSIONS

- A. 8:35 – 8:55pm: Committee members discuss Comprehensive Plan project
- a. 8:35 – 8:45pm: Where does checking professional references fit in the due diligence timeline?
 - b. 8:45 – 8:55pm: Structure of Round 2 interviews: length/number of meetings, moderator structure, etc.
- B. 8:55 – 9:00pm: Town Board liaison(s) comment

IV. NEXT MEETING DATE:

December 14, 2021 – Closed work session via Zoom videoconferencing – 30 MINUTE QUICK CHECK IN

V. ADJOURN MEETING

Summary of open action items as of 11/30/2021

Follow up by	Action item	Timeline
For Steering Committee and Chairs of Planning Board, Zoning Board of Appeals and Architecture & Community Appearance Council		
All	Respond to separate emails re: scheduling January meeting(s)	December, ASAP
All	Review RFP responses and fill out Scoring Worksheet for each firm Email worksheets to K McGinn (Expect 5 – 8 hours of work)	Pick due date in January (in advance of TBD Tuesday meeting)

For Steering Committee Only		
L Mango	Review survey data/responses, prepare graphics/summary Let Committee know how we can help	December - January
K McGinn	Lead finalizing due diligence process – coordinate meeting dates with Planning Board, dates for interviews with consulting firms Lead group discussion on where checking references fits into the process timeline	January/Early 2022
K McGinn	Lead developing due diligence checklist and rating system for responses/interviews	January
K McGinn	Lead developing educational webinars/resources for public series Lead advertising/spreading word Next session: Census, Dec 7	December 7 and ongoing
All	Review information/materials received from Strong Towns & Project for Public Spaces	Ongoing
M Robbins	Lead drafting of Hudson River Valley Greenway Community Grants opportunity (Compact & Planning grants, early 2022 deadline)	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