



TOWN OF LEWISBORO
Westchester County, New York

Comprehensive Plan Steering Committee
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COMPREHENSIVE PLAN STEERING COMMITTEE
AGENDA

Tuesday, December 14, 2021

7:30pm- 8:00pm

Via Zoom videoconferencing

Closed Work Session

Meeting objective: Check in to answer any questions regarding the due diligence process, scoring worksheet or responses to the Request for Proposals to Update Lewisboro's 1985 Comprehensive Plan. Leave meeting even further prepared to review the 5 responses and assign them a score in advance of December 31st deadline for submitting worksheets directly to Steering Committee Chair.

Please note: We do NOT expect participants to fully review the RFP responses prior to this meeting.

I. DISCUSSIONS – RFP Responses Due Diligence Check In

- A. 7:30 – 8:00pm Steering Committee and Chairs of Planning Board, Zoning Board of Appeals and Architecture & Community Appearance Council – RFP Responses Due Diligence Check In
- a. 7:30 – 7:40pm: Confirm access to Google Drive folder & next meeting dates
- i. Any issues accessing folder, RFP responses, scoring worksheet, due diligence process outline?
- ii. Any issues with upcoming deadline or meeting dates?
- b. 7:40– 7:55pm: Questions regarding RFP responses, scoring worksheet
- i. Questions re: process for filling in scoring worksheet
- ii. Questions re: content of RFP responses
- c. 7:55 – 8:00pm: Final questions/closing thoughts

II. NEXT MEETING DATES:

Friday, December 31st - Deadline for submitting worksheets to Katie
Tuesday, January 4th, 7:30pm – 9:00pm Discussion part 1
Thursday, January 6th, 7:30pm – 9:00pm Discussion part 2/Decision on moving to round 2

III. ADJOURN MEETING

Summary of open action items as of 12/7/2021

Follow up by	Action item	Timeline
For Steering Committee and Chairs of Planning Board, Zoning Board of Appeals and Architecture & Community Appearance Council		
All	Upcoming meeting dates	Tuesday, January 4th, 7:30pm - Discussion part 1

		Thursday, January 6th, 7:30pm - Discussion part 2/Decision on moving to round 2
All	Review RFP responses and fill out Scoring Worksheet for each firm Email worksheets to K McGinn (Expect 5 – 8 hours of work)	Friday, December 31st - Deadline for submitting worksheets to Katie
J Andersen	Coordinate Round 2 interview dates for Planning Board with K McGinn	December/January
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	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