



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
MINUTES

Minutes of the meeting held by the Comprehensive Plan Steering Committee on Tuesday, December 14, 2021 via Zoom videoconferencing.

Present: Katie McGinn, Chair
 Charlene Indelicato
 Larry Mango
 Mark Robbins
 John Wolff

 Janet Andersen, Planning Board Chair
 Rose Bonanno, ACARC Chair
 Robin Price, ZBA Chair

Ms. McGinn called the meeting to order at 7:30 p.m. and the Committee entered into a work session at 7:31 p.m.

I. ACTION ITEMS

Summary of open action items as of 12/14/21

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	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

II. NEXT MEETING DATES:

January 4th and 6th, 2022 - closed work session via Zoom videoconferencing for Committee check in re: upcoming interviews of consultants

III. ADJOURN MEETING – With no further business, the Committee exited the work session, and the meeting was adjourned by Ms. McGinn and seconded by Ms. Indelicato at 8:00 p.m. In favor: Charlene Indelicato, Larry Mango and Katie McGinn, Mark Robbins and John Wolff.

Minutes respectfully submitted by:



Ciorsdan Conran
Comprehensive Plan Steering Committee Administrator