



**TOWN OF LEWISBORO**  
**Westchester County, New York**

**Comprehensive Plan Steering Committee**  
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**COMPREHENSIVE PLAN STEERING COMMITTEE**  
**AGENDA**

**Tuesday, January 4, 2022**

**7:30pm- 9:00pm**

**Via Zoom videoconferencing**

**Closed Work Session**

***Meeting objective:*** Review due diligence scoring worksheet totals for consultant groups re: the Request for Proposals to Update Lewisboro's 1985 Comprehensive Plan. Determine which respondents/consultant groups will move to Round 2 of the due diligence process (interviews). If additional time is required, complete discussion on January 6<sup>th</sup>.

Note: Prior to this meeting the Steering Committee and Chairs of Planning Board, Zoning Board of Appeals and Architecture & Community Appearance Council have all reviewed the RFP responses and submitted completed scoring worksheets, meant to serve as a guide for discussion.

**I. DISCUSSIONS – RFP Responses – Round 1 Due Diligence**

- A. 7:30 – 9:00pm Steering Committee and Chairs of Planning Board, Zoning Board of Appeals and Architecture & Community Appearance Council – RFP Responses – Round 1 Due Diligence
  - a. 7:30 – 7:40pm: Review totals and statistical analysis from scoring worksheet exercise
  - b. 7:40– 8:00pm: Review “red flags” identified by group during due diligence
  - c. 8:00 – 8:50pm: Open discussion with goal of determining who will be moving to Round 2
    - i. Chair to take note of potential questions/inquiries for interviews
  - d. 8:50 – 9:00pm: Closing thoughts & next steps

**II. NEXT MEETING DATES:**

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 1/3/2022

Follow up by	Action item	Timeline
<b>For Steering Committee and Chairs of Planning Board, Zoning Board of Appeals and Architecture &amp; Community Appearance Council</b>		
J Andersen	Coordinate Round 2 interview dates for Planning Board with K McGinn	December/January
<b>For Steering Committee Only</b>		
L Mango K McGinn	Review survey data/responses, prepare graphics/summary	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