



TOWN OF LEWISBORO
Westchester County, New York

Comprehensive Plan Steering Committee
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COMPREHENSIVE PLAN STEERING COMMITTEE
AGENDA

Tuesday, January 25, 2022

7:30pm- 8:00pm

Via Zoom videoconferencing

Closed Work Session

***Meeting objective:** Review interview expectations, structure and content in order to make sure we're all on the same page and can execute the meetings efficiently.*

I. DISCUSSIONS – RFP Responses – Round 2 Due Diligence (Interviews)

- A. 7:30 – 8:00pm 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 agenda for interviews
 - i. Moderator role
 - ii. Timing & structure
 - b. 7:40 – 7:55pm: Confirm interview questions and procedure for follow up
 - i. Chat function for sending Moderator questions
 - ii. Possible second interviews – keep list of follow up questions
 - c. 7:55 – 8:00pm: Closing thoughts & next steps

II. NEXT MEETING DATES:

Tuesday, Feb 1, 7:30pm - Interviews 1 & 2 (2 hours)
Tuesday, Feb 8, 7:30pm - Interview 3 & debrief to decide if additional interviews required (2 hours 5 minutes)
Tuesday, Feb 22, 7:30pm - Hold for additional interviews (2 hours 5 minutes)
Tuesday, March 1, 7:30pm - Hold for additional interviews and final deliberation (2 hours 5 minutes)
Early march, look for recommendations document via email, feedback requested

III. ADJOURN MEETING

Summary of open action items as of 1/6/2021

Follow up by	Action item	Timeline
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For Steering Committee and Chairs of Planning Board, Zoning Board of Appeals and Architecture & Community Appearance Council		
All	Hold dates in February for initial interviews	February
For Steering Committee Only		
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, interview questions	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