



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

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

**Monday, December 19, 2022**

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

**Via Zoom videoconferencing**

**For Public: <https://www.youtube.com/user/LewisboroTV>**

**For Committee: Link to Follow**

**I. PROJECT UPDATE (7:30 pm – 8:45 pm) NPV Presentation**

- A. 7:30 pm – 7:50 pm: Welcome remarks & information on Inventory and Analysis Report, focusing on Lewisboro environment, economics, and historic resources
- B. 7:50 pm – 8:00 pm: Questions from the Committee
- C. 8:00 pm – 8:45 pm:
  - a. Discussion of first public meetings (in-person and virtual, initial survey questions)
  - b. Accessibility
    - i. In-person room accessibility
    - ii. In-person translators
    - iii. Print/Posted Materials
    - iv. Child Care
    - v. Best Practices for Virtual Meetings
    - vi. Others?
  - c. Advertising plan & Community Outreach Teams

**II. COMMITTEE BUSINESS (8:45 pm – 9:00 pm)**

- D. Updates/wrap-ups
  - a. Approve minutes
  - b. Action items

**III. NEXT MEETING DATE:**

- 1. January 9, 2023, 7:30PM - Steering Committee Working Session (Proposed)
- 2. February 27, 2023, 7:30PM (Proposed change from previous schedule)

**IV. ADJOURN MEETING**

Summary of open action items as of November 2022

Follow up by		Timeline
All	Review current version of Community Outreach Plan here: <a href="https://www.lewisborogov.com/cmpsc/page/community-outreach-and-engagement-plan">https://www.lewisborogov.com/cmpsc/page/community-outreach-and-engagement-plan</a>	November
Valerie	Develop survey questions for committee review and posting starting in January.	Ongoing
Valerie	Lead effort to schedule meetings with Committees/Councils, Town Board, Planning Board, ZBA, and ACARC.	Last of the meeting taking place in December, meeting notes will be posted on Google Drive in December
Valerie	Organizing first set of public meetings	Ongoing
Katie to coordinate  With Charlene	Underrepresented/hard to reach groups outreach  Utilize local networks to identify community groups/resources and engage - Social services professionals, local organizations, guidance counselors  Explore methods for organizing focus groups or targeted pop-up events	Ongoing
Ciorsdan/Katie  With Mary Hafter	Coordinate email addresses for stakeholder list	Ongoing
K McGinn	Develop content for the Committee’s page on the Town web site	Ongoing