

The background is a dark blue gradient with faint, light blue geometric patterns. On the left side, there are several concentric circles and a curved scale with numerical markings ranging from 40 to 260. Some of the markings are 40, 150, 160, 170, 180, 190, 200, 210, 220, 240, 250, and 260. There are also some dashed lines and arrows pointing in different directions, creating a technical or architectural feel.

COMPREHENSIVE PLAN: CONSULTANT SEARCH RECOMMENDATIONS

PRESENTED BY: THE COMPREHENSIVE PLAN STEERING COMMITTEE

MARCH 29, 2022

HIGH LEVEL OVERVIEW OF THIS REPORT



SECTION 1: INTRODUCTION TO THE COMP PLAN STEERING COMMITTEE

- Report pages 2 - 6
- Steering Committee's formation & early work (page 2 - 3)
- Mission statement (page 3)
- Work to date (page 3 - 6)



COMPREHENSIVE PLAN STEERING COMMITTEE MISSION STATEMENT

- *Engage the Lewisboro community in order to inform the future of our town and capture this vision in an updated Comprehensive Plan.*
- *Ensure fair and equal opportunities for all members of the community to provide input throughout the multi-year process.*

SECTION 2: COMPREHENSIVE PLAN PROJECT OUTLINE

- Report pages 7 - 11
- Project phases (page 7)
- Focus on community engagement throughout project (page 7 - 8)
- Working timeline (page 8 - 11)



Project timeline

Introductory Phase

- Community launch survey
- Consultant search & recommendation to Town Board
- Consultant preliminary meetings/work

Through Spring 2022*

WE ARE HERE

Community Engagement Phase

- Community events & interviews
- Sub-committee formation & reports
- Community vision statement

Spring - Fall 2022*

Plan Update Phase

- Consultant drafts plan
- Community input on draft
- Public hearings on proposed plan
- Town Board adopts updated plan

Fall - Winter+ 2022*

*Timeline subject to change

APPLYING OUR MISSION DURING THE INTRODUCTORY PHASE

Survey summary

- *Goal: Ensure all members of Lewisboro community had an equal opportunity to participate in initial phase*
- Digital/Hard Copies at post offices
- Emails, town website, social media, direct mail, Parks & Rec brochure, Town email newsletters
- June – November 2021
- 13 questions - multiple choice & open ended
- 897 respondents

SECTION 3: CONSULTANT SEARCH METHODOLOGY

- Report pages 12 - 22
- Request for Proposals (page 12 - 14)
- Due diligence process (page 14 - 22)





INPUT &
PARTICIPATION:

RFP AND
DUE DILIGENCE

Town Board (RFP only)

Comprehensive Plan Steering Committee

Architecture & Community Appearance
Review Council (ACARC)

Planning Board

Zoning Board of Appeals (ZBA)

DUE DILIGENCE PROCESS

Round 1 review (page 16 - 18)

Round 2 initial interviews (page 18 – 21)

Round 2 reference checks (page 21)

Round 2 follow up interviews (page 21 – 22)

Recommendations (page 22/next section)

DUE DILIGENCE CATEGORIES

- Attention to detail & understanding of Lewisboro
- Communication methods
- Approach to community engagement
- Approach to creative thinking and innovation
- Approach to project management
- Timeline
- Budget
- Approach to pursuing funding
- References & experience with similar projects

SECTION 4: RECOMMENDATIONS

- Report pages 23 - 29
- Recommendation for consulting firm (page 23 - 28)
- Recommendations for next steps (page 28 - 29)



RECOMMENDATION FOR CONSULTING FIRM

- ***The due diligence group recommends Nelson Pope Voorhis (with Starr Whitehouse) for the Update of 1985 Comprehensive Master Plan for the Town of Lewisboro and Amendments to Town Zoning Code project***
- Table 1 (page 24 - 25): Rationale for recommending NPV
- Table 2 (page 26 - 27): Comparison of project details - finalists

RECOMMENDATIONS FOR NEXT STEPS

- Decision/engagement date – end of April 2022
- Inclusion of proposed Zoning Code updates in project
- Engage Planning Board Attorney & Firm as legal advisors for Zoning Code updates
- Steering Committee to present next update to Town Board in May 2022, following project kickoff meeting with consultant

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THANK YOU!





APPENDIX: COMMUNITY INVOLVEMENT THROUGHOUT PROJECT PHASES

How can Lewisboro get involved?

Introductory Phase

- Tune in for project updates
 - *Quarterly Town Board meetings*
 - *YouTube updates*
- Community survey open June – November 2021
- Recommendation to Town Board expected March 2022
- Town Board decision making process to follow

Through Spring
2022*

*Timeline subject to change

How can Lewisboro get involved?

Community Engagement Phase

- Initial consultant meetings with Town
- Join community events
 - *Virtual*
 - *Surveys*
 - *Pop-ups*
- Join a sub-committee
- Tune in for project updates, including quarterly Town Board updates

Spring - Fall
2022*

*Timeline subject to change

How can Lewisboro get involved?

Plan Update Phase

- Provide input
 - *Virtual*
 - *Surveys*
 - *Pop-ups*
- Participate in sub-committees
- Join public hearings
- Tune in for project updates, including quarterly Town Board updates

Fall – Winter+
2022*

*Timeline subject to change