**INTRO**

My name is Larry Mango

Member of the Comprehensive and Master Plan Steering Committee (“Steering Committee” or the “Committee”)

Filling in for Katherine McGinn, Chair

Other Members:

Charlene Indelicato

Mark Robbins

John Wolff

Ciorsdan Conran, Administrator for the Committee

Would like to thank the town board members Dan Welsh and Jane Crimmins for their observations and active participation to date, and also to Planning Board Chair Janet Anderson.

In the time I have here I would like to update the Town Board of the Committee’s

* Work to date
* Project Outline, &
* Next steps.
* Finally, - Questions.

If that is agreeable, I can get started with the update from the Steering Committee.

**WORK TO DATE**

* March 12 - Began weekly work sessions via Zoom,
  + Work platform, Committee’s role, Considered best practices
* April - Broadcasting our meetings on Town YouTube Channel
  + Recorded on YouTube;
  + On website (...\cmpsc): minutes, timeline, to-do list and assignments.
  + **Master Plan needs to reflect the desires of the Lewisboro community**.
  + 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.”***
  + Steering Committee:
    - Master Plan update a significant endeavor
    - Will require significant resources and an extended timeline
    - Requires professional planners and facilitators
    - Beyond the resources and capabilities of the committee.
  + **Recommendation: An independent consultant to facilitate community input, synthesize community input, and come up with recommendations.**
* May --
  + Launched an initial public kick-off meeting on May 25th via Zoom.
  + Launched community survey - initial effort to get community input
  + Begin work on RFP to planning firms (to understand costs).
  + Identify potential grants (to understand funding).
* June and July --
  + Members of committee worked on assignments, generally
  + Survey
  + RFP
  + Grant Applications

**PROJECT OUTLINE**

* Three phases:
  + **Introductory,**
  + **Community Engagement and**
  + **Plan Update.**
* Currently: **INTRODUCTORY PHASE.**
  + Community survey
  + Consultant search, recommendations to Board & hire
  + Consultant preliminary review
  + We expect this phase to last into Spring 2022, timeline subject to change.
* NEXT PHASE: **COMMUNITY INVOLVEMENT PHASE.**
  + After Spring 2022 after a consultant is engaged.
  + Significant community outreach and engagement to fully investigate community issues and opportunities.
  + Consultant facilitates community involvement; Committee involved.
    - community events & interviews,
    - formation of subcommittees ,
    - community vision statement.
  + Fair & equal opportunities for all community members to get involved.
  + Sessions with consultant & Town Board, Planning Board, ZBA and each of the Town Councils & Committees. We’ve been in touch with the Chairs ...
* Finally, **THE PLAN UPDATE PHASE.**
  + We expect this will take place late in 2022 or into 2023.
  + Timeline can change.
  + As Comp Plan update takes shape: public hearings / additional input.
  + Any updated Comp Plan will be a “DRAFT” and would only be a recommendation to the Town Board.
  + Town Board approves (or not).
* Ongoing activities:
  + Quarterly updates to Town Board (like this one)
  + Regular meetings broadcast via YouTube
  + CMPSC page on the Town website - resources, survey link, project information, meeting minutes and agendas.

**NEAR TERM NEXT STEPS**

* Kickoff survey
  + Current number of responses (online / paper surveys): 320+/-
  + Town communications (website, newsletter, library newsletter, parks & rec senior program)
  + Town-wide postcard mailer. (goal: vote tonight on approval of funds for postcards +/-$2K)
  + Goal: 800 responses.
  + Survey open as long as necessary, so that when consultant starts they’ll have a robust view into Town resident priorities
* Applying for the NY State Consolidated Funding Grant $40K.
  + CMPSC liaisons with other committees to finish application
  + Look for additional grants
* Issuing the RFP for consultants
  + Draft RFP has been circulated, Jan Johannessen and Jud Siebert have provided feedback
  + **We request that the Town Board officially share the Draft with the Planning Board, Zoning Board of Appeals and the Architectural & Community Appearance Review Council** – feedback will be due back by August 26
  + Our goal is to have the Board officially approve the RFP for issuance in September, then the Steering Committee will distribute it and post it to the appropriate forums.
  + We’ve begun discussing the format for a Committee to review responses to the RFP and make a recommendation to the Town Board, but for now that is very early stages.

**QUESTIONS?**