**INTRO**

My name is [John Wolff](mailto:jwolff@planlewisboro.com)

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

Larry Mango

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.

Our previous (and first) quarterly update to the Town Board was Jul 26, 2021. If anyone is interested in catching up on that content, the update is detailed in the Town Board meeting minutes from that date.

Also, our page on the Lewisboro website is full of great resources, including a working project timeline, educational resources and more.

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

* Work since last update
* Reminder of Project Outline, &
* Near term next steps.
* Finally, - Questions.

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

**WORK SINCE LAST BOARD UPDATE**

* July
  + CFA Grant submitted
  + Survey: continued to collect responses
  + Continued drafting and collecting feedback on RFP (Town Planner & Attorney to Planning Board)
* August
  + Town wide postcard mailer to alert residents to survey sent out
  + Reminder about survey placed on back page of Parks & Rec Fall Catalog
  + Identified and began to research Hudson River Valley Greenway Community Grants opportunity
  + Collected formal feedback from Town Board, Planning Board, ZBA, ACARC on RFP
  + Information session with Town Tax Assessor, [Lise Robertson](mailto:Assessor@lewisborogov.onmicrosoft.com), recording and notes available on our webpage
* September
  + RFP finalized, approved for publishing by Board resolution
    - Available on Lewisboro website, NY Planning Federation website & American Planning Association NY Update Chapter website
  + Library fair table
  + YouTube education session - “Intro to Planning, Zoning & Land Use”
  + Received guidance on Greenway Community Grants opportunity - wait till early 2022 to apply
  + Survey: continued to collect responses - large increase after mailing, current number of responses approximately 600
* Next meeting: Oct 26, 2021

**PROJECT OUTLINE (Was also presented as below in July 26 update)**

* Three phases:
  + **Introductory,**
  + **Community Engagement and**
  + **Plan Update.**
* Currently: **INTRODUCTORY PHASE.**
  + Community survey
  + Public education sessions
  + 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, once a consultant is engaged.
  + Significant community outreach and engagement to fully investigate community issues and opportunities.
  + Consultant along with the Committee, facilitates community involvement;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 to alert them that this will be an early and important step.
* 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**

* RFP deadline, Nov 15, 2021
  + Review/interview November 2021 – early 2022
    - Process (outlined in RFP and approved by TB, PB, ZBA and ACARC)
      * First stage will include Steering Committee (including Town Board liaisons) plus Chairs of PB, ZBA and ACARC
      * Second stage will be Steering Committee (including Town Board liaisons and full Planning Board
      * Steering Committee to make ultimate recommendation to Town Board
  + Recommendation goal – early 2022
* Kickoff survey
  + Reminder, current number of responses 600
  + Goal: 800 responses
  + Survey open as long as necessary, so that when consultant starts they’ll have a robust view into Town resident priorities

**QUESTIONS?**