

COMPREHENSIVE PLAN STEERING COMMITTEE

Purpose:

The purpose of the Comprehensive Plan Steering Committee (“Committee”) is to guide development of an update to the Town of Windham’s 2016 Comprehensive Plan (“Plan”). The Plan will articulate a community vision and set forth goals, policies, and implementation strategies for the next ten (10) years. The Plan shall be prepared consistent with the State of Maine Growth Management Act, 30-A M.R.S.A. §§ 4312–4347-A. The Committee shall conclude its work by submitting a recommended Plan to the Town Council for acceptance and adoption.

Membership:

The Committee shall be composed of ten (10) to fifteen (15) members with representatives of the following community stakeholder groups (a committee member may represent multiple stakeholder groups):

- One (1) member from the Town Council,
- One (1) member from the School Board,
- One (1) member from the Planning Board
- One (1) member from the Board of Appeals,
- One (1) member from the Windham Economic Development Corporation

- A total of five (5) to ten (10) members selected from the following community stakeholders.
 - Large landowner/Farm District landowner
 - Landowner from a district other than Farm
 - Business owner
 - Chamber Board Member
 - Senior Citizen/Retiree
 - Youth/Student
 - Youth Sports Representative
 - Real Estate Developer/Builder/Realtor
 - Parent of school-aged child
 - Active Farmer/Agriculture
 - Childcare Provider
 - Service Organization (Windham Neighbors Helping Neighbors, RTP, etc.)
 - Age Friendly Windham
 - Environmental Organization (Ex. Presumpscot Regional Land Trust, Lake Association, Friends of Presumpscot)
 - Historical Society
 - Arts Community

The Town Manager shall assign appropriate staff and/or consultants to support the Committee.

Meetings and Procedures:

The Committee shall select a Chair from its membership, who shall not be the Town Council representative. Meetings shall be convened by the Chair and conducted in accordance with Maine’s Freedom of Access Act, 1 M.R.S.A. § 401 et seq., with due notice to members and the public. The Committee may adopt reasonable rules of procedure necessary for the efficient conduct of its business while ensuring public accountability and due process.

Charge:

It shall be the responsibility of the Committee:

1. Assist in drafting an update to the Town of Windham’s 2016 Comprehensive Master Plan, consistent with the State of Maine Growth Management Act (30-A M.R.S.A. §§ 4312-4347-A), and the direction of the Town Council;
2. Reporting periodically to the Town Council on progress, issues, and schedule; and
3. Submitting a recommended draft Plan to the Town Council for its acceptance and adoption.

Term

The Committee shall serve for an eighteen (18)-month term at the pleasure of the Town Council and shall dissolve upon acceptance and adoption of the Plan, unless extended by the Council.