

# Town of Windham

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## MEMO

DATE: October 4, 2017

TO: Windham Town Council

THROUGH: Tony Plante, Town Manager

FROM: Ben Smith, Director of Planning *BUS*

Cc: Amanda Lessard, Planner

RE: Long Range Planning Committee – appointment of Council member

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One of the first actions the Town Council has taken to implement the recently adopted Comprehensive Plan was the establishment of a charge for a Long Range Planning Committee (LRPC). Please see the adopted charge, attached.

Per the LRPC charge, the Town Council should appoint a member to serve on this committee.

My hope is that once the LRPC's membership is established, this group will meet with the Council very early on to coordinate with the Town Council on the most important work to take on. This work could include:

- ) An audit of Windham's Land Use Ordinance and Zoning map for compliance with the updated Comprehensive Plan.
- ) Development of neighborhood or district plans for the Windham Center and South Windham growth areas.
- ) Development of town-wide plans for topic specific areas, like the recommended Open Space Plan and Bicycle/Pedestrian Plan.
- ) Recommendations on some of the long running issues that the town has faced over the years, like Private Road issues or a development of Community Center.

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## MEMO

DATE: July 21, 2017

TO: Windham Town Council

THROUGH: Tony Plante, Town Manager

FROM: Ben Smith, Director of Planning *BUS*

Cc: Amanda Lessard, Planner  
Comprehensive Plan Review Team

RE: Long Range Planning Committee – committee charge

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With the Council adoption of the updated Comprehensive Plan on June 13, 2017, attention turns to implementation of the Plan's recommendations. As previously discussed, establishment of a Long Range Planning Committee (LRPC) is one of the first and most important steps in the implementation process.

As envisioned in the Comprehensive Plan, the LRPC should coordinate implementation of the work to advance the Big Ideas in the Plan with the Town Council and staff, carry out other long range planning work, like South Windham or Windham Center plans or town-wide open space/recreation or bike and pedestrian plans, and annual reporting related to implementation progress.

The LRPC could also be the appropriate entity to audit and suggest recommended changes to the Land Use Ordinance and Zoning Map to ensure that our regulations are aligned with the community vision and goals established in the Comprehensive Plan.

Once established, the Council should also discuss how this group could appropriately work with the Council to make sure that strategic planning and capital planning and budgeting are all coordinated and advancing the implementation of the Comprehensive Plan and the 4 Big Things.

## LONG RANGE PLANNING COMMITTEE

### **Purpose:**

The purpose of the Long Range Planning Committee (LRPC) is to:

- ) Implement the Comprehensive Plan and carry out other long range planning work at the direction of the Town Council,
- ) serve as advisors to the Windham Town Council on issues related to the implementation of the Comprehensive Plan, and
- ) report implementation progress to the Town Council and community at large.

### **Membership:**

The EAC shall consist of seven (7) regular members:

- ) One (1) member from and appointed by the Town Council,
- ) One (1) member each from the Planning Board, the Windham Economic Development Committee (WEDC) and the RSU 14 School Board, to be appointed by their respective boards and committees
- ) Three (3) citizen members to be appointed by the Town Council for their interest and concern for the Town of Windham.

In addition to these regular members, up to three (3) additional ad hoc members may be appointed by the Town Council as representatives of key stakeholder groups or subject matter experts on a project by project basis.

Members of the LRPC appointed from the Town Council, Planning Board, WEDC and the School Board shall serve for the balance of their terms on those respective boards or until a successor is appointed, whichever comes first. Citizen members shall serve staggered three-year terms, and may apply for reappointment thereafter. Ad hoc members shall serve until the completion of the project they are attached to.

The Town Manager shall designate appropriate staff to provide support to the LRPC.

**Meetings and Procedures:**

The LRPC shall select a Chair and Vice Chair from its membership. The Chair shall have the authority to convene meetings of the Committee, which shall be conducted in accordance with Maine's Freedom of Access law (1 MRSA § 401 et seq.), with due notice to the members. The LRPC. shall adopt such other reasonable rules of procedure as may be necessary for the efficient conduct of its business while allowing for public accountability and due process.

The LRPC shall serve at the pleasure of the Town Council.

**Charge:**

It shall be the responsibility of the LRPC to:

- ) Carry out long range land use planning, neighborhood and district planning and town-wide topical planning efforts on behalf of the Town, as directed by the Town Council,
- ) Coordinate with the Town Council and Town Manager on priorities and projects called for in the Comprehensive Plan and other Town adopted plans and policies.
- ) Build on the suggested performance measures in the Plan and provide an annual report on Plan implementation to the Council and community.
- ) Update the Comprehensive Plan on a regular basis, with updates presented to the Town Council not more than 5 years after the most recently adopted version of the Plan.
- ) Participate in other municipal planning efforts (capital improvement planning, strategic planning, planning at the RSU or WEDC) to provide the context and coordination required to make sure that these efforts are coordinated with priorities and goals of the Comprehensive Plan.

Adopted: August 8, 2017, Order number: 17-150