

## 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 LRPC 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: Order 17-150, August 22, 2017