

Town of Windham

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MEMO

DATE: April 14, 2015

TO: Windham Town Council
THROUGH: Tony Plante, Town Manager
FROM: Ben Smith, Planning Director
Cc: Comprehensive Plan Review Team
Planning Department

RE: Q1 2015 Project Update – Comprehensive Plan Update

The Planning Department has been tasked with managing the project of drafting an update to the 2003 Comprehensive Plan that will meet the state goals of the Growth Management Act. The Plan will develop a Vision for the community, and include goals and strategies for implementing that Vision.

When the Town Council approved the charge of the Review Team on March 25, 2014, the Council also approved a project timeline that showed the delivery of a plan document for Town official Town Review in the Q3/Q4 2016 timeframe. That timeline is included below. The blue cells indicate the anticipated times for each task, and items that have been completed to date are noted an “X” in the quarter they were completed.

Town of Windham Comprehensive Plan Timeline

Tasks	2014				2015				2016				2017			
	Q1	Q2	Q3	Q4												
Appointment of Planning Review Committee		■	■													
Selection of Consultants		■	■													
Inventory and Analysis		■	■	■												
Public Involvement Outline			■	■												
Development of Vision Statement			■	■												
Goals and Strategies				■	■	■	■									
Action Plan					■	■	■	■								
Public Review								■	■							
Revisions									■	■						
Review Team Feedback on Revisions										■	■					
Review Team Recommendation											■	■				
Town Council Review and Referral												■	■			
Planning Board Public Hearing & Recommendation													■	■		
Town Council Public Hearing and Vote														■		

■ = from February 2014 timeline adopted by the Town Council
 = indicates quarter Task was completed

The first two months of 2015 revolved around the “Public Involvement Outline” and “Development of a Vision Statement” tasks, which are now complete. The Draft Values and Vision Statement reviewed and approved by the Review Team on February 5, and the Town Council on February 24, is posted on the Comprehensive Plan Document Library page. The Public Participation and Involvement Plan approved by the Review Team on January 22, will be posted on the web site this week.

The work in March focused on the drafting of the first two Inventory Chapters; Population & Demographics and Historical & Archeological Resources. These drafts were reviewed and OK’d by the Review Team at the March 25 meeting, and are now “on the shelf” until all of the Inventory Chapters are complete and can be reviewed all together.



Looking ahead, it may be appropriate to present a revised project schedule to the Town Council for review when the Q2 project update is presented to the Town Council in July. The project is still just over one quarter (approximately 4 months) behind the February 2014 schedule, but we will learn more about the length of time the Inventory Chapter drafting process might take by the end of June. Two draft chapters are complete, leaving at least eleven chapters left before the end of the year if the 1st draft of the plan is to be ready for public review in Q1 2016. This would require the planning department to produce at least one draft chapter per month, with two draft chapters produced for two of those months. This does not account for chapters that require more than one round of discussion with the Review Team.

Please check the [Comprehensive Plan Update page](#) on the Town’s website for reports, summaries, Review Team meeting packets, meeting notes, and draft plan materials as they become available.

Comprehensive Planning Activity Highlights – Q1 2015

January

- Visioning mini-Forums. These forums were held with select “interest groups” that have a stake in the planning process, but were either not represented or underrepresented at the Community Visioning Forums in November 2014.
 - High School Students – January 7, 2015. This was the 3rd of 3 mini-Forums, following the two events focused on Agriculture and Recreation/Youth Sports in December.
- Review Team Meeting – January 22
 - Revised Public Outreach and Involvement Plan. This plan was clarified to specify the role of the two additional “community scale events” on the existing timeline. The first will be to review and discuss a complete draft of the plan, and the second will be to present a revised draft incorporating comments from the public and additional comments from the Review Team.
 - Draft Vision Statement. The Review Team discussed a draft Vision Statement, and identified several items to include, and other changes. The discussion was continued at the February 5 meeting, where a draft Vision Statement was agreed on.

February

- Review Team Meeting – February 5
 - This meeting was scheduled to continue the discussion on the Values & Vision Statement that carried over from the meeting on January 22.
 - The Review Team OK’d the amended draft statement presented by staff and Mark Eyerman from Planning Decisions.
- Town Council meeting – February 24. Presentation of the Values & Vision Statement that the Review Team OK’d at the meeting on February 5. The Council endorsed the work of the Review Team so far, and encouraged the group to carry on with the Values & Vision Statement as presented.

March

- Meeting with Historical Society – March 11, 2015. Discussion with President Linda Griffin, Vice President Dave Tanguay, and Historian Kay Soldier to review draft “Historic & Archaeological Resources” chapter.
- Review Team Meeting – March 26, 2015
 - Draft chapters reviewed:
 - “Historic & Archaeological Resources”
 - “Population & Demographics”
- Next Review Team meeting – Thursday, April 30, in the Superintendent’s Conference Room at the RSU office building