

Town of Windham

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MEMO

DATE: August 3, 2015

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

RE: Q2/Q3 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 official Town Review in the Q3 2016 timeframe. That timeline is included as Figure 1, 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.

Figure 1 - Timeline Adopted by Town Council, March 2014

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

Since the February 24, 2015 update to the Town Council presenting the Vision and Core Values statements, the Review Team has been working through reviews of draft inventory chapters. As work has progressed since then, it has become possible to add more detail regarding the timelines for proposed work. This is shown in Figure 2, below.

Figure 2 – Updated Project Timeline, July 2015

Town of Windham Comprehensive Plan Timeline - July 2015

Tasks	2014				2015				2016				2017			
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Setting the Stage																
Appointment of Review Team			July													
Selection of Planning Consultants			August													
Doing the Planning																
Public Involvement Outline				Jan												
★ Development of Draft Vision Statement				Feb												
Data Collection			ongoing - predrafting work plus concurrent with drafting Inventory Chapters													
Inventory Chapters & Goals and Strategies																
Archeological & Historical Resources				March												
Population & Demographics				March												
Recreation, Parks & Open Space					April											
Agriculture & Forest Resources					May											
Economy					June											
Transportation						July										
Public Facilities & Services						July										
Housing						August										
Natural & Water Resources						Sept										
Age Friendly Community*						Sept										
Fiscal Capacity & Capital Investment Plan							October									
Existing Land Use							Nov									
Future Land Use Plan							Dec	Jan								
Other chapters*/chapter revisions								Feb								
Summary and Prioritization of all Strategies & Goals								March								
Action Plan: Implementation Strategy, Benchmarks									April/May/June							
★ 1st Draft of Plan Complete (submit to State)									June							
Public Review										July/Aug/Sept						
Revisions Based on Public Involvement & State										September/October						
Review Team Feedback on Revisions											Nov					
★ 2nd Draft of Plan Complete											Nov					
Recommended Plan for Adoption by Town Council											Dec					
Finishing Touches																
Referral to Planning Board												Jan				
Board review and public hearing												Feb/March				
Town Council Review and Public Hearing													April/May			

★ Community Events. The events associated with public review of the 1st and 2nd drafts will be similar to the Community Visioning events in November 2014.

* This chapter is not required by the state, but the Review Team wanted a chapter dedicated to this topic.

Updated Comprehensive Plan Timeline Changes

As we have progressed through this project, the most significant difference between these two figures is that the work of “Inventory & Analysis” and development of “Goals & Strategies” is not happening sequentially as shown in Figure 1. In fact, they are concurrent tasks, as illustrated in Figure 2. Looking forward, there are a few other deviations from Figure 1 that are worth discussing.

Drafting the Plan

The March 2014 timeline anticipated a 1st draft of the Plan ready for public review by Q4 2015. Figure 2 shows a complete 1st draft ready for review in June 2016. This is mainly a reflection of the reality that drafting the chapters didn’t start until March 2015, rather than sometime in Q4 2014.

Based on the schedule in Figure 2, the work of the Comprehensive Plan Review Team will not be complete until about December 2016, though once the drafting work is done next spring, work levels for this group should decrease.

Time Spent on the Action Plan.

The Action Plan is foreseen to consist of two parts. The first is the relatively standard task to classify all of the strategies in the plan by short, medium, or long-term strategies, and to identify

who within the Town would have responsibility for implementing each strategy within the Plan. Second, the Action Plan would contain a set of benchmarks and indicators that measure progress of the Plan's implementation. These would be used for regular reporting on Plan implementation

Staff anticipates a reasonable set of meaningful benchmarks and indicators could be developed over a period closer to 3 months of work, rather than the 3 quarters allowed for in the March 2014 timeline.

Time for Public Review

After another community event in June next year to discuss the 1st draft of the Plan, similar in scale to the Community Visioning forums last November, this updated timeline allocates 3 months for a "Comprehensive Plan Roadshow" which would involve meetings with Town staff, Boards and Committees, interest groups, and community organizations to present the Plan and get feedback and suggestions. Staff sees this as a clarification of the process rather than a significant change. However, providing adequate time for public input and reaching out to groups that are impacted by recommendations in the plan is a critical component of the planning process. If staff and the Review Team feel that more time is required for this work, the Council will be updated.

State Review of Plan Built into the Process

The March 2014 timeline didn't mention a finding of state consistency in the process. The assumption made at that time was that once the plan was approved by the Town Council, it would be sent to the Municipal Planning Assistance Program within the Department of Agriculture, Conservation and Forestry for a finding of consistency with Maine's Growth Management Act. The updated timeline shows the draft Plan going to the state for their review and comment at the same time as the local public review process, so that any revisions suggested by the state can be incorporated into an updated 2nd draft. It is the intent of the Comprehensive Plan Review Team to submit a plan to the Town Council that has been found consistent with the Growth Management Act.

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 – April-July 2015

April

- Review Team Meeting – April 30, 2015
 - Recreation Parks & Open Space Chapter

May

- Review Team Meeting – May 28, 2015
 - Agriculture & Forestry Chapter
- Preparations for Summerfest booth started.

June

- Review Team Meeting – June 25, 2015
 - Economy Chapter
- Comprehensive Plan Review Team members and Planners staffed a planning booth at Summerfest. Attendees were invited to participate in a Windham Trivia Challenge.

July

- Review Team Meeting – July 30, 2015
 - Transportation Chapter
 - Public Facilities & Services Chapter