

Town of Windham

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**Comprehensive Plan Review Team
The Little Meetinghouse
7:00 PM, Thursday, October 9, 2014**

AGENDA

1. Public Comment/Review Team Comments from the Public
2. Survey Update
 - a. Raising awareness – papers, web, posters, Facebook, Election Day booth
 - b. Mailer going out week 10/13
3. Creating a draft Vision Statement
 - a. Mark Eyerman, Planning Decisions
4. November Community Visioning Event
 - a. Logistics – date and place
5. The Deliverable – what will our Plan ultimately look like?
 - a. Things to consider – formats, layout, color v. black/white, length, and more!
 - b. Discussion of examples



To: Windham Review Team
From: Mark Eyerman
Subject: Review of 2003 Vision
Date: October 6, 2014

At the last meeting of the Review Team, we briefly looked at the vision from the 2003 Comprehensive Plan. I asked you to take home the sections from the 2003 Plan that deal with the Vision and to think about whether that is or should be the vision for the future of Windham as we think about the next 10, 15 or even 20 years. So what do you think of the 2003 vision?

To get everyone involved in reviewing the 2003 vision, I want to use a process that is similar to something we might do at a community forum. So here is what we are going to do:

1. Dig out the materials on the 2003 vision that we distributed at the last meeting and re-read the vision and three "policy guidance" pieces (pages 1-5 and 1-6).
2. In the space below, take a couple of minutes and write down your answers to the four questions. Your answers can be short and sweet. If you need more room, keep going on the back of the page.
3. Then I want to break up into 3 or 4 small groups and I want each group to discuss their answers to each question. I want you to try to come to agreement on an answer for your group that everyone can accept (that doesn't mean wholeheartedly agree with but can live with). Keep track of your discussion and answers on the flip charts.
4. Next I want to take the results from the small groups and see if we can come to an answer that the entire Review Team can accept. If we can do that, we are off to a great start.

Review Questions

#1 – In the space below, list the things about the 2003 vision that you like/agree with or that you think should still be part of the community's vision as we plan for the next 10 years. Include the 3 policy guidance pieces in this. Focus on the big concepts not on the wording.

#2 – In the space below, list the things that you do not like/disagree with about the 2003 Vision or that you think should not be part of the updated vision for the next 10 years. Again include the policy guidance pieces in your critique.

#3 – Are there topics or concepts that you think should be included in the updated vision that aren't covered in the 2003 Vision? Again focus on the big concepts not on what the updated vision should say. For example, I don't think schools are addressed in the 2003 Vision. If you think that schools or education should be addressed in the vision, just say something like – the vision needs to address maintaining a high-quality education system or reducing the cost of operating the public schools or whatever you think is important to be covered.

#4 – Should we start with the 2003 Vision when we meet with the public and use it as a jumping off point much like we are doing tonight or should we step back and start from scratch?

**Comprehensive Master Plan
Review Team
September 25, 2014 Meeting**

Team Members present were: Patrick Corey, Michael Duffy, John Eddy, Marge Govoni, Kenneth Grondin, Sparky Hurgin, David Lavigne, Shaun Morrison, David Nadeau, Allan Phinney, Tony Searles, Frayla Shoerfeld, Gene Tanguay, Dave Tobin, and Elizabeth Wisecup.

Staff present were: Planning Director, Ben Smith; Planner, Amanda Lessard; and Planning Intern, Adam Higgins.

Consultants present were: Mark Eyerman of Planning Decisions; and Kevin Faye of Critical Insights.

The Comprehensive Plan

- Existing town conditions frame the next important part of the plan.
- What is the vision for the future? What are the steps to achieve that vision?
- What are the challenges and opportunities?
- Identify goals and strategies.

The Plan is important because:

- The State requires it for certification. Benefits go with that, like preferential treatment for grant money.
- It is the underlying basis for zoning and things like impact fees.
- It is important to have a plan that represents the community.
- It is a chance to formalize what will be achieved as a community, to consider natural resources; water resources; demographics; and housing. An opportunity to tie together and identify energy, public health, and other topics important to community.

What will the Plan look like:

- It will be an accessible, relevant guide that can be tweaked every two years and used as a reference tool.
- It will be able to take advantage of new opportunities.
- It will be a guide and not meant to limit choices or lock in for the next ten years.
- It will be about options for the community based on stated goals.
- It will have lots of graphics.

What is the Review Team's job:

There are three parts based on the Council charge:

1. "Keepers of the public process" – present ideas for how to include the public in this process.
2. Being representatives of the perspectives of the community and ambassadors for the effort.
3. Providing a final draft of the Plan by Q3 of 2016.

Ground Rules and Meeting Procedures

- Review Team is a group of equals.
- Actual drafting of the Plan will happen outside of meetings and be done by staff. The Team will have the opportunity to review the draft and offer comment. The goal is to have a rough draft ready for public review within one year.
- Decisions will be by consensus rather than vote.

- Please notify staff if you will be absent from a meeting.
- Anything that is sent to staff about town business will become a public document subject to Freedom of Access, and will be made available to the public if they request it.
- Members will have work to do outside of meetings, such as helping at public events; meeting with community; and reviewing draft materials.
- Email communication is the best way to communicate with each other. Information will be posted on-line with paper copies available as needed.
- Meetings would be two hour work sessions, not public hearings, but there should be a process for accepting public comment.

Public Involvement Outline

- Community Survey:
 - The survey will be out in mid-October.
 - Everyone will get a mailing directing them to an on-line survey.
 - There will be advanced advertising notice.
 - Follow-up phone calls will be made if there is no response to the mailing.
 - The goal is to collect information from 1, 000 households.
 - Critical Insights will report back in early to mid-November.
 - The survey results will be used to inform a community scale meeting.
 - The product will be a draft Vision Statement.
- Community-wide Events:
 - Octoberfest – Inform people about the survey and the Comp Plan process.
 - Community Scale Meetings – Community members will have two to three hour structured exercises about the vision.
 - The November event will be an interactive Public Forums

Next Meetings

- October 9th
- October 23