

Town of Concord
Comprehensive Plan Committee Charge
December 14, 2015

Mission

The Planning Board, under the requirements of Massachusetts General Law Ch.41, Section 81D, is charged with making a Comprehensive Plan for the Town of Concord. Such plan is designed to provide the basis for guidance, coordination and accountability to future decision makers regarding the long term land use and development of the community.

To that end, the Select Board, in coordination and cooperation with the Planning Board, establishes a Comprehensive Plan Committee with the following duties and responsibilities, membership, and term of office.

Duties and Responsibilities

The Comprehensive Plan Committee shall work with Planning Division staff as well as other Town staff, boards, commissions, consultants, regional planning agencies, and the citizens of Concord, to formulate drafts of a new Comprehensive Plan for the Town. The contents of the Comprehensive Plan shall be in conformance with Massachusetts General Law, in that the plan shall examine traditional areas of planning including: Land Use, Housing, Economic Development, Natural and Cultural Resources, Open Space and Recreation, Facilities and Services, Circulation and Transportation, and Implementation while integrating the Town's four sustainability principles in a framework that promotes collaboration and coordination. The framework and organizing principles shall be those identified by the American Planning Association's Sustaining Places Initiative and are as follows:

1. Livable Built Environment
2. Harmony with Nature
3. Resilient Economy
4. Interwoven Equity
5. Healthy Community
6. Responsible Regionalism

Over the course of its work, the Comprehensive Plan Committee shall ensure that it implements effective strategies for the meaningful involvement of the citizens of Concord in shaping the vision, goals, and strategies set forth by the Comprehensive Plan. At a minimum, the Committee shall conduct a public hearing early in the planning process to receive input from the citizens (e.g., what else needs to be considered in this process in support of resident's ability to live, work and play in the

community) and a public hearing to discuss the final draft of the Comprehensive Plan. Other additional and alternative methods of public outreach are strongly encouraged.

Milestones of the Comprehensive Plan process:

- Working with Town Planning staff and a consultant, review and analyze all relevant existing plans, policies and reports then review the needs of the plan and the planning process in order to highlight area where use of the APA plan standards framework will improve the plan quality and relevance. Prepare a summary of findings, including goals, proposed policies, apparent conflicts and financial concerns (June - October 2016)
- Plan and conduct a public process to receive public input (including meeting with all Town boards and committees) and begin to determine community values, goals and objectives (October 2016 – June 2017)
- Using input from interviews, workshops, and other public outreach/input processes, refine and develop statement of goals and objectives for the Comprehensive Plan (June 2017-November 2017) and present an interim report to the Planning Board and Select Board (November 2017)
- Continue refinement of the Comprehensive Plan and present findings and initial recommendations in a public forum to receive feedback from Town citizen on the proposed Plan and incorporate additions and revisions as needed (November 2017 – May 2018).
- Submit final Comprehensive Plan to Planning Board for adoption (May 2018) and to Select Board for acceptance (June 2018).

The Comprehensive Plan Committee shall appoint a Chair and Vice Chair to guide its efforts and a Clerk to maintain the record of the Committee. The Comprehensive Plan Committee shall appoint subcommittees as it deems necessary to the fulfillment of its duties. The Comprehensive Plan Committee and its subcommittees shall establish regular meetings and shall abide by the Massachusetts Open Meetings Law and Town General Bylaws.

When the Comprehensive Plan Committee has completed its work, it shall present a final draft of the new Comprehensive Plan for consideration and adoption by the Planning Board. Once adopted by the Planning Board, the Comprehensive Plan shall be submitted to the Select Board for acceptance. After acceptance by the Select Board, the final Comprehensive Plan shall be submitted to the Department of Housing and Community Development.

The Town Manager is responsible for assigning appropriate staff to assist the Committee in this work and for overseeing the funding and contracting associated with development of the Comprehensive Plan.

Membership

The Comprehensive Plan Committee shall be appointed and charged by the Select Board. Members will be appointed for a two year term. The Committee shall consist of 13 voting members and one ex officio member from the Select Board, as follows:

- One (1) member of the Select Board to serve as ex officio member, appointed by the Select Board
- One (1) member of the Planning Board, appointed by the Planning Board
- One (1) representative nominated by the Natural Resources Commission for appointment by the Select Board
- One (1) representative nominated by the Council on Aging for appointment by the Select Board
- One (1) representative nominated by the Historical Commission for appointment by the Select Board
- One (1) representative nominated by the Recreation Commission for appointment by the Select Board
- One (1) representative nominated by the Public Works Commission for appointment by the Select Board
- One (1) representative nominated by the School Committee for appointment by the Select Board
- One (1) representative nominated by the Concord Municipal Light Board for appointment by the Select Board
- One (1) representative nominated by the Concord Housing Development Corporation for appointment by the Select Board; and,
- Four (4) members at large, appointed by the Select Board.

In making appointments to the Committee, the Select Board shall endeavor to find qualified candidates who represent a variety of backgrounds and interests. The goal is to have a Committee which has a mix of gender, age and geographic distribution from the community, as well as a mix of individuals who have served on town boards or committees and those who have not. Committee members should be motivated to serve the broad interests of the Town, to be willing to devote energy toward shaping the future of Concord and possess the talent and judgment to balance competing and conflicting needs.

Adopted by the Select Board
December 14, 2015
Schedule revised June 10, 2016