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MEMORANDUM

TO: Sean O’Keefe, Town Administrator
CC: J. Borck, Town Clerk
FROM: Thomas Harowski, AICP, Planning Consultant
SUBJECT: Comprehensive Plan Review and Updates
DATE: September 20, 2023

As we discussed I have attached a summary of the suggested amendments to the comprehensive plan as submitted by Town Council and the Planning Board. This list does not include a detailed summary of the suggested edits to the descriptive portions of the comprehensive plan that contain the data and analysis supporting goals, objectives, and policies. As I recommended earlier, I believe the Town should embark on the evaluation and appraisal review of the plan which is required by state law. This process would include a complete review of the data and analysis inputs suggested by the current review and likely include other updates as well. Given this approach, there did not seem to be a need to list out each edit.

Most reviews commented that the maps in the plan were unclear and needed to be revised. Updating the maps will be a rather time consuming component of the evaluation and review process, but one that is needed. The previous planner did not provide the Town with the actual mapping documents, requiring us to work with the existing electronic copies. Over time the maps have become less clear. It is likely that most of the maps will need to be recreated from new base maps. This was done earlier for the future land use map, zoning map, and general street map. It can be done but it is time consuming and can be a significant cost factor.