

Comprehensive Plan Steering Committee Member
Detailed Description

Dear Resident,

Westwood's Comprehensive Plan was created and adopted in 2000. The Plan has been the basis for much of the planning, land use, and economic development work of the town for these past two decades. The Comprehensive Plan is a long-range land use policy document explaining what community is like today, where it wants to go in the future and how it can get there. Essentially, the Comprehensive Plan is an all-inclusive approach to communicate a community's vision, goals, objectives and strategies to achieve that collective vision. Westwood is now looking to update the plan in 2019.

Westwood is updating Westwood's Comprehensive Plan and needs your help. You will have opportunities to participate in the following ways:

- By serving as an appointed member of a steering committee to manage the drafting and revision of sections of the plan. See further details of responsibilities below.
- Attending a first Steering Committee kick off meeting.
- Taking the lead on a specific subject matter/section of the plan.
- Prepare a first draft of a specific plan section goals and objectives based on resident input.
- Attending a community wide visioning workshop
- Develop questions for a town-wide survey
- Compiling written comments
- Responsible for reaching out to relevant boards, committees, agencies, community organizations and staff to assist in the specific subject areas
- Soliciting input from residents
- Asking questions and offering ideas at public meetings of the planning board and steering committee
- Presenting section findings to the Planning Board
- Attending public information session prior to Town Meeting
- Other ideas suggested by residents

The Planning Board has asked the Board of Selectmen to appoint an nine 9 and up to 18 member steering committee based on the goal of having one or two members for each of the statutorily required nine sections of the plan. A Planning Board member will be assigned as a liaison for each section. The Planning Board liaison will assist in directing the member to the appropriate resources and assist where needed. The steering committee members will facilitate the development of working groups of interested residents to develop a consensus document for review by the entire steering committee and ultimately for approval by the Planning Board.

If you would like to serve on the steering committee, please submit the application form, a resume or summary of experience, and writing samples. We are particularly in need of people with research and writing experience and skill at facilitating group participation. If you are unable to commit to the steering committee, please watch for advertisements of the working groups and other opportunities.

As a steering committee member you will need to commit significant time as a volunteer in the process (roughly 30-60 hours throughout process). Your commitment of time over the next 8-12 months will be a vital contribution to Westwood and an opportunity for you to ensure your voice is heard and incorporated into the long term plans for how Westwood grows.

Comprehensive Plan Steering Committee Member
Detailed Description

- The entire steering committee will meet as needed and for at least three full Committee meetings. The first meeting is anticipated in November, attend the Visioning Session in the winter, and meet again as a full Committee in the late spring or early summer with the Planning Board (a June meeting is anticipated).
- In November, you will develop questions to include in a community wide survey to be available through January.
- You will plan a break out working session for a community-wide visioning workshop expected in February.
- You will attend the workshop (on a date determined by the Steering Committee in early 2019) and work to draft working documents, incorporate feedback, and create a final draft document for your section based on the community input.
- You will be responsible for reaching out to boards, committees, organizations, other entities in your specific subject area to assist in your plan section. For example, (i.e.: the Transportation Element member(s) would meet with the Pedestrian & Bicycle Safety Committee and the DPW Director; the Housing Element member(s) would meet with the Housing Partnership; Natural & Cultural Resource Element members would meet with the Westwood Land Trust and Westwood Historical Commission; etc.)
- Steering Committee members will be assisted by Planning staff in making necessary connections and in obtaining data and information relative to their subject area elements. Planning Board members are also available to assist as liaisons to the steering committee for specific subject elements.
- You will present a draft update to the Planning Board of your section of the plan. This will be regular meeting of the Planning Board beginning in March and continuing through the early summer. Any resident interested in a specific area is invited to attend and participate in these Planning Board meetings. Beginning in March, the Planning Board will focus on one plan element at regularly Tuesday evening meetings. These meetings will be working group meetings to revise the goals, objectives, and implementation strategies.
- Town staff and Planning Board members will provide support in these tasks. We estimate the time commitment to be a total of about 10 hours per month. The process has been designed to be time-limited: our goal is to complete the plan in time for the 2019 Fall Town Meeting. While this creates a time crunch, it also ensures your commitment will be limited to this period.
- In late June or early summer, the Steering Committee will meet as a full Committee at a Planning Board meeting to review the fully compiled draft update. This meeting will focus solely on the Comprehensive Plan and will not contain any other Planning Board matters.