

# Memo

**To:** Select Board  
**From:** Planning Board  
**Date:** March 12, 2024  
**Re:** Planning Board Work Plan

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Toward the goal of greater transparency between Boards, the Planning Board would like to provide the Select Board with a copy of the attached Planning Board Work Plan. In providing this plan, it is our hope that we can more effectively indicate the Planning Board's priorities and ongoing initiatives.

The Work Plan is typically reviewed and updated quarterly, therefore we anticipate sharing revisions with the Select Board on a more regular basis. It is important to note that this Plan is not a commitment to address each of these issues, although it does indicate our shared goals. Due to the length of the list and the changing needs of the Town, there may be items introduced that block lower priority items from ever being addressed.

## *How to Read the Work Plan*

- **In Progress:** Indicates whether or not staff are working on the item, regardless of priority and rank
- **Activity Type:** Differentiates between zoning amendment/ adoption or community development and other planning initiatives.
- **Priority and Rank:** If indicated as "Staff Ongoing", these projects have a life of their own and staff are working on them, regardless of priority and rank. Otherwise, the plan is divided between High, Medium, and Low priority, and is ranked from there.
- **Completed Items:** The last page indicates items that have been completed and removed from the list

## *Adding Items to the Work Plan*

Planning staff keep a log of suggested items for the Work Plan. These most typically originate from Planning Board members or staff, though some have been raised in priority due to increased interest or requests from the community.

Please let us know if there are any questions or comments regarding this Plan.