

# Memo

**To:** Stow Town Departments, Boards, Committees  
**From:** Malcolm Ragan – Assistant Planner  
**Date:** August 3, 2022  
**Re:** Feedback on Community Engagement Plan ahead of Master Plan Updates

---

## **Summary**

The Stow Community Engagement Plan (CEP) was created to serve as a guide for developing community engagement strategies that can be tailored to specific topics addressed in the Town's upcoming Comprehensive Planning process. Given the preferred approach of the Planning Board to pursue a "living" Comprehensive Plan, one that can be revised as attitudes and issues evolve, the CEP represents a commitment to community engagement that aligns with values of inclusivity. It is meant to provide a measure of consistency in planning as individual departments, boards and committees pursue plan chapters specific to their area of interest or expertise.

## **Background**

Over the course of the past year, members of the Stow *Justice, Equity, Diversity and Inclusion* group, *Nashoba Area Social Justice Alliance*, and Staff in the Planning Department began researching best practices in community engagement by attending workshops provided by the Metropolitan Area Planning Council, meeting with municipal officials experienced in community engagement planning and reviewing relevant plan examples from town's that have implemented similar efforts. The research led to the creation of the Stow Planning Department's *Community Engagement Working Group* for the purpose of drafting a plan for further review by Stow departments, boards and committees. The Community Engagement Working Group anticipates this CEP to be a starting point – an idea for Stow officials and residents to refine and amend as Stow changes and adapts to new challenges and opportunities.

## **Request for Review/Comment**

The Planning Department and associated Working Group greatly appreciate your review of the draft, along with thoughts, comments, questions, or suggested edits to the form, process, and/or content outlined in the document. Each Section of the document is meant as a starting point. The CEP Working Group hopes that further refinement of ideas and values, as well as further ideas for tips and tactics can make this a helpful guide and a relevant framework for beginning the Comprehensive Planning process.

Please send any feedback, questions or comments to [planning2@stow-ma.gov](mailto:planning2@stow-ma.gov).

Thank you!