

TOWN OF WAYNE, COMPREHENSIVE PLAN COMMITTEE CHARGE

The Select Board establishes the Town of Wayne, Comprehensive Plan Committee ("Committee"), as an ad hoc committee, to produce a new or updated Comprehensive Plan for the Town of Wayne, as provided in this charge.

1. Purpose and Duration.

a. A town's comprehensive plan: (i) sets a shared vision for its future, (ii) guides decisions on land use, growth, and public investments, and (iii) provides the legal foundation for zoning and land use regulations. Town comprehensive plans are submitted to the state for review and approval as compliant with the state Growth Management Act. State approval of a plan remains valid for a period of 12 years. Maintaining an approved plan is necessary for a town to remain eligible for certain grants.

b. Wayne's current Comprehensive Plan was adopted by Town Meeting and received state approval in June 2016. Therefore, it is necessary for the Town to adopt and submit a new or revised Comprehensive Plan for state approval by June 2028.

c. This Committee is established by the Town of Wayne to guide the development of, to prepare, to review and to submit a new or updated Comprehensive Plan for Town Meeting approval. This is not an advisory committee, but, rather, is charged with producing a comprehensive plan that reflects the values, vision, and priorities of the Town's residents and meets all applicable requirements of state law (30-A M.R.S. §§ 4321 – 4328) and implementing regulations.

d. The work of this committee shall be concluded upon town meeting adoption and state approval of a new or updated comprehensive plan prepared by the committee.

2. Scope of Work.

a. The Committee is responsible for preparing a comprehensive plan including:

i. An inventory and analysis section for the Comprehensive Plan drawing from data on natural resources, population, economy, and infrastructure to

provide a detailed look at the Town's current conditions and future projections and identify challenges and opportunities. The inventory must be based on information provided by the State, regional councils and other relevant local sources. The analysis must include 10-year projections of local and regional growth in population and residential, commercial and industrial activity; the projected need for public facilities; and the vulnerability of and potential impacts on natural resources. This section of the comprehensive plan must include the data and cover the topics detailed in 30-A M.R.S. § 4326(1).

ii. A policy development section for the comprehensive that relates the findings contained in the inventory and analysis to the state Growth Management Program in the detail set forth in 30-A M.R.S. § 4326(2).

iii. An implementation strategy section for the comprehensive plan that contains a timetable for the implementation program, as require by 30-A M.R.S. § 4326(3).

In developing the comprehensive plan, the Committee shall employ guidelines consistent with the goals of the state Growth Management Program, as detailed in 30-A M.R.S. § 4326(3-A) and its subsections.

b. In preparing the comprehensive plan as described in subparagraph (a) above, the Committee is responsible to:

i. Review existing town plans, relevant state statutes, and regional planning documents;

ii. Gather and analyze data on population, housing, land use, natural resources, infrastructure, and community services;

iii. Engage the public through meetings, surveys, workshops, public hearings and other outreach efforts to obtain broad community input regarding current and future challenges, needs and opportunities facing the town and;

iv. Coordinate with town boards, departments, and outside agencies as necessary;

v. Draft goals, policies, and strategies to guide growth, development, and conservation over the next ten years.

vi. Ensure the plan addresses state requirements for comprehensive planning, including consistency with the Growth Management Act.

c. Prior to submitting its proposed comprehensive plan to Town Meeting for adoption, the Committee shall publicize the proposed plan and hold one or more public hearings as required by 30-A M.R.S. § 4324(8). The Committee shall revise the plan as it deems necessary and prepare a final draft for approval by Town Meeting.

3. Committee Membership

a. Voting Members. The Committee shall have seven voting members. It shall require four members for a quorum and four yes votes to approve any action. Members shall be selected as follows:

i. The Town Select Board, Planning Board, and Conservation Commission shall each appoint one of its members to serve as a member of the Committee. In the event any such position on the Committee becomes vacant, the Town board or commission that appointed the vacating Committee member shall appoint a replacement member to fill the vacancy. In the event any such Town board or commission fails to appoint one of its members to serve on the Committee or fails to replace a vacating member previously appointed by it, the Select Board shall fill such vacancy by making an additional at large appointment, as described in the following subparagraph 3(a)(ii).

ii. The Select Board shall appoint four (4) voting Committee members to be selected from the community at large advertising the formation of the Committee and its purposes and requesting applications from members of the community desiring to serve. Any applications received from persons not selected as voting members of the Committee shall be forwarded to the Committee as a resource for possible nonvoting associates appointed per the following subparagraph 3(b).

b. Nonvoting Associates. The Committee may request the Select Board to appoint nonvoting associates to assist the Committee in its work as the Committee may from time to time see fit. And such associates appointed shall serve the Committee in a purely advisory capacity. Requests by the Committee that the Select Board appoint associates shall be accompanied by written descriptions of the roles and responsibilities proposed for such associates.

c. Town Staff. The Town Manager shall serve as a non-voting member of the Committee. The Code Enforcement Officer shall be available as a Committee resource.

d. Governance. The Committee shall select from among its voting members a Chair and such other officers as the Committee deems appropriate.

4. Requests for Resources.

a. Town Staff. The Committee shall submit requests for administrative or technical assistance from Town Staff to the Town Manager.

b. Outside Consultants or Agencies. Requests for assistance from consultants or outside agencies requiring payment shall be submitted to the Select Board. Any such payments must be included in the Town budget. Accordingly, the Committee should determine its needs for and request such assistance not later than the first Select Board meeting in March in order to provide in time for funding to be requested in the Town budget. Requests for proposals from or contracts with consultants or outside agencies requiring payment may be made only by the Town Manager acting as purchasing agent. The Committee has no authority to obligate Town funds.

5. Meetings.

Committee business shall only be conducted during duly noticed public meetings. Regular meetings will occur at least monthly, at a time and location within a Town facility as designated by the Committee. Notices for all meetings will be posted, and all meetings will be open to the public in accordance with Maine's Freedom of Access Act (FOAA. Meeting agendas and minutes will be published on the Town website and made available to the public. The Town Manager will support the Committee in disseminating meeting notices, agendas, and minutes.

6. Ethics.

The Committee and all members shall adhere to the Town of Wayne, Code of Ethics available under "Policies" on the Town Website.

7. Amendments.


This charge may be amended by the Select Board as needed to reflect changing priorities, responsibilities, or membership.


Adopted by the Select Board this 4th day of November, 2025.


Select Board Members


Marianne Butak


Henry Steck


Lloyd Irland


Hazel Stevenson


Tom Moran