

2015-16 Council Work Plan Draft: August 18, 2015

Committee	Reference #	Action	Schedule and Updates	Sep-15	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Jul-16
				Accept	Approve	Authorize	Complete	Construct	Discuss	Finalize	Fund	Implement	Incorporate	Initiate
			Suggestions for the month-to-month chart											
Appointments Committee	OTHER	Update the Town Manager's employment contract.	Update (June 23, 2015): Former Councilor Mahoney needs to submit progress and draft language to the Town Council.											
Appointments Committee	OTHER	Consider 360 Review												
Appointments Committee	OTHER	Comprehensive review of committee structure to include, but not be limited to, the following: (a) Review appointments process and tenure of appointees, (b) Evaluate feasibility of committee mergers and determine whether any committees could be eliminated, (c) Evaluate the need to establish a facilities committee or assign an oversight function to an existing Council sub-committee.												
Community Development Committee	ED 24	Revise zoning, ordinances, and other requirements that may be hindering redevelopment [of large vacant spaces].	Goal for completion: 2016											
Community Development Committee	CP 66	Revise Falmouth's subdivision and site plan regulations to require that the historic and archaeological significance of a site be investigated (especially in areas identified by the State Historic Preservation Office as "Resource Potential Areas") as part of the development review process; and that resources be provided in the design of a project to help identify, protect, and preserve, as appropriate, any discovered artifacts. Review State requirements and programs. Add to Zoning ordinance.												
Community Development Committee	CP 24	Establish a bicycle and pedestrian transportation plan that shows how a linked network can be created throughout the community. (This task is generally the responsibility of staff and a stakeholder group with CDC as a check-in for policy considerations and input.)	Goal for completion: December 2015. Update (June 23, 2015): 2015 Bicycle-Pedestrian Plan is being prepared and is expected to be complete by December 2015.											
Community Development Committee	CP 44A	Review the existing Future Land Use Plan and finalize the boundaries between the rural and growth areas on the Future Land Use Plan map.	2015/16: Adopt Zoning. Update (June 23, 2015): Council accepted Growth/Rural Boundary Map. Next step is to finalize and adopt amendments.											
Community Development Committee	CP 41/50	Review the current growth permit provisions in the ordinance and develop amendments that will result in the significant majority of new residential units to be constructed in the growth areas and limit the number of residential units in the rural areas over the next ten years. This includes looking at a variety of regulatory tools that help to manage/plan growth.	2015/16: Adopt Zoning. Update (June 23, 2015): Council accepted growth permit concept. Next step is to finalize and adopt amendments.											

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Community Development Committee	CP 22	Explore the creation of a Route 100 North TIF District to help fund required transportation improvements. Council Directive: Support and monitor the Route 100 overall visioning effort.	2015/16. Update (June 23, 2015): Council accepted Route 100 Vision Report and authorized Engineering RFP. The next step will include hiring a multi disciplinary engineering consultant team to develop a preliminary design plan that can quickly transform into construction plans. Staff will seek MaineDOT financial assistance. The Town Council will need to modify the existing West Falmouth Crossing TIF District or create new TIF District. A referendum question will be needed for the June 2016 election if construction is desired in 2016/17.											
Community Development Committee	CP 21B	Use the results to evaluate underdeveloped, undeveloped and currently developed parcels in the growth area and recommend new regulatory standards and incentives to promote compact, walkable neighborhood design and increase the development potential of growth areas, while respecting unique characteristics of neighborhoods.	2015/16: Develop new ordinance amendments. Update (June 23, 2015): Council accepted LPAC/CDC's 2014-15 recommendations. LPAC has proposed to work on additional growth/rural tools in 2015-16 (road standards).											
Community Development Committee	CP 21A	Study the growth areas to determine the historic growth patterns in established neighborhoods, such as The Flats, Foreside, Pleasant Hill, and Brookside, including density (lot size), dimensional requirements and pattern of development and compare the results to existing zoning requirements in these areas. Amend the Land Use Ordinance to reduce most of the non-conformities found.	2015/16: Adopt Zoning. Update (June 23, 2015): Council accepted density, ADU, and other concepts. Next step is to finalize and adopt amendments.											
Community Development Committee	CP 44B	Review the Areas for Potential Zoning Review map and confirm or amend the recommendations for areas to be reviewed for zoning changes including protection of natural resources and recommend zoning changes for Areas 1-9.	2015/16: Adopt Zoning. Update (June 23, 2015): Council accepted zoning district concepts. Next step is to finalize and adopt amendments.											
Community Development Committee	CP 42	Amend the Land Use Ordinances to (a) encourage compact, walkable developments in the growth area; (b) establish clear density standards and efficient permitting; (c) allow residential uses, restaurant, and neighborhood stores in the Business Professional (BP) district; and (d) evaluate the feasibility of tools such as Transfer of Development Rights (TDR). For CP 42a see CP 21B. For CP 42b see CP 41/50 and CP 21B. For CP 42c see CP 35. For CP 42d see CP 41/50.	Council Directive: Staff to ask Conservation Commission if they want to have a role in this effort. Update (June 23, 2015): See updates in Tasks CP 21A, CP 21B, CP 44A, and CP 41/50. The Conservation Commission has attended an outreach session.											
Community Development Committee	OTHER	Route 100 zoning	Next priority after Year 1 implementation											
Conservation Commission	CP 11	Continue to educate citizens on the dangers of invasive plants and need for their removal. Council Directive: Education through mapping, web site, and educational programs are effective and the Council encourages the Conservation Commission to continue and advance this effort.	Update (June 23, 2015): The Conservation Commission will be addressing this task.											
Conservation Commission	CP 51	Implement a program to educate property owners regarding non-point pollution sources, septic systems, and watersheds. (To date only a problem identification program has been developed.)												
Conservation Commission	CP 68	Review the Town's Zoning Ordinance to protect wetlands and make changes as necessary. Assess adequacy of current wetland protections.												
Conservation Commission	CP 67	Evaluate significant natural resources in rural area and amend the Land Use Ordinances as necessary.												
Council	CP 15	Review implementation progress of the Comprehensive Plan annually.												

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Council	OTHER	Evaluate the need for a conflict of interest policy including a review of state laws and other policies developed in other communities.	Update (June 23, 2015): Research and preliminary discussion occurred in 2015 with the need to continue discussion and consideration in 2015/16.											
Council	OTHER	Review and amend where necessary the Council Rules.	Update (June 23, 2015): Research and preliminary discussion occurred in 2015. There has been no interest to proceed with changes at this time.											
Council	CP 53	Develop a citizen education plan to educate Town citizens on the benefits of further regional coordination.												
Council	CP 54	Leverage regionalization opportunities to help broaden fiscal flexibility by (a) Seeking to regionalize non-priority cost-centers for the Town, (b) Freeing up Town resources to control mil rate increases or enable other Plan projects, and (c) Endorsing the goals of the Economic Development Plan to broaden the Town's tax base.	Note: Although important to be mindful on an ongoing basis, focused attention and analysis will not occur before June 2015											
Council	CP 39	Seek public input from seniors and explore the development of housing that is attractive to an age 65-and-older population, including alternative senior housing programs, such as home sharing programs, accessory apartments, adult family care homes and congregate housing, and sliding scale development.	Update (June 23, 2015): The Town Council has started to have discussions and presentations about affordable housing. The Town Council has also established a new Senior Committee that is looking into matters related to seniors including housing.											
Council	ED 20	Study potential options for the reconfiguration of existing Turnpike-Route 1 interchange to increase economic activity at this location.												
Council	NEW	Regional coordination: Discuss and consider some ideas raised at a meeting of the Council Chairs from Yarmouth, Freeport, Cumberland and Falmouth. Ideas could include anything including, by way of example and not limited to: equipment acquisition, service coordination; regional planning; corridor planning and other areas of interest.	2015/16											
FEIC	ED 1	Charge the FEIC with the task of monitoring and implementing the economic development strategy through specific projects, collaborations, and network building as well as evaluating progress and recommending adjustments over time.												
FEIC	ED 4	Create a feedback system to allow for improvements in the site plan review process. This may take the form of a survey that is provided to all businesses that go through the application process. Implement suggestions as feasible. Specific improvements may include improving staff customer service skills and project tracking systems.												
Finance Committee	CP 19	Continue to allocate most of the new municipal infrastructure investments to the designated growth areas. Council Directive: There needs to be a new mindset and awareness about where and how funding is used.	Update (June 23, 2015): Have incorporated mindset into the development of existing CIP, existing TIF Development Plans and new TIF Development Plan.											
Finance Committee	ED 16	Connect the economic development plan with the Capital Improvement Plan and Tax Increment Financing for funding of projects, programs, and initiatives to support through these avenues.												
LMAC	CP 12	Continue to promote awareness of existing open space properties and the recreational opportunities they offer to Falmouth residents. Council Directive: Increase public awareness about open space programs and efforts. Develop plan for future management and programming including succession planning.	Update (June. 23, 2015): FCP continues to offer cooperative programming with the Land Trust and other groups described in each seasonal published brochure. We are also working with a local Maine Master Naturalist to develop field guides to open space properties.											

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LMAC	CP 9	Focus on the acquisition of property or easements that will provide connectivity between existing blocks of park and conservation land.	Update (June 23, 2015): LMAC and the Town Ombudsman continue to work with land owners, rate potential properties and pursue grant opportunities to support this task.											
LMAC	CP 30	Provide a signage system and town website to guide people to, and provide information about, sites (buildings and open spaces) of significant historic and cultural value. Open space signage is being developed and placed by LMAC.	Update (June 23, 2015): LMAC will be working on this project including signage, web site and a 3rd edition revised map.											
LMAC	CP 59	Consider preservation of agricultural land in addition to land already protected by easement. Council Directive: Develop recommendations for future strategic approaches and bring forward opportunities when discovered.	Ongoing. Update (June 23, 2015): LMAC and Land Trust with approval of Town Council worked to acquire and preserve the Capall Farm, now called the Hurricane Valley Farm. An advisory board will include a Town Representative.											
LMAC	CP 60 (and CP 61)	Explore what measures the Town should undertake to support privately-owned forest lots.	Ongoing. Update (June 23, 2015): LMAC held a public forum in March (2014) and private property owners in the Tree Growth program were invited to attend. The Town's forester will incorporate a public education effort with any forestry practices on town owned property and private property owners will be notified about these opportunities.											
LMAC	CP 62	In cooperation with the Maine Historic Preservation Commission, prepare a nomination to the National Register of Historic Places of the archaeological site at River Point. (Assess value of such designation and make a recommendation to move forward or not request a nomination.)												
LMAC	CP 63	Inventory lands with potential high value soils by including an inventory of land that has been farmed in the past.												
LMAC	NEW	Review open space abutting private property; Educate abutters.												
LPAC	CP 65	Evaluate and propose Land Use Ordinance amendments regarding the amount and method of required open space in the growth area of the Resource Conservation Zoning Overlay District, including corresponding maximum densities in this area.	Update (June 23, 2015): LPAC has proposed to address this topic as part of its 2015-16 Work Plan.											
LPAC	CP 64	Evaluate and propose Land Use Ordinance amendments regarding the amount and method of calculation of required open space in the rural area of the Resource Conservation Zoning Overlay District without impacting corresponding maximum density in that area.	Update (June 23, 2015): LPAC has proposed to address this topic as part of its 2015-16 Work Plan.											
LPAC	CP 36	Establish a policy along with ordinance/regulation changes that identifies if, when, where, and how Town funds will be used for, and/or developments can recoup, utility infrastructure cost, and conditions/preferences for such cost-sharing. This action can be potential recommendation in West Falmouth Sewer Master Plan.	Update (June 23, 2015): West Falmouth Sewer Master Plan is in progress. This plan will likely offer guidance on how to implement direction offered in this policy suggestion.											
LPAC	CP 37	Explore the feasibility of a mechanism for the Town to assist development financially with sewer extensions in the growth area. This action can be potential recommendation in West Falmouth Sewer Master Plan.	Update (June 23, 2015): West Falmouth Sewer Master Plan is in progress. This plan will likely offer guidance on how to implement direction offered in this policy suggestion.											
LPAC	OTHER	Review street standards												
Ordinance Committee	Other	Develop an ordinance concerning the regulation of plastic bags. (Work to also include the effort of REAC)	Goal for completion: December 2015											

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REAC	CP 5	Develop an energy plan for the municipality and school department. Update annually. (a) Reduce overall energy consumption through conservation, energy efficiency and alternative energies. (b) Determine and describe town interest in participating in group or regional energy initiatives. (c) Assess need for guidelines on new installations of alternative energies such as wind, solar, tidal, etc. (d) Continue pursuit of town-wide natural gas options. Council Directive: REAC to prepare a progress report on the Green Ribbon Commission Report and other initiatives by December 2014 at which time the Town Council will authorize future work to be determined. The status report must also address the following: (a) Commitment to reducing fossil fuel use with focus on life cycle cost analysis for each initiative, (b) Priorities for future initiatives (buildings, transportation, education, renewable energy, etc), (c) Town energy discussion – role of offsets, (d) Outline of any deemed necessary and recommended energy policies not already adopted.	Goal for completion: December 2015. Update (June 29, 2015): REAC is developing an updated plan. Kimberly will be working with Pete McHugh, Finance Director, and Competitive Energy Services in July to determine the best use of the Energy Fund (\$41K), in meeting the 2% emissions reduction goal. These findings will be incorporated into the Town and School Energy Plan. She will also be working with the School Dept. to understand their needs.											
REAC	ED 34	Conduct research into available funding and grants for implementation of sustainability projects for municipalities.												
REAC	ED 35	Support businesses or organizations that are undergoing efforts to increase sustainability, while improving their bottom line.												
REAC	OTHER (CP 5 & 36)	Solar Farm Development												
Route 1 North Vision Committee	CP 35	Prepare a Route 1 (North) Development Plan working with the Town of Cumberland and others as appropriate. Council Directive: The Council will create a charge for a new committee that will be established in 2015/16.	2015/16 develop vision and concept plan. Update (June 23, 2015): Staff is exploring Route 1 Complete Street Planning Grant application with Freeport, Yarmouth, and Cumberland.											
Ad-hoc Zoning Committee	CP 6	Amend the Land Use Ordinances by December 2014, so they contain a clear organization and clear procedures resulting in: (a) improved expectations for applicants as well as staff and volunteer boards, (b) a more efficient and effective permitting process, (c) inclusion of performance-based requirements, and (d) no conflicts with design guidelines (using the current re-write of the Route 1 districts as an example).	Goal for completion: December 2015/16. Update (June 23, 2015): The Administrative Re-org is in process with the assistance of a consultant, Kendig Keast Collaborative.											
Route 100 Committee	OTHER	Route 100 Capital Design												
Tercentennial Committee	CP 29	In cooperation with the Falmouth Memorial Library, Falmouth Historical Society, Falmouth Schools, Greater Portland Landmarks, and the Maine Historic Preservation Commission and other applicable organizations, conduct educational event(s) to celebrate Falmouth's Tercentennial in 2018 and promote Falmouth's historic resources, such as participation in Historic Preservation Week. Begin the planning efforts for this event, and conduct lead-up events. Council Directive: This effort will require passionate and enthusiastic volunteers. It is okay to partner with other organizations such as the Library, Historical Society, etc. but the Town must take a majority of the responsibility and the event(s) and effort must be at a very high level. The Council will create a charge for a new committee that will be established by December 2014.	Update (June 23, 2015): The Town Council has partially populated a new committee via the appointments process. The new committee has not yet had its first meeting.											

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Connector Committee	CP 2	Establish a safe trail connection between the school campus and Falmouth Community Park. Council Directive: Establish a working group with passion and stakeholder interest to develop a value statement, recommended design options, and a fundraising and/or financing plan.	The group should be established through the Appointments Committee by October 2014 and a plan should be submitted to the Town Council by June 2015. Update (June 23, 2015): Consulting engineer is reviewing bridge options. Committee has been established and has met once.											
Staff	ED 13	Prepare digital marketing material outlining the assets of Falmouth related to those industries including workforce, education, space, etc.												
Staff	ED 10	Create promotional material and a website that highlights the assets of Falmouth including the schools, recreation, transportation, accessibility, and quality of local workforce. Focus on digital and web mediums as opposed to brochures and hard copy material.												
Staff	NEW	Discuss what resources are necessary to fill the role of communications coordination – possibly combined with School Department with some attention to expanding social media presence. Also, consider whether to use also rely on same resource/staff/consultant to also have a role in community promotion – tercentennial, festivals, community events (also see some suggestions in economic development plan).												
Staff	NEW	Prepare and adopt zoning ordinance amendments that implement the stormwater recommendations that are contained in the 2013 “Route 1 Commercial District Stormwater Management Report” prepared by Woodard & Curran.												
Staff	ED 22	Support ongoing investments in water quality and storm water management.												
Staff	NEW	Public efforts to fill large vacant commercial property.												
Staff	CP 52	Proactively, make available technical assistance/educational information to stem stormwater runoff in and around Falmouth roads and critical shoreline areas.												
Staff	NEW	Sign ordinance review	2016											
Staff	CP 25	Design and implement an expanded wayfinding system to help people with orientation and navigation throughout the community.	[Route One - 2014/15 and all other – 2015/16]. Phase 1: December 2015. Phase 2: consider at a later date. Update (June 23, 2015): Council accepted Wayfinding Plan. Consultant and staff are seeking bids for Phase 1 installation. Recommended bid to be brought back to Council for TIF funding authorization. Signs to be installed in Fall 2015. Installation of Phase 2 signs TBD.											
Staff	NEW	Discuss whether to recoup legal fees in certain situations when assisting partners, applicants, etc.												
Staff	ED 21	Explore how the Town can support and/or partner in the expansion of broadband throughout Falmouth.												
Staff	ED 2	Survey businesses who have been through the site plan review process within the last 3 years and ask for their feedback. Implement feedback from the survey to improve the process and codes to make it easier for applicants to understand and comply.												
Staff	ED 51	Continue to engage with the existing entrepreneurial and small business networks and attend their functions.												

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Staff	CP 69	Complete a pavement condition survey every three to five years, evaluate its findings, incorporate them into the Town's asset management software program, and update the Capital Improvement Plan (CIP) accordingly.	Update (June 23, 2015): Staff is recommending implementation in either 2016 or 2018. There are too many capital projects scheduled in 2017 to also take on this task.											
Staff	ED 8	Implement a regular business engagement effort including business visitation meetings to discuss issues, opportunities and listen to any concerns. Document, summarize, and communicate findings and trends on an annual basis. Follow-up with all specific concerns/issues raised.												
Staff	CP 33	Monitor water quality at Town Landing to ensure it remains safe for swimming. Council Directive: Staff to ask Conservation Commission if they want to have a role in this effort.	Update (June 23, 2015): New Energy and Sustainability Coordinator will continue to research options for testing implementation at the end of the 2015 summer season or more likely the start of the 2016 boating and swimming season.											
Staff	CP 31	Proactively plan for sewer, water, and other utility extensions in the designated growth area. Assess the options and means of participating in collaborative efforts with agencies and regional groups to better serve residents and businesses. (a) Assess the implications of increased emphasis on smaller, clustered lots as they pertain to reliability of wells and septic in closer proximity to each other, and if/how this should affect proactive extensions of public water and/or sewer service. (b) Establish a plan for additional public water service in the designated growth area in cooperation with the Portland Water District (PWD). (c) Establish a plan for targeted sewer service in the designated growth area. The Council authorized a sewer master plan for the area west of Interstate 295. Council Directive: Continue effort with sewer master planning and staff to develop specifications and costs estimates for a public water line expansion feasibility and needs analysis within designated growth areas. Council to consider funding a public water line expansion study at a later date.	2015/16: Complete plan including financing options. Update (June 23, 2015): Sewer – Consultant is preparing draft recommendations report for input from staff, LPAC, and Council. Water - Town staff initiated conversations with PWD staff to review past comprehensive water system documents and current PWD projects. Staff will next explore collaboration with PWD staff to better understand future expansion opportunities, demands/needs and challenges in the Growth Area.											
Staff	CP 23	Map current and proposed bicycle, pedestrian, and trail improvements and post on Town's website. Incorporate results from 2014 NoPo Plan. See CP 24.	Update (June 23, 2014): See update in CP 24 (under CDC).											
Staff	CP 20	Continue to explore alternative resources, including but not limited to non-property tax, direct-funding programs (i.e. "pay to play") as a way to help Town projects move forward if enough residents are willing to support them.												
Staff	ED 54	As new infrastructure projects are completed ensure they include sidewalks and bike lanes, where appropriate, and highlight what the Town is doing to promote healthy activities.												
Staff	NEW	Monitor complete workplan/comp plan items												

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		Future Items (not included in this workplan)												
Future Item	ED 63	Meet with existing internet service providers to find out whether making Route 1 retail area "wireless" is possible and what type of infrastructure upgrades would be necessary.												
Future Item	ED 64	Consider the increased cost associated with the Route 1 retail area going "wireless" and identify ways to raise money to cover these costs.												
Future Item	ED 37	[Explore the creation of] an expanded calendar of events that will bring people into Falmouth including festivals, fairs, races, celebrations, and other events. Encourage participation from local retailers.												
Future Item	ED 55	[...] Bring together the employers in the region and teachers to establish a curriculum designed to encourage STEM.												
Future Item	ED 7	Revise the ordinances as applicable and work with the business community to both educate on why the ordinances are important and also see if they have suggestions.												
Future Item	CP 7	Create a multidisciplinary task force that will review existing ordinances for clarity from a business perspective. Prioritize, review and implement its recommendations.	Update (June 23, 2015): The Administrative Re-org is in process with the assistance of a consultant, Kendig Keast Collaborative. and Comm Dev staff.											
Future Item	ED 5	Conduct a thorough review of the zoning ordinances to identify any areas in need of additional consideration.												
Future Item	ED 25	Review zoning to ensure there is adequate space to accommodate small residential development within the designated growth areas.												
Future Item	ED 43	Support collaborations and partnerships between local/regional agribusinesses and restaurants to encourage the use of local products as restaurants.												
Future Item	NEW	Exit 10/Bucknam Rd. Light												
Future Item	CP 38	In cooperation with the Falmouth Historical Society, Greater Portland Landmarks, and the Maine Historic Preservation Commission and other applicable organizations, undertake one or more of the following actions: (a) An intensive level archaeological survey of sites identified by the Maine Historic Preservation Commission. (b) A reconnaissance survey of Highland Lake shoreline and the banks of the Presumpscot and Piscataqua Rivers, and a portion of the shoreline of Falmouth Foreside focusing on Native American settlements. (c) A professional survey of historic archaeological sites focusing on agricultural, residential, and industrial sites relating to the earliest Euro-American settlement of Falmouth in the mid - 17th century. (d) An evaluation of the 1992-93 reconnaissance-level survey of Falmouth's historic above-ground resources by the Maine Historic Preservation Commission, as well as the 1994 Greater Portland Landmarks survey of buildings built prior to 1945, to determine which buildings merit further study for possible nomination to the National Register of Historic Places and consider possible Local Historic District designation.												
Future Item	CP 70	Establish best practices for road-crossing structure replacement to promote aquatic ecosystem connectivity.												
Future Item	CP 56	Create a management system for more efficient, flexible, and open use of Town and School facilities.												

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Future Item	CP 55	Evaluate the routing for current public transit service and update this evaluation if and when commuter rail or express bus service to communities north of Portland is implemented.												
Future Item	CP 58	Assess community interest in agricultural pursuits, desire for preservation of prime farm soils, promotion of farming, and need for access to agricultural opportunities. Decide whether the Town should take additional steps to protect agricultural land besides easement protection.												
Future Item	CP 47	Work with PACTS, MaineDOT, and GoMaine to implement a Transportation Demand Management program for Falmouth.												
Future Item	CP 45	Amend the land use regulations to require interconnection by new developments with surrounding bicycle and pedestrian networks.												
Future Item	CP 71	Identify one or more high value clam flats, assess its sources of contamination, and investigate remedial action to reopen them for harvest.	Update (June 23, 2015): The new Energy and Sustainability Coordinator will research options and likelihood for this task.											
Future Item	CP 43	Amend the Land Use Ordinances to reward development with a residential density bonus for projects that exceed ordinance requirements for quality open space, public access to open space, and bicycle/pedestrian connectivity. Council Directive: Ask Conservation Commission if they want to have a role in this effort.												
Future Item	CP 40	Facilitate a review of the potential impact that extreme weather and rising sea levels, including storm surge, present on facilities and coastal access, and measures which may reduce those impacts.												
Future Item	CP 49	Track new development by type and location on an annual basis.												
Future Item	CP 57	Request feedback from the community regarding the demand for existing Town and School facilities and share the inventory of those facilities in a more obvious place on the Town's website. Review, and improve where possible, the informational system to educate the public about the existence of Town and School facilities and their availability for use.												