



CASTINE MAINE U.S.A.

RESOLUTION TO ESTABLISH THE AD-HOC COMPREHENSIVE PLAN IMPLEMENTATION COMMITTEE

WHEREAS, the Town of Castine has recently adopted a new Comprehensive Plan (the "Plan") which provides a vision, goals, objectives, and strategies for the future growth and development of the community; and

WHEREAS, the successful realization of the Plan's vision requires dedicated oversight and coordinated action by municipal officials, various boards, and community stakeholders; and

WHEREAS, the Plan itself contains an implementation strategy section that includes a timetable for specific actions, land use ordinances, and capital investments; and

WHEREAS, an ad hoc committee is the appropriate mechanism to provide temporary, focused guidance and recommendations for the initial phases of Plan implementation, and oversight of Plan Working Groups, outside the scope of existing standing committees; now;

NOW THEREFORE BE IT RESOLVED, That the Selectboard of Castine hereby establishes the Ad Hoc Comprehensive Plan Implementation Committee (the "Committee"); and

1. that the Committee shall be charged with the duties and responsibilities as laid out in this Resolution; and
2. that the Committee shall be comprised of five (5) members and two (2) alternate members appointed by the Selectboard, including the Town Manager, a member of the Selectboard, a member of the Comprehensive Plan Committee, a Member of the Planning Board, the Economic and Community Development Director, a representative from Maine Maritime Academy, and a town resident; and
3. The membership term shall be tied to the completion of the Committee's goals or the sunset clause as stated in this Resolution; and
4. The Committee shall designate a Chairperson and Vice-Chairperson for the Committee.

BE IT FURTHER RESOLVED, that the Committee's primary purpose is to review the recommendations within the adopted Comprehensive Plan and oversee or coordinate their initial implementation. This includes:

1. Recommending courses of action to the Selectboard to ensure progress in realizing the Plan's recommendations; and
2. Developing an annual action agenda or work plan, in collaboration with the Implementation Working Groups, that will identify priorities for the year, including adaptation or addition of



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strategies to address general objectives, based on evolving town needs, opportunities, and capacity; and

3. Reviewing and making recommendations on necessary updates or amendments to existing ordinances (e.g., zoning ordinances) to align them with the Plan; and
4. Coordinating strategies with various municipal departments and other planning programs.
5. Providing ongoing education and communication to the community about the Plan's progress.

BE IT FURTHER RESOLVED, that this Ad-Hoc Committee shall serve until its work is complete or for a maximum term of seven (7) years from the effective date of this Resolution, unless otherwise extended by the Selectboard;

BE IT FURTHER RESOLVED, that the Committee will provide progress reports to the Selectboard at quarterly intervals; and

1. The Committee shall meet at least monthly or as needed to fulfill its charge; and
2. The Committee shall adhere to all applicable Maine laws regarding public meetings, including notice requirements and the keeping of meeting minutes; and
3. The Committee shall use parliamentary procedure (e.g., *Robert's Rules of Order*) for meeting procedures; and
4. A quorum for official business shall be defined as a simple majority of appointed members (or appointed alternates); and
5. A final deliverable of the Committee will be a comprehensive report summarizing implementation progress, challenges, and recommendations for future action by the standing Planning Board and other permanent bodies.

BE IT FURTHER RESOLVED, that the Committee is an advisory body and has no authority to establish a budget or incur debt on behalf of the municipality.

Adopted on this **21st day of January 2026** by the Castine Selectboard:

Daniel M. Leader
Selectboard, Chair

Amy H.N. Gutow
Selectboard, Member

Roberta I. Boczkiewicz
Selectboard, Member