



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

Office of Planning and Community Development

April 3, 2024

Dear Board and Commission Chair:

The Planning Commission adopted the 2024 Plan of Conservation and Development (POCD) on November 28, 2023 with an effective date of January 1, 2024. It is the Commission's ongoing charge to review and regularly maintain the document. In order to continually assess and manage the progress of the implementation of the Plan, the Planning Commission has established a Plan Implementation Committee. The Commission is asking you or a member of your Board/Commission to be a member of this Committee.

The Committee is made up of eight (8) members:

Planning Commission (2) (A PC member would Chair the committee)
Zoning Commission (1)
Town Administration (1)
Board of Selectmen (1)
Conservation Commission (1)
Affordable Housing Committee (1)
Economic Development Commission (1)

The value of the Plan Implementation Committee is to act as a type of cross-departmental, cross-commission communication clearinghouse, encouraging accountability and information sharing. The primary role of the Committee would be to assess, review, and coordinate implementation of the policy recommendations and action steps contained in the Plan. Each member would effectively be a liaison between their board or organization and the Plan Implementation Committee. Individual responsibilities would include reporting activities, prioritization guidance, cross-communication, and progress accountability based on assigned tasks.

The Plan Implementation Committee would meet on a quarterly basis and as necessary, over the course of the ten-year plan period. The implementation of the POCD is an important activity for the future of the Town of Simsbury in order to guide those actions prioritized by the community.

Please respond with the name of the member who will represent your Board/Commission to myself at eleavitt-smith@simsbury-ct.gov or to George McGregor, Planning Director at gmcgregor@simsbury-ct.gov no later than May 15, 2024.

Sincerely,

Erin Leavitt-Smith
Chair, Simsbury Planning Commission

Telephone (860) 658-3245
Facsimile (860) 658-3206

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8:30 - 7:00 Monday
8:30 - 4:30 Tuesday through Thursday
8:30 - 1:00 Friday