

## MEMORANDUM

TO: Cape Elizabeth Town Council  
FROM: Comprehensive Plan Committee  
DATE: July 24, 2017  
SUBJECT: Comprehensive Plan Committee Status Report

### Introduction

The Town Council appointed the Comprehensive Plan Committee in November, 2016. The 9-member committee held its first meeting in January, and has been meeting 1-2 times a month.

### Plan development

The committee has received three Freedom of Access Act (FOAA) presentations and developed a schedule of meetings through December, 2018. It has reviewed the State Comprehensive Plan Rule which identifies the information and policies a comprehensive plan must include to receive state certification. A plan outline has been approved and the components of the plan have been apportioned to the meeting schedule. The committee has reviewed and approved its first draft chapter, Population and Demographics.

### Public Participation

Committee members have emphasized the need for extensive public participation. The comprehensive plan page on the town website is growing. A button has been added for the public to email committee members. An easy to access "Research Documents" section has been created for existing town reports that may contribute to the comprehensive plan. To assist with public outreach, the committee has undergone an RFP (request for proposals) process, interviews and selected 2 consultants.

The public participation consultant is Judy Colby-George with Spatial Alternatives, who has extensive experience with comprehensive plan public engagement. She has prepared a public participation plan approved by the committee, assisted with development of a committee logo, prepared display materials and created a Comprehensive Plan online forum to solicit public input. The online forum involves posting a new question every 2 weeks, most of which relate to the comprehensive plan chapter currently under review by the committee. Members of the public may access the question forum through the town website. Judy will continue to assist with public participation through the completion of the draft plan in December 2018.

The public opinion survey consultant is Kelly Myers, of RKG. Kelly has extensive experience with professional polling and is assisting the committee in developing a telephone survey. The committee has completed a review of the second draft.

