

**DRAFT
MEMORANDUM**

TO: Cape Elizabeth Town Council
FROM: 2019 Comprehensive Plan Committee
SUBJECT: Transmittal of draft comprehensive plan
DATE: December 20, 2018

Introduction

The 2019 comprehensive plan committee is pleased to submit for town council consideration the draft 2019 Comprehensive Plan.

Public participation process

The 2019 comprehensive plan committee was appointed by the town council and held its first meeting in January, 2017. The committee has met a total of 26 times, plus hosted 3 public forums in 2018. During the entire 2-year process, the committee has solicited and received public input at committee meetings, special community meetings, online public forum questions, a public opinion survey, and general emails. The committee was assisted in its public participation efforts by RKM Communications, who administered the public opinion survey, and Judy Colby George of Spatial Alternatives, who coordinated the public participation campaign under the committee's direction. Documentation of the public participation process will be included as an appendix of the plan.

Draft plan

The draft plan is intended to be consistent with the State of Maine Comprehensive Plan Rule, and to be the foundation for existing and future land use regulations. The plan includes 18 chapters and 88 recommendations. The general tone of the plan is that residents are highly satisfied with town governance. For this reason, almost half of the recommendations endorse existing practices, ordinances and initiatives already underway.

[TO Committee: Of the 88 recommendations, priority ranking is summarized below and may need to be adjusted. As proposed, over 3/4 of the recommendations are ongoing or high. The committee should consider distributing the "non-ongoing" designation more evenly (approximately 15) over the high, medium and low priority assignment.

Ongoing: 42

High: 23
Medium: 10
Low: 6
Not rated: 8]

Recommendation

At the December 6, 2018 meeting, the 2019 comprehensive plan committee voted (X - X) to recommend the plan [as amended at this meeting and approved by the committee chair] to the town council for consideration.

The committee remains available to the town council as it reviews the draft plan.