

MEMORANDUM

TO: Cape Elizabeth Town Council
FROM: Matt Sturgis, Town Manager
Maureen O'Meara, Town Planner
DATE: December 3, 2018
SUBJECT: 2019 Comprehensive Plan Review process

Introduction

With the completion of the draft comprehensive plan imminent, the Town Council should decide how it will review the draft plan.

2007 plan review

The 2007 Comprehensive Plan was reviewed by the Town Council with the following schedule.

- 3-5-2007 Town Council formally receives draft plan from Comprehensive Plan Committee chair at regular meeting.
- 5-21-2007 Town Council holds joint workshop with Comprehensive Plan Committee to review first 1/2 of plan.
- 5-29-2007 Town Council holds joint workshop with Comprehensive Plan Committee to review second 1/2 of plan.
- 6-14-2007 Town Council holds workshop to discuss plan with focus on recommendations.

Changes are made to plan at each workshop and draft is revised.

- 7-9-2007 Town Council sets revised draft to public hearing on September 10, 2007
- 9-10-2007 Town Council holds public hearing. Tables draft to workshop and next meeting.
- 9-17-2007 Town Council holds workshop on draft plan.
- 10-10-2007 Town Council adopts plan. Initiates implementation of a recommendation.

1-9-2008 Town Council holds workshop to review implementation plan prepared by staff.

State requirements

At some point, the town should submit the Comprehensive Plan to the state Department of Agriculture, Conservation and Forestry (DACF) for a review of consistency with state goals. The certification of consistency is valuable because it strengthens the town's legal standing to regulate land use. Some state grant programs also offer preference to towns with comprehensive plans which have been deemed consistent with state goals.

The state is flexible about when a plan may be submitted for review. DACF will provide a complimentary draft review of the Future Land Use Plan prior to making a formal plan submission. The complete plan may be submitted either before or after the Town Council votes for adoption.

In 2007, the town submitted the entire plan for draft review with the expectation that some adjustments would be identified before certification of consistency would be issued. While comments were provided, the State Planning Office also deemed the plan consistent. The town did address some of the comments, none of which changed recommendations, and the Town Council adopted minor amendments before the plan was reproduced. (The state comprehensive plan rule has changed since the 2007 plan was adopted).

2019 Comprehensive Plan review process (draft)

January, 2019 Formally accept receipt of the draft 2019 Comprehensive Plan from the committee.

Submit Future Land Use Plan for draft review (est. time to receive comments 1 month)

Workshop 1 Town Council workshop: Joint review of the plan with the committee

Workshop 2 Town Council workshop: Town Council reviews plan

Receive and incorporate state comments on Future Land Use Plan

Workshop 3 Town Council workshop: Town Council reviews plan

Town Council meeting 1 Vote to schedule public hearing

Town Council meeting 2 Hold public hearing

Town Council meeting 3 Hold vote to adopt plan

Submit full plan for state review of consistency with state goals

Workshop 4 Establish implementation plan