



Cape Elizabeth Town Council

Workshop Agenda

Wednesday, May 22, 2019

6:00 p.m.

Town Hall – Council Chamber

James M. “Jamie” Garvin, Chairman
Valerie J. Deveraux
Jeremy A. Gabrielson
Caitlin R. Jordan
Penelope A. Jordan
Valerie A. Randall
Christopher M. Straw

Participation at Meetings and Conduct of Meetings

Workshop Meetings

The purpose of a workshop meeting is primarily for council dialogue involving reports and proposals from council members, committees and staff that may be considered at later Town Council meetings. The Town Council may give guidance to the chairman and to staff at workshop meetings but no decisions may be made that require formal votes. Notwithstanding the prior sentence, the Town Council may vote on procedural motions at a workshop meeting to determine a conflict of interest, to enter into executive session and to adjourn. Prior to Town Council discussion on any item, members of the public may speak on each agenda item for not more than three minutes each and up to a total of 15 minutes. If there are more speakers than the time available, the chairman may allocate the speaking time in order to balance the debate. The public participation portion shall conclude when the Town Council begins its discussions.

Decorum

Persons present at Council meetings shall not applaud or otherwise express approval or disapproval of any statements made or actions taken at such meeting. Persons at Council meetings may only address the Town Council after being recognized by the chairman.

Note: The town council workshops on May 8, May 15 and May 22 relating to a review of the draft Comprehensive Plan update will begin at 6:00 p.m. The workshops will be held in the Council Chamber and will be televised live on CETV.

Opportunity for Public Comment (Limited to 15 minutes; 3 minutes per person. Time may be extended by a majority of the town council.)

1. Review of the Proposed Update to the Comprehensive Plan

[Link](#) – Draft Comprehensive Plan

[Link](#) – Suggested Review Order by Chapter (Revised following 5/8 workshop)

[Link](#) – Memo from Town Planner – Review of Draft Comp Plan dated May 1, 2019

[Link](#) – State Planning Office – Comprehensive Plan Review Criteria Rule

[Link](#) – Town Planner Memo Dated May 10, 2019

The town council approved the charge of the Comprehensive Plan 2019 Committee on September 12, 2016. Committee members were appointed December 12, 2016 and the first meeting was held on January 11, 2017.

After months of meetings, forums, and public input the comprehensive plan committee completed the draft comprehensive plan.

On December 10, 2018 the town council received an update from Town Planner Maureen O'Meara on a comprehensive plan review process and set the item to workshop on December 19, 2018. At the workshop there was a council consensus to submit the draft future land use plan to the state in January 2019 for review, following the public hearing the complete draft will be submitted, and to review a schedule with suggested dates after the budget process with a target date to wrap up early summer.

The town council acknowledged receipt of the draft 2019 Comprehensive Plan and approved the review schedule on February 11, 2019.

The town council will hold three workshops on the draft comprehensive plan; May 8, May 15 and May 22. It is anticipated a public hearing will be set on May 13 to be held on June 10 and vote on July 8. At a workshop on September 4 the town council will review an implementation plan.

Town Planner Maureen O'Meara will be present at the workshops.

The May 8 workshop began at 6:00 p.m. and adjourned at 9:22 p.m. The town council reviewed 7 of the 12 sections that were outlined for review (Public Participation Summary to Fiscal Capacity and Capital Investment Plan). It was a consensus to continue the May 8 agenda, starting with Natural Resources, on May 15.

The May 15 workshop began at 6:00 p.m. and adjourned at 9:00 p.m. The town council reviewed the sections as stated in the amended outline.

Adjournment