

**Adopted 9-12-2016**

**Cape Elizabeth Comprehensive Plan Committee  
Purpose and Charge**

**Committee Structure**

The Cape Elizabeth Comprehensive Plan Committee will consist of nine citizens appointed by the town council. Five of the citizens shall be appointed by the town council utilizing its appointments committee process. The town council shall appoint two members from among the members of the town council. The school board and the planning board shall each nominate one of their members to serve. The committee shall elect its own chair and vice chair. Any vacancy on the committee after the initial appointees have first met shall be filled by the town council. The members who serve on the town council, school board and planning board shall continue to serve on the committee beyond their service on their board as long as they remain residents of the town and are willing and able to serve. The town planner is the principal staff liaison to the committee.

**Committee Purpose**

The committee shall develop a new comprehensive plan for town council consideration that meets the review standards of the Maine Growth Management Act.

A citizen survey shall be conducted as part of the committee's outreach to the community. This survey shall be a component of a public participation plan to be developed by the committee early in its deliberations.

**Duration of Committee**

The committee shall submit its recommended plan to the town council by December 31, 2018 and shall continue to serve until the council completes consideration of the proposed plan.

**Funding and Staff Resources Needed**

The town council is appropriating \$55,000 for the work of the committee. This is to cover the cost of citizen surveys, a public participation consultant, specialized consulting services, data development assistance, part time staff to assist with minutes, legal reviews, printing, mapping services and other costs. The procurement of goods and services shall be consistent with the town's purchasing policies and procedures.

The anticipated staff time excluding the part time minutes secretary for the committee is 720 hours. This consists of 30 meetings at 20 hours each including preparation time for the principal staff liaison and 120 hours for the town manager. In addition, the town council will spend an estimated 20 hours each reviewing the committee report for a total of 140 hours. The committee members will be anticipated to spend approximately 200

hours each for a total of 1,800 hours. It is not known if school board time will be needed. This will depend on the direction of the committee.

**Summary**

\$55,000 cash expense

720 hours staff time

140 hours council time

1,800 hours volunteer time