

For Discussion Purposes
2019 Comprehensive Plan
Draft Public Participation Plan

Goal

The Public Participation Plan strives to inform all residents of Cape Elizabeth that a comprehensive planning process is underway, to solicit public participation and comment, to make available for public review and comment all committee materials and draft components of the plan, and to indicate how information gathered during the public process was used to guide the plan. The Comprehensive Plan Committee shall conduct all public participation efforts consistent with the Freedom of Access Act.

Public Participation Consultant

The Town of Cape Elizabeth shall retain the services of a public participation consultant to design, in consultation with the Comprehensive Plan Committee, a public participation process. The consultant will undertake all activities to implement the public participation plan, with full participation of the committee. Possible elements of the public participation plan designed by the consultant may include:

1. Design and dissemination of materials to inform the public about the comprehensive plan process.
2. Hosting of a variety of public meetings, and development of other methods, with the focus of gathering public comment.
3. Recording of public comment at public events.
4. Preparation of a report summarizing public comment.

Public Opinion Survey

The comprehensive plan committee will conduct a public opinion survey. A consultant will be retained by the Town of Cape Elizabeth to assist the committee with the type of survey used, design of the survey instrument, level of statistical significance desired, analysis of survey results, preparation of a survey report and related tasks.

Comprehensive Plan Committee

In addition to coordinating overall public participation, the Comprehensive Plan Committee shall take the following actions to promote public participation.

1. Time will be set aside at the beginning and end of each meeting for public comment.
2. The Comprehensive Plan Committee Chair and Vice-Chair are designated as the media contacts for the committee.
3. The committee shall provide a status report to the Town Council every six months.
4. Time will be set aside at each meeting for committee members to report back to the committee on any public comments they have received regarding the comprehensive plan. Each committee member shall also keep boards and committees, and other groups apprised of the work of the committee.

Town Planner

The Town Planner shall be responsible for the following public participation components.

1. Posting of all meeting agendas and materials, schedules, minutes and other documents to the town website.
2. Preparation of a status report to the Town Council every six months for Comprehensive Plan Committee review and approval.
3. Coordination with the Public Participation consultant and Public Opinion Survey consultant.