

TOWN OF CAPE ELIZABETH  
MINUTES OF THE COMPREHENSIVE PLANNING COMMITTEE

June 2, 2005

7:00 pm W. Jordan Conference Room

Members present: Anne Swift-Kayatta  
David Griffin  
Skip Murray  
Barbara Schenkel  
Frank Strout  
Jay Chatmas

Elaine Moloney  
Julia Beckett  
Marybeth Richardson  
Bob Dodd  
Mary Ann Lynch  
Julie Franklin

Also present was Maureen O'Meara, Town Planner.

Ms. O'Meara called the meeting to order and gave an overview of their charge, which is preparing a Comprehensive Plan with a completion goal date of 18 months. She wanted the Committee to be aware this is a public process, with agendas and minutes on the Town website, and that the public and new media may be in attendance. She stated she will be placing news articles in the local media to keep the public informed and anticipates 2 public forums. Every 6 months a progress report will be given to the Town Council. She stated the importance of the committee sharing information with neighbors and gaining feedback. She emphasized the importance of attendance, and that each member should not miss more than one meeting. It was determined that any member unable to make a meeting would reach her.

Ms. O'Meara asked the Board to discuss how they would let the citizens participate that attend the meetings. The Board discussed different options and determined that there would be a set amount of time allowed, 3-5 minutes, at each meeting, with discretion given to the Chair.

#### ELECTION OF CHAIR

The next order of business was election of Chair. Ms. O'Meara stated the Chair should be a member that could stay on point, and be disciplined about tasks. There was discussion amongst the Committee to see if there were any interested parties.

Mrs. Richardson nominated Barbara Schenkel as Chair and Julia Beckett as Vice Chair.

Mrs. Swift-Kayatta seconded the nomination. 12 in favor, 0 opposed

#### 1993 COMPREHENSIVE PLAN OVERVIEW

Ms. O'Meara gave an overview of the 1993 Comprehensive Plan and the items that were recommended for implementation through the Zoning Ordinance. The Comprehensive Plan is a basis to justify the regulations wanted in the community. It is important not to incorporate items that will not be adopted.

Ms. Swift-Kayatta asked how the Committee would make decisions, whether the vote needed be a consensus.

Ms. O'Meara stated it would be whatever the Committee decided.

The Committee discussed the possibilities for the vote determination.

Mrs. Richardson made a motion that if the vote were 50/50, to 2/3, then the issue would be part of a Public forum. After the forum, the issue would need majority support. If a vote was 2/3 and above, the item would be recommended.

Ms. Swift-Kayatta seconded the vote. 12 in favor, 0 opposed.

#### PUBLIC OPINION SURVEY

Ms. O'Meara asked the Committee to look at the 1988 survey and determine if that was the format they would want to use. She also asked them to decide if the survey should be done in-house or by a direct mailing company.

The Committee discussed several different strategies as well as dates that would return the most effective survey.

Ms. O'Meara gave the Committee homework to look at the survey and weed out anything that may not apply now and for suggestions of what to add.

Ms. Swift-Kayatta asked if the Comprehensive Plan contained issues other than Land Use.

Ms. O'Meara stated yes, that it is the blueprint for the Town's future.

Mrs. Moloney stated that it was important for the schools due to budgets for expenditures.

Ms. Swift-Kayatta asked about posing questions for regionalizing services and getting public feedback.

There was a discussion about Committee members emailing each other in regards to the Comp Plan. Ms. O'Meara stated that would be allowed, however, all emails between committee members that discussed the Comp Plan would have to cc her, as it becomes legal record.

Ms. O'Meara stated that she would contact GPCOG about data for the surveys. This would include such information as household incomes, jobs, housing, age, etc. She discussed what the budget would allow for a survey.

Ms. Swift-Kayatta made a motion to do the survey in house. There was general agreement to distribute the survey in the Cape Courier rather than direct mail.

Mr. Dod seconded the motion. 12 in favor, 0 opposed.

#### DATA OVERVIEW

The Committee reviewed 2 proposals for the preparation of the Inventory and Analysis section of the Comp Plan. One option would be update the existing Comp. Plan section. The second option would create an “enhanced” data section.

Committee members reviewed samples of the “enhanced version”. They noted that the analysis was better written.

The Committee voted to have CPCOG prepare an “enhanced Inventory and Analysis section”. This will be done over the summer and ready for the committee to review in the fall.

Ms. O’Meara stated that the Committee should meet again soon and then not meet until the end of August. This would give staff an opportunity to compile information for the survey that the Committee can review when it meets.

The Committee decided the next meeting would be held on June 16, 2005, and a tentative meeting was scheduled for August 18, 2005.

The meeting adjourned at 8:52 p.m.

Respectfully submitted,

Laurie Palanza