

COMPREHENSIVE PLANNING COMMITTEE PROCEDURES

INTRODUCTION

The purpose of this procedures statement is to clarify the duties and responsibilities of the Comprehensive Planning Committee [CPC] and the duties and responsibilities of the town office administration in supporting the Committee.

BACKGROUND

Section 202.3.3 of the St. George Town Charter addresses membership of the CPC and their duties. The Charter says that the "Comprehensive Planning Committee is a standing committee and shall perform such duties as defined by this Charter and any applicable ordinances. The Committee shall also assist the Select Board in addressing long range planning problems." The Long Range Plan is also address in Section 305 of the Town Charter.

The Town adopted its first Comprehensive Plan in 1992. Several years later the Plan was finally accepted by the State as being consistent with State policy. Over the years that followed the Plan was reviewed on an annual basis and in 2002 the Town adopted a newly revised and updated Plan. The next revision of the Plan took place in 2007.

With the revision of a Comprehensive Plan behind them, the CPC began to discuss what came next. Section 305.3 of the Town Charter says "every five (5) years the Comprehensive Planning Committee shall draft a new or revised Long Range Plan for submission to the Select Board and the voters. Preparation for the revision shall include any necessary information gathering, input from the various Boards and Committees of the Town and determination of the desires of the Town through public hearings and other appropriate means." To accomplish this, the following set of procedures is put into effect.

PROCEDURES

Section 2 of the Comprehensive Plan contains Goals, Policies and Strategies. They are not regulations, but are guidelines for the future activities of the Town. The areas into which the goals are separated are: Economy, Housing, Natural Resources, Marine Resources, Land Use, Cultural Resources, Public Facilities & Services, Transportation and Municipal Finance. These specific areas will be assigned to members of the CPC. Each CPC member will be responsible for monitoring the progress of town officials in accomplishing the goals within their designated area and reporting to the CPC on the progress being made. The monthly meetings of the CPC should include an agenda item for members to provide an update on activities within their area of responsibility. This should provide the appropriate communication to the full membership of the CPC in order to complete their annual review and work towards the revision of the

Plan at a five (5) year interval. In order to provide the individual CPC members with the needed information for them to monitor progress, the following procedures will be followed:

A. Economy

- a. The CPC member will communicate with the Town Manager and CEO/ LPI on a regular basis to receive updates on strategy implementations.
- b. The town office staff will forward copies of Planning Board agendas and minutes, plus monthly CEO/ LPI reports, to the CPC member when the copies become available.

B. Housing

- a. The CPC member will communicate with the CEO/ LPI on a regular basis to receive updates on strategy implementations.
- b. The town office staff will forward copies of Planning Board agendas and minutes, plus monthly CEO/ LPI reports, to the CPC member when the copies become available.

C. Natural Resources

- a. The CPC member will communicate with the Conservation Commission Chairman, the Historical Society President, the CEO/ LPI, representatives of the Port Clyde & Tenants Harbor Water Districts, and the Town Manager on a regular basis to receive updates on strategy implementations.
- b. The town office staff will forward copies of agendas and minutes of the Conservation Commission and the Planning Board, plus monthly CEO/ LPI reports, to the CPC member when the copies become available.

D. Marine Resources

- a. The CPC member will communicate with the Harbor Master, Town Manager, CEO/ LPI and the Conservation Commission Chairman on a regular basis to receive updates on strategy implementations.
- b. The town office staff will forward copies of agendas and minutes of the Coastal Waters Management Board, Planning Board and Conservation Commission, plus monthly CEO/ LPI reports, to the CPC member when the copies become available.

E. Land Use

- a. The CPC member will communicate with the Town Manager and CEO/LPI on a regular basis to receive updates on strategy implementations.
- b. The town office staff will forward copies of Planning Board agendas and minutes, plus monthly CEO/ LPI reports, to the CPC member when the copies become available.

F. Cultural Resources

- a. The CPC member will communicate with the Recreation Director, the Conservation Commission Chairman, the Town Manager and the Historical Society President on a regular basis to receive updates on strategy implementations.
- b. The town office staff will forward copies of agendas and minutes of the Recreation Committee and Conservation Commission, plus monthly CEO/ LPI reports to the CPC

member when the copies become available.

G. Public Facilities & Services

- a. The CPC member will communicate with the Town Manager, CEO/LPI, Assistant Town Manager (as Fire Chief and Public Works Director) and St. George RSU School Board members on a regular basis to receive updates on strategy implementations.
- b. The town office staff will forward copies of agendas and minutes of the Solid Waste & Recycling Committee, plus monthly CEO/ LPI reports to the CPC member when the copies become available.

H. Transportation

- a. The CPC member will communicate with the Town Manager (as Road Commissioner) on a regular basis to receive updates on strategy implementations.
- b. The town office staff will forward copies of related material, plus updated road plans, to the CPC member when the copies become available.

I. Municipal Finance

- a. The CPC member will communicate with the Town Manager on a regular basis to receive updates on strategy implementations.
- b. The town office staff will forward copies of agendas and minutes of budget meetings, plus monthly Departmental Reports, to the CPC member when the copies become available.

COMMITTEE DUTIES & RESPONSIBILITIES

The Select Board's Policy Manual calls for the following actions by the Comprehensive Planning

Committee:

Comment [T1]: This is no longer in the Select Board Policy Manual

- Within sixty (60) days after the annual town meeting, the Committee shall meet to review the results of the annual meeting and its significance in regards to the Comprehensive Plan.
- By June 30th of each year, the Committee shall submit a written report to the Select Board concerning actions called for by the Plan that should take place in the current year,
- By October 15th of each year, the Committee shall submit a written summary report to the Select Board concerning activities for the year and any recommendations for:
 - o changes to the Comprehensive Plan, and/or
 - o budgetary items the Town Manager and Select Board should consider for the following year.

The Town Charter calls for a new or revised Long Range Plan every five (5) years. The Town accepted the latest revision in March 2007; therefore, the Committee should be looking at bringing a new or revised Plan to the voters in March 2012.

On the following page is a recommended annual agenda, showing the basic requirements that should be addressed on a monthly basis.

RECOMMENDED ANNUAL AGENDA FOR THE
COMPREHENSIVE PLANNING COMMITTEE

MAY

- Organizational meeting following the annual appointments - need to elect a Chairman and Secretary. May elect a Vice-Chairman if the Committee wishes.
- Designate Committee members to follow specific areas of the Comprehensive Plan.
- Review Plan to see what actions need to be taken during the current year and draft report to the Select Board.

JUNE

- Finalize report to the Select Board on actions to be taken during current year.
- Committee members report on activities that have occurred within their designated areas.

JULY

- Committee members report on activities that have occurred within their designated areas.

AUGUST

- Committee members report on activities that have occurred within their designated areas.
- Begin work on summary report to Select Board due October 15th

SEPTEMBER

- Committee members report on activities that have occurred within their designated areas.
- Finalize work on summary report to Select Board due October 15th

OCTOBER

- Committee members report on activities that have occurred within their designated areas.

NOVEMBER

- Committee members report on activities that have occurred within their designated areas.

DECEMBER

- Committee members report on activities that have occurred within their designated areas.

JANUARY

- Chairman submits report to Town Manager for inclusion in the Annual Town Report
- Committee members report on activities that have occurred within their designated areas.

FEBRUARY

- Committee members report on activities that have occurred within their designated areas.

MARCH

- Committee members report on activities that have occurred within their designated areas.
- Committee begins review of Town Meeting actions and their effect on the Plan.

APRIL

- Committee members report on activities that have occurred within their designated areas.
- Committee finalizes review of Town Meeting actions and their effect on the Plan.