

# Town of Kennebunk, Maine



To: Comprehensive Plan and Zoning Ordinance Update Committee  
 From: Mathew Eddy  
 Date: January 11, 2016  
 Subject: Generalized Timeline for Project Completion

The following is a **very** generalized schedule for the completion of the Comprehensive Plan and Zoning Ordinance update. This schedule will become more detailed as we choose the consultant and develop a corresponding work plan. It will also be subject to change. Consider this an iterative process. As we learn more, the information you may need to in order to provide policy guidance is likely to change. That may lead to an adjustment in tasks. Be flexible, but with the purpose of completing the project with the best product possible.

Similarly, as you become more familiar with the process, the ways in which you may want to reach out to the public will evolve, both through input from the consultant team and through your understanding of the needs of the community. Reaching out to the public can be as simple as a survey or as complex as a series of neighborhood/village meetings, public design charrettes or public forums; we will provide examples. As you become more familiar with the existing plan, consultant team and staff strengths, future needs, and the zoning ordinance, we then assist you in the design of public input process you think most appropriate.

There are no pre-conceived notions here. As you learn and become comfortable, your subsequent role will be to educate the community on the guidance you have developed to assist them in making an informed decision. Adopting a new Comprehensive Plan and Zoning Ordinance update is that product/outcome.

Time Period	Topic Areas
January-May, 2016	Consultant Selection, Review and Understand the Present Plan and Ordinance by Subject Area , Review of Issues facing the community, Data Collection by Staff
June-July, 2016	Data Collection Re-set by Staff/Consultant; Background Material Collection; First Public Input Process (format to be determined)
August, 2016	Committee Off, Staff/Consultant focus on Information Gathering, Reports, Mapping
September-November, 2016	Drafting the Comprehensive Plan Update (format to be determined)
Early December, 2016	2 <sup>nd</sup> Public Session, Presentation of the Plan
January, 2017	Report out on Comp Plan Draft, Review, Comment, Refinement; Begin Ordinance Drafting by Concept
February-March, 2017	Ordinance Drafting by Concept; Drafting by Attorneys
Last Week in March, 2017	Submittal of Package For Town Meeting Purposes or Extension of Schedule to November, 2017
April-May, 2017	Public Education Process-the chicken circuit
June, 2017	Town Meeting Action

