

Ellsworth Comprehensive Plan

ROLES AND RESPONSIBILITIES OF THE STEERING COMMITTEE

PURPOSE OF THE COMPREHENSIVE PLAN

The purpose of the new Ellsworth Comprehensive Plan will be to reflect and respond to the needs, values, and priorities of the community while safeguarding Ellsworth's sense of place, history, and natural resources. The new plan will serve as a guide for future growth and development, covering subjects such as, but not limited to, land use, zoning, capacity and expansion of utilities, economic development, transportation, housing, recreation, capital budgeting, provision for municipal services and facilities, and regional coordination. The plan will also serve as a foundation for determining effective public policy, master planning, and land use decisions for the future. The new Ellsworth Comprehensive Plan will have a 2035 outlook. Ellsworth's current Comprehensive Plan dates back to 2004.

COMMUNITY ENGAGEMENT

As part of the comprehensive planning process, Ellsworth will place a major emphasis on community engagement to involve residents and stakeholders in framing a plan that truly belongs to the community and implements its values. Therefore, the public will be engaged through various means, including but not limited to, presentations, hearings, social media, the internet, and workshops. The community engagement process will be present throughout the planning process.

PROJECT MANAGEMENT

A consultant will work collaboratively with Ellsworth to create the new comprehensive plan. This work will occur with the assistance of the Steering Committee, along with City Staff, and in consultation with the City Council, Planning Board, and other Commissions and Committees. Furthermore, the group will consult with civic institutions and not-for-profit entities that do significant work in or are based in Ellsworth.

The Steering Committee will receive draft language and ideas from specialized subcommittees that are based on topic areas required by the State or determined important by the Steering Committee. The Steering Committee then takes that work and produces a more complete draft to be used in the Comprehensive Plan for review by the Planning Committee and City Council.

The City Planner will serve as the primary contact and coordinator between the Steering Committee, other boards and committees, the community, and the consultant.

ROLE OF THE STEERING COMMITTEE

The Steering Committee will consist of 12 volunteer members appointed by the Planning Committee (The Ellsworth Planning Board) to advise staff and the consultant throughout the Comprehensive Planning Process. The Steering Committee shall deliver a plan that meets the requirements of the State of Maine and aligns with the input from the public and stakeholders. The Steering Committee will be dissolved after its final meeting.

MAKE-UP OF THE STEERING COMMITTEE

The Steering Committee will consist of 12 members, all of whom must be Ellsworth residents or have significant ties to the community. It is expected that the Steering representatives reflect the diversity of Ellsworth including, but not limited to, representation across demographics (age, gender, ethnicity), institutional sector, business sector, advocacy organization (except business), and/or service organization.

APPOINTMENT PROCESS

A Steering Committee application form is available from the Planning Department or at www.ellsworthmaine.gov/steeringapp. Applications should be returned to the City Planner for consideration by the Planning Committee by February 7th, 2023. The Planning Committee will contact candidates with interview times and make their selections at the February 15th, 2023 meeting. The Planning Committee will vote on the nominations. It is best to attend the nominating meeting, in case Planning Committee members have questions. Approved members will need to be sworn in by the City Clerk and take an ethics training exam. Members cannot vote until these steps have been completed.

EXPECTATIONS OF STEERING COMMITTEE MEMBERS

Member of the Steering Committee will be expected to:

- Commit to attend a minimum of 75% of all meetings (a minimum of 15) between March 1, 2023 and December 31, 2025.
- Prepare for meetings (review meeting materials, respond to requests for input, etc.)
- Have access to email, and to an electronic device and WiFi in the event remote participation is necessary.
- Abide by meeting protocols established at the first Steering Committee meeting.
- Steering Committee meetings will be held at City Hall; however, other venues may be used if deemed beneficial and appropriate. In the event that remote meeting participation is necessary, the online platform Zoom will be used.