

Comprehensive Plan Update Process 2020-2023

Summary:

The last update of the Town of Readfield Comprehensive Plan was completed in 2009. In the fall of 2020 the Town began the update process again. Major events and activities are summarized below:

Quick Reference Key	
	Administrative Functions
	Public Hearings
	Comp Plan Committee Meetings (open to the public)
	Public Outreach / Engagement Actions

2020 Activity:

Date	Action / Activity
August 17, 2020	Select Board approves Comp Plan Update process
August 24, 2020	Town and KVCOG sign Comp Plan Update Service Agreement
September 14, 2020	Select Board establishes guidance for Comp Plan Committee
September 18, 2020	Comp Plan Process Memo prepared by Town Manager
September 22, 2020	Comprehensive Plan Committee webpage created on Town website
October 19, 2020	Comp Plan Update Introduction / Informational Meeting
November 16, 2020	Most Comp Plan Committee appointments made
December 15, 2020	Comp Plan Committee Meeting

2021 Activity:

Date	Action / Activity
January 20, 2021	Comp Plan Committee Meeting
March 17, 2021	Comp Plan Committee Meeting
April 21, 2021	Comp Plan Committee Meeting
May 19, 2021	Comp Plan Committee Meeting
June 16, 2021	Comp Plan Committee Meeting
July 21, 2021	Comp Plan Committee Meeting
September 22, 2021	Comp Plan Committee Meeting
October 20, 2021	Comp Plan Committee Meeting
November 17, 2021	Comp Plan Committee Meeting
December 15, 2021	Comp Plan Committee Meeting

2022 Activity:

Date	Action / Activity
January 19, 2022	Comp Plan Committee Meeting
May 18, 2022	Comp Plan Committee Meeting
June 15, 2022	Comp Plan Committee Meeting
July 20, 2022	Comp Plan Committee Meeting
August 12, 2022	Short-form (paper) Community Surveys become available
August 13, 2022	Comp Plan Awareness Event / Survey Collection at Heritage Days
August 17, 2022	Comp Plan Committee Meeting
November 7, 2022	Long-form (online) Community Survey became available
November 8, 2022	Survey Collection / Plan Update awareness event at the Election
November 16, 2022	Comp Plan Committee Meeting
December 21, 2022	Comp Plan Committee Meeting

2023 Activity:

Date	Action / Activity
January 4, 2023	Comp Plan Update Mailer sent out EDDM
January 18, 2023	Comp Plan Committee Meeting
January 28, 2023	Comp Plan Public Hearing (primarily soliciting vision & suggestions)
February 15, 2023	Comp Plan Committee Meeting
February 25, 2023	Comp Plan Public Hearing (primarily soliciting vision & suggestions)
March 15, 2023	Comp Plan Committee Meeting
March 22, 2023	Comp Plan Public Hearing (review of final draft plan)
March 29, 2023	Comp Plan Committee Meeting (final plan revisions and approval)
April 7, 2023	Final Comp Plan Update submitted to Select Board for TM Warrant
April 19, 2023	Comp Plan Committee Meeting
May 17, 2023	Comp Plan Committee Meeting
May 31, 2023	Comp Plan Public Hearing (review of completed plan)
June 13, 2023	Town Meeting Secret Ballot Vote
June 14, 2023	Updated and approved Comp Plan submitted to the State of Maine

Activity Summary:

As of February 1, 2023:

Metric	Quantity
Committee Meetings	20 held, 4 planned (24 total)
Public Outreach Actions	6 conducted (6 total)
Public Hearings	3 held, 2 planned (5 total)
Surveys Collected	168 long-form, 67 short form, 8 business (target of 200+)
Households Receiving Mailings	939 by Every Door Direct Mail (939 total)
Administrative Actions	5 completed, 3 planned (8 total)