



Town of Scarborough, Maine

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October 4, 2006

CPIC Protocol for Revisions to The Ordinance Amendments Work Plan

If a property owner(s), developer with an interest in property, neighborhood group or association, or town board or committee would like the CPIC to revise its Ordinance Amendments Work Plan, this request will be handled in accordance with the following protocol.

Step One – Written Request

The interested party must initiate the process through a written request to the Town Planner. The request must include the following information:

- the specific zoning amendment proposal of concern as set out in the work plan or adopted Comprehensive Plan
- the interested party's interest in or involvement with the proposal
- the timing currently set out in the work plan for consideration of the amendment proposal
- the timing requested for consideration of the amendment
- the need for the requested timing including any outside factors that influence the schedule
- any proposals dealing with the suggested process for developing the actual amendments including proposals for public involvement

Step Two – CPIC Review and Recommendation

The Town Planner will review the request and if it is complete, put it on the agenda for consideration at the next CPIC meeting. If it is incomplete, the planner will tell the applicant what additional information is required.

The CPIC will review the request and consider the implications of the request on the overall work plan. The CPIC will also consider the process needed for developing the amendments. The CPIC may revise the work plan to accommodate the request or make other adjustments in the work plan to address the amendment proposal including

adjusting the scheduling of other tasks. The CPIC should also recommend the process that will be used to develop the amendment.

The CPIC will forward its recommendation with respect to the work plan and amendment process and any possible changes in the work plan to the Council Ordinance Committee.

Step Three – Council Ordinance Committee Review

The CPIC recommendation will be considered to be final unless the Ordinance Committee objects to the recommendation at its next scheduled committee meeting. If the Ordinance Committee objects, the CPIC Council representative will negotiate a revised work plan with the Ordinance Committee. This will then become the CPIC's "official" work plan and the request will be considered in accordance with that schedule.

