



# Town of Raymond Comprehensive Plan Committee ePacket October 5, 2022 Table of Contents

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# Agenda

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## Comprehensive Plan Committee Agenda

October 5, 2022

6:30pm – Meeting

At Broadcast Studio & via ZOOM

- 1) **Call to order**
  
- 2) **Minutes of Previous Meeting**
  - a) September 7, 2022
  
- 3) **Old Business**
  - a) Review CPC top 3 Items of Importance
  - b) Follow-up Design/Implementation of Preliminary Community Survey
  - c) Update on CPC Boat/Bus Tour
  
- 4) **New Business**
  - a) Review Elements of Growth Management Plan: Title 30-A
  - b) Discuss Draft RFP for Consultant Planner
    - Maine Planning Assistance Program – Tom Miraglinolo
    - St Joseph's Student Intern
  
- 5) **Public Comment**
  
- 6) **Comp Plan Committee's Comment**
  
- 7) **Adjournment**

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*Comp Plan Committee Meeting Agenda (Page 1 of 1) October 5, 2022*

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# Previous Meeting Minutes

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## Comprehensive Plan Committee Minutes

September 7, 2022

6:30pm – Meeting

At Broadcast Studio & via ZOOM

**Committee Members Present:** John Clark, Kaela Gonzalez, Peter Leavitt, Bradley McCurtain, Frank McDermott, Shawn McKillop, Danelle Milone, John Rand, Jackie Sawyer

**Committee Members Absent:** Greg Foster

**Town Staff Present:**

Don Willard, Town Manager  
Chris Hanson, Assistant Code Enforcement Officer  
Sue Look, Town Clerk

1) **Called to order** at 6:30pm by Town Clerk Look

2) **Election of Officers**

a) Chair

**Nomination** of Peter Leavitt and Kaela Gonzalez as Co-Chairs (rather than having a chair and vice-chair) by Mr McDermott. Seconded by Mr Rand.

Both Mr Leavitt & Mrs Gonzalez are willing to serve.

**Unanimously approved**

b) Vice Chair

3) **Minutes of Previous Meeting**

a) August 25, 2022

**Motion** to approve as presented by Co-Chair Leavitt. Seconded by Mr Rand.

**Unanimously approved**

4) **New Business**

a) Review 2004 Comprehensive Plan

Thanks to the writers of the 2004 Comprehensive Plan, it is quite a detailed document. It also shows that this committee has a good deal of work to do. The committee should

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*Comp Plan Committee Meeting Minutes (Page 1 of 4) September 7, 2022*

review the Title 30-A Growth Management Plan.

The committee discussed various planners that we could send the RFP to when it is ready.

Some discussion about 2020 Census data released thus far and the sub-division plans already begun in Raymond. Recently there was added a sunset clause on sub-division plans, after 5 years they must make updates and usually go before the Planning Board again.

The 2004 Plan is a great model and will probably need to have a chapter or two added.

Add to the history that there were people in Raymond before it was founded.

The Committee needs to gather information about the community and educate the community. This is the community's plan, and we need to gather their opinions.

Now there are many views of affordable housing – duplexes, multi-generational homes, tiny houses, etc. – not just trailer parks as listed in the 2004 Plan. There are plans for sub-divisions in Raymond, but the developers seem to be moving cautiously.

Discussion about going out to Lake Association meetings, Road Association meetings, etc. to get their opinions.

b) Discuss Top 3 Items Each Member Feels is Important to the Community

Ms Sawyer – Natural Resource Protection, drinking water – Affordable housing options – Transportation related to a green belt system, pedestrian and bike friendly, make a loop of the Main St sidewalk, make Rt 85 safer to walk.

Mrs Milone – Zoning development to increase the people and maintain the rural character of Raymond – Businesses without becoming Windham – Outdoor recreation

Mr Rand – Natural resource land conservation and water quality – Affordable housing – Climate preparedness

Mr McCurtain – Identifying and reaching out to stakeholders – Inventory what makes Raymond special – Identifying essential services, relationship with Bridgton Hospital, recreation for all ages, transportation like the Lakes Region Bus, what services should Town Hall have

Mr McKillop – Keep cannabis store fronts out of Raymond – Affordable housing without the loss of rural character – More sidewalks on Main Street and in other parts of Town

Co-Chair Leavitt – Preserve/protect the natural environment and the rural nature of Raymond, encourage more diverse housing options, town services

Mr Clark – Natural resources, PFAS, water quality, recreational potential – Land Use Policy to drive more of a downtown – Transportation and infrastructure like Internet access

Mr McDermott – Housing, a plan that will allow it to expand creatively – Transportation, public – Public facilities and services, what local people can do to help with the climate

Co-Chair Gonzalez – Affordable housing and controlled growth where people would have access to resources – Natural resources – Recreation and Community Development in general

Mr Foster (via email read by Town Clerk Look) – Shoreland Zone size – move toward

the State minimums, Multi Family Housing, Current use property taxes/restructured property taxes

Town Manager Willard – Natural resources balanced with quality of life and quality of place with good ordinances – Sustainability – Broadband, all while paying attention to the tax rate

Assistant CEO Hanson – Natural resources – Infrastructure to grow the commercial district and add jobs, sewer system on 302, allow apartments above businesses, a bypass to Route 85, expand the width of the commercial zone to allow for a convention center, shops, etc.

c) Discuss Questions/List to Ask Citizens to Answer/Prioritize via Paper Survey

- At Election 11/8/2022
  - 1) Short and easy and then later a more comprehensive survey
  - 2) Possibly a poster board with stickers, should be manned for questions, maybe 5 categories and give people 2 stickers
- In October Roadrunner
- At Town Office
- On Town Website
- Advertise on Facebook Page & Electronic Signs

Preliminary Survey

What are your priorities now and 10 years from now?

Ask for email addresses

Let the public know that this is just the beginning.

Maybe make a book mark.

Possibly involve students, art contest, name the 2022 Comprehensive Plan effort, etc.

Co-Chair Gonzalez will come up with a draft to go over at the next meeting.

d) Set Dates for Tours of Raymond via Bus and Boat

Bus – Monday-Friday anytime with at least a week's notice or Saturday afternoons starting Sept 24<sup>th</sup>

Boat – Tues Sept 13<sup>th</sup> or Thurs Sept 15<sup>th</sup> after between 10am & 3pm – we may need a 2<sup>nd</sup> boat or make 2 trips for everyone, Ms Sawyer could get a 2<sup>nd</sup> boat

Committee members will email Town Clerk Look their availability.

e) Set Agenda for Next Meeting (if no Chair elected)

Draft RFP for next meeting

**5) Public Comment – none**

**6) Comp Plan Committee's Comment**

Co-Chair Leavitt – We have heard a lot about urban creep/sprawl. 3.5 million square miles in the US and 99% live on less than 8% of it, just a thought. Raymond is the land of the land locked salmon because the Presumpscot River was dammed, trapping the salmon in Sebago many years ago. This ruined the fishing for the original inhabitants, but the government at the time (in Boston) refused to remove the dams.

**7) Adjournment**

**Motion** to adjourn at 8:36pm by Co-Chair Leavitt. Seconded by Mr McDermott.

**Unanimously approved**

*Respectfully submitted,*

*Susan L Look, Town Clerk*

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# CPC Top 3 Items of Importance

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## List of Priorities

### Jackie

- 1) Natural resource protection (drinking water, public water supply)
- 2) Affordable housing
- 3) Transportation (green belt system, more pedestrian friendly, more sidewalks)

### Danelle

- 1) Zoning/Land Use development (balance of increasing population with rural character)
- 2) Commercial development ( small business minded)
- 3) Outdoor recreation and land preservation (

### John R

- 1) Natural resources (land conservation and water quality)
- 2) Affordable housing
- 3) Climate Preparedness

### Brad

- 1) Community Outreach
- 2) What makes you stay here, what attracted you here, what makes the community special
- 3) Essential services (medical, recreation, transportation, schools)

### Shawn

- 1) Keep cannabis storefronts out of Raymond
- 2) Affordable housing without the loss of rural character
- 3) More sidewalks

### Peter

- 1) Preserve and protect the natural environment (keep rural character while continuing with development)
- 2) Encourage more diverse housing option
- 3) Town Services

### John C

- 1) Natural Resources (PFasts, water quality)
- 2) General land use zoning combined with more alternative housing options, more walkways and public use
- 3) Transportation and infrastructure (including internet and cell service)

### Frank

- 1) Housing
- 2) Transportation (public transit)
- 3) Public facilities and services

Kaela

- 1) Affordable housing with controlled growth
- 2) Natural Resources
- 3) Recreation and community (trails, park, community)

Greg

- 1) Shoreland zone size
- 2) Multifamily housing
- 3) Current use property tax

Don

- 1) Environmental protection (strong land use ordinance)
- 2) Sustainability
- 3) Broadband

Chris

- 1) Natural Resources (lakes and forest)
- 2) Infrastructure (sewer and water and large bypass from 302-85 with housing, shops and hotels, etc.



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# Title 30-A - Growth Management Plan

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MRS Title 30-A, §4326. GROWTH MANAGEMENT PROGRAM ELEMENTS

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## §4326. Growth management program elements

### (CONFLICT)

A growth management program must include at least a comprehensive plan, as described in subsections 1 to 4-A, and an implementation program as described in subsection 5. [PL 2019, c. 153, §4 (AMD).]

**1. Inventory and analysis.** A comprehensive plan must include an inventory and analysis section addressing state goals under this subchapter and issues of regional or local significance that the municipality or multimunicipal region considers important. The inventory must be based on information provided by the State, regional councils and other relevant local sources. The analysis must include 10-year projections of local and regional growth in population and residential, commercial and industrial activity; the projected need for public facilities; and the vulnerability of and potential impacts on natural resources.

The inventory and analysis section must include, but is not limited to:

- A. Economic and demographic data describing the municipality or multimunicipal region and the region in which it is located; [PL 2001, c. 578, §15 (AMD).]
- B. Significant water resources such as lakes, aquifers, estuaries, rivers and coastal areas and, when applicable, their vulnerability to degradation; [PL 2001, c. 578, §15 (AMD).]
- C. Significant or critical natural resources, such as wetlands, wildlife and fisheries habitats, significant plant habitats, coastal islands, sand dunes, scenic areas, shorelands, heritage coastal areas as defined under Title 5, section 3316, and unique natural areas; [PL 1989, c. 104, Pt. A, §45 (NEW); PL 1989, c. 104, Pt. C, §10 (NEW).]
- D. Marine-related resources and facilities such as ports, harbors, commercial moorings, commercial docking facilities and related parking, and shell fishing and worming areas; [PL 1989, c. 104, Pt. A, §45 (NEW); PL 1989, c. 104, Pt. C, §10 (NEW).]
- E. Commercial forestry and agricultural land; [PL 1989, c. 104, Pt. A, §45 (NEW); PL 1989, c. 104, Pt. C, §10 (NEW).]
- F. Existing recreation, park and open space areas and significant points of public access to shorelands within a municipality or multimunicipal region; [PL 2001, c. 578, §15 (AMD).]
- G. Existing transportation systems, including the capacity of existing and proposed major thoroughfares, secondary routes, pedestrian ways and parking facilities; [PL 1989, c. 104, Pt. A, §45 (NEW); PL 1989, c. 104, Pt. C, §10 (NEW).]
- H. Residential housing stock, including affordable housing, policies that assess community needs and environmental effects of municipal regulations, lessen the effect of excessive parking requirements for buildings in downtowns and on main streets and provide for alternative approaches for compliance relating to the reuse of upper floors of buildings in downtowns and on main streets and policies that provide for accessory dwelling units; [PL 2019, c. 145, §5 (AMD).]
- H-1. Housing that meets the needs of older residents, including housing that is rehabilitated, adapted or newly constructed to help older adults age in place; [PL 2019, c. 38, §5 (NEW).]
- I. Historical and archeological resources including, at the discretion of the municipality or multimunicipal region, stone walls, stone impoundments and timber bridges of historical significance; [PL 2001, c. 578, §15 (AMD).]
- J. Land use information describing current and projected development patterns; and [PL 1989, c. 104, Pt. A, §45 (NEW); PL 1989, c. 104, Pt. C, §10 (NEW).]

K. An assessment of capital facilities and public services necessary to support growth and development and to protect the environment and health, safety and welfare of the public and the costs of those facilities and services. [PL 1989, c. 104, Pt. A, §45 (NEW); PL 1989, c. 104, Pt. C, §10 (NEW).]

[PL 2019, c. 38, §5 (AMD); PL 2019, c. 145, §5 (AMD).]

**2. Policy development.** A comprehensive plan must include a policy development section that relates the findings contained in the inventory and analysis section to the state goals. The policies must:

A. Promote the state goals under this subchapter; [PL 1989, c. 104, Pt. A, §45 (NEW); PL 1989, c. 104, Pt. C, §10 (NEW).]

B. Address any conflicts between state goals under this subchapter; [PL 1989, c. 104, Pt. A, §45 (NEW); PL 1989, c. 104, Pt. C, §10 (NEW).]

C. Address any conflicts between regional and local issues; and [PL 1989, c. 104, Pt. A, §45 (NEW); PL 1989, c. 104, Pt. C, §10 (NEW).]

D. Address the State's coastal policies if any part of the municipality or multimunicipal region is a coastal area. [PL 2001, c. 578, §15 (AMD).]

[PL 2001, c. 578, §15 (AMD).]

**3. Implementation strategy.** A comprehensive plan must include an implementation strategy section that contains a timetable for the implementation program, including land use ordinances, ensuring that the goals established under this subchapter are met. These implementation strategies must be consistent with state law and must actively promote policies developed during the planning process. The timetable must identify significant ordinances to be included in the implementation program. The strategies and timetable must guide the subsequent adoption of policies, programs and land use ordinances and periodic review of the comprehensive plan.

A. [PL 2001, c. 578, §15 (RP); PL 2001, c. 667, Pt. H, §1 (RP); PL 2001, c. 667, Pt. H, §3 (AFF).]

B. [PL 2001, c. 578, §15 (RP).]

C. [PL 2001, c. 578, §15 (RP).]

D. [PL 2001, c. 578, §15 (RP).]

E. [PL 2001, c. 578, §15 (RP).]

F. [PL 2001, c. 578, §15 (RP).]

G. [PL 2001, c. 578, §15 (RP).]

H. [PL 2001, c. 578, §15 (RP).]

I. [PL 2001, c. 578, §15 (RP).]

J. [PL 2001, c. 578, §15 (RP).]

[PL 2007, c. 247, §2 (AMD).]

**3-A. Guidelines for policy development and implementation strategies.** In developing its strategies and subsequent policies, programs and land use ordinances, each municipality or multimunicipal region shall employ the following guidelines consistent with the goals of this subchapter:

A. Except as otherwise provided in this paragraph, identify and designate geographic areas in the municipality or multimunicipal region as growth areas and rural areas, as defined in this chapter.

(1) Within growth areas, each municipality or multimunicipal region shall:

(a) Establish development standards;

- (b) Establish timely permitting procedures;
- (c) Ensure that needed public services are available; and
- (d) Prevent inappropriate development in natural hazard areas, including flood plains and areas of high erosion.

(2) Within rural areas, each municipality or multimunicipal region shall adopt land use policies and ordinances to discourage incompatible development. These policies and ordinances may include, without limitation, density limits, cluster or special zoning, acquisition of land or development rights, transfer of development rights pursuant to section 4328 and performance standards. The municipality or multimunicipal region should also identify which rural areas qualify as critical rural areas as defined in this chapter. Critical rural areas must receive priority consideration for proactive strategies designed to enhance rural industries, manage wildlife and fisheries habitat and preserve sensitive natural areas.

(3) A municipality or multimunicipal region may also designate as a transitional area any portion of land area that does not meet the definition of either a growth area or a rural area. Such an area may be appropriate for medium-density development that does not require expansion of municipal facilities and does not include significant rural resources.

(4) A municipality or multimunicipal region is not required to identify growth areas within the municipality or multimunicipal region for residential, commercial or industrial growth if it demonstrates, in accordance with rules adopted by the department pursuant to this article, that:

- (a) It is not possible to accommodate future residential, commercial or industrial growth within the municipality or multimunicipal region because of severe physical limitations, including, without limitation, the lack of adequate water supply and sewage disposal services, very shallow soils or limitations imposed by protected natural resources;
- (b) The municipality or multimunicipal region has experienced minimal or no residential, commercial or industrial development over the past decade and this condition is expected to continue over the 10-year planning period;
- (c) The municipality or multimunicipal region has identified as its growth areas one or more growth areas identified in a comprehensive plan adopted or to be adopted by one or more other municipalities or multimunicipal regions in accordance with an interlocal agreement adopted in accordance with chapter 115 with one or more municipalities or multimunicipal regions; or
- (d) The municipality or multimunicipal region has no village or densely developed area.

(6) A municipality or multimunicipal region exercising the discretion afforded by subparagraph 4 shall review the basis for its demonstration during the periodic revisions undertaken pursuant to section 4347-A; [PL 2011, c. 655, Pt. JJ, §17 (AMD); PL 2011, c. 655, Pt. JJ, §41 (AFF).]

B. Develop a capital investment plan for financing the replacement and expansion of public facilities and services required to meet projected growth and development; [PL 2001, c. 578, §15 (NEW).]

C. Protect, maintain and, when warranted, improve the water quality of each water body pursuant to Title 38, chapter 3, subchapter I, article 4-A and ensure that the water quality will be protected from long-term and cumulative increases in phosphorus from development in great pond watersheds; [PL 2001, c. 578, §15 (NEW).]

D. Ensure that its land use policies and ordinances are consistent with applicable state law regarding critical natural resources. A municipality or multimunicipal region, if authorized to enact

ordinances, may adopt ordinances more stringent than applicable state law; [PL 2001, c. 578, §15 (NEW).]

E. Ensure the preservation of access to coastal waters necessary for commercial fishing, commercial mooring, docking and related parking facilities. Each coastal area may identify and designate one or more critical waterfront areas and implement policies to ensure protection of those areas or otherwise discourage new development that is incompatible with uses related to the marine resources industry; [PL 2001, c. 578, §15 (NEW).]

F. Ensure the protection of agricultural and forest resources. Each municipality or multimunicipal region shall discourage new development that is incompatible with uses related to the agricultural and forest industries; [PL 2001, c. 578, §15 (NEW).]

G. **(CONFLICT: Text as amended by PL 2019, c. 38, §6)** Ensure that the municipality's or multimunicipal region's land use policies and ordinances encourage the siting and construction of affordable housing within the community and comply with the requirements of section 4358 pertaining to individual mobile home and mobile home park siting and design requirements. The municipality or multimunicipal region shall seek to achieve a level of at least 10% of new residential development, based on a 5-year historical average of residential development in the municipality or multimunicipal region, that meets the definition of affordable housing. A municipality or multimunicipal region is encouraged to seek creative approaches to assist in the development of affordable housing and housing that meets the needs of older residents, including, but not limited to, cluster housing, reduced minimum lot and frontage sizes, increased residential densities, adaptation, rehabilitation and construction of housing that helps older adults age in place, use of municipally owned land and establishment of policies that assess community needs and environmental effects of municipal regulations, lessen the effect of excessive parking requirements for buildings in downtowns and on main streets and provide for alternative approaches for compliance relating to the reuse of upper floors of buildings in downtowns and on main streets; [PL 2019, c. 38, §6 (AMD).]

G. **(CONFLICT: Text as amended by PL 2019, c. 145, §6)** Ensure that the municipality's or multimunicipal region's land use policies and ordinances encourage the siting and construction of affordable housing within the community and comply with the requirements of section 4358 pertaining to individual mobile home and mobile home park siting and design requirements. The municipality or multimunicipal region shall seek to achieve a level of at least 10% of new residential development, based on a 5-year historical average of residential development in the municipality or multimunicipal region, that meets the definition of affordable housing. A municipality or multimunicipal region is encouraged to seek creative approaches to assist in the development of affordable housing, including, but not limited to:

- (1) Cluster housing;
- (2) Reduced minimum lot and frontage sizes;
- (3) Increased residential densities;
- (4) Use of municipally owned land;
- (5) Establishment of policies that:
  - (a) Assess community needs and environmental effects of municipal regulations;
  - (b) Lessen the effect of excessive parking requirements for buildings in downtowns and on main streets; and
  - (c) Provide for alternative approaches for compliance relating to the reuse of upper floors of buildings in downtowns and on main streets; and
- (6) Provisions for accessory dwelling units; [PL 2019, c. 145, §6 (AMD).]

H. Ensure that the value of historical and archeological resources is recognized and that protection is afforded to those resources that merit it; [PL 2001, c. 578, §15 (NEW).]

I. Encourage the availability of and access to traditional outdoor recreation opportunities, including, without limitation, hunting, boating, fishing and hiking, and encourage the creation of greenbelts, public parks, trails and conservation easements. Each municipality or multimunicipal region shall identify and encourage the protection of undeveloped shoreland and other areas identified in the local planning process as meriting that protection; [PL 2015, c. 349, §5 (AMD).]

J. Develop management goals for great ponds pertaining to the type of shoreline character, intensity of surface water use, protection of resources of state significance and type of public access appropriate for the intensity of use of great ponds within the municipality's or multimunicipal region's jurisdiction; [PL 2019, c. 38, §7 (AMD); PL 2019, c. 145, §7 (AMD).]

K. Encourage policies that assess community needs and environmental effects of municipal regulations, lessen the effect of excessive parking requirements for buildings in downtowns and on main streets and provide for alternative approaches for compliance relating to the reuse of upper floors of buildings in downtowns and on main streets; [RR 2019, c. 1, Pt. A, §40 (COR).]

L. Ensure that land use policies encourage aging in place and appropriate housing options for older residents and address issues of special concern to older adults, including transportation to and accessibility and availability of needed services; and [RR 2019, c. 1, Pt. A, §41 (COR).]

**REVISOR'S NOTE:** Paragraph L as enacted by PL 2019, c. 145, §9 is REALLOCATED TO TITLE 30-A, SECTION 4326, SUBSECTION 3-A, PARAGRAPH M

M. (REALLOCATED FROM T. 30-A, §4326, sub-§3-A, ¶L) Encourage policies that provide for accessory dwelling units. [PL 2019, c. 145, §9 (NEW); RR 2019, c. 1, Pt. A, §42 (RAL).] [PL 2019, c. 38, §§6-9 (AMD); PL 2019, c. 145, §§6-9 (AMD); RR 2019, c. 1, Pt. A, §§40-42 (COR).]

**4. Regional coordination program.** A regional coordination program must be developed with other municipalities or multimunicipal regions to manage shared resources and facilities, such as rivers, aquifers, transportation facilities and others. This program must provide for consistency with the comprehensive plans of other municipalities or multimunicipal regions for these resources and facilities.

[PL 2001, c. 578, §15 (AMD).]

**4-A. Addressing sea level rise.** A municipality or multimunicipal region that is in the coastal area may include in its comprehensive plan projections regarding changes in sea level and potential effects of the rise in sea level on buildings, transportation infrastructure, sewage treatment facilities and other relevant municipal, multimunicipal or privately held infrastructure or property and may develop a coordinated plan for addressing the effects of the rise in sea level. For the purposes of this subsection, "coastal area" has the same meaning as in Title 38, section 1802, subsection 1.

[PL 2019, c. 153, §5 (NEW).]

**5. Implementation program.** An implementation program must be adopted that is consistent with the strategies in subsection 3-A.

[PL 2001, c. 578, §15 (AMD).]

#### SECTION HISTORY

PL 1989, c. 104, §§A45,C10 (NEW). PL 1989, c. 271, §4 (AMD). PL 1989, c. 562, §6 (AMD). PL 1989, c. 878, §A84 (AMD). PL 1991, c. 79 (AMD). PL 1991, c. 278, §2 (AMD). PL 1991, c. 622, §F29 (AMD). PL 1991, c. 722, §7 (AMD). PL 1991, c. 722, §11 (AFF). PL 1991, c. 838, §§8-11 (AMD). PL 1993, c. 166, §§6,7 (AMD). PL 1993, c. 721, §A3 (AMD). PL 1993, c. 721, §H1 (AFF). PL 1999, c. 776, §8 (AMD). PL 2001, c. 406, §4 (AMD). PL 2001, c. 578, §15

(AMD). PL 2001, c. 592, §1 (AMD). PL 2001, c. 667, §§H1,2 (AMD). PL 2001, c. 667, §H3 (AFF). PL 2007, c. 247, §§2, 3 (AMD). PL 2011, c. 655, Pt. JJ, §17 (AMD). PL 2011, c. 655, Pt. JJ, §41 (AFF). PL 2015, c. 349, §§3-6 (AMD). PL 2019, c. 38, §§5-9 (AMD). PL 2019, c. 145, §§5-9 (AMD). PL 2019, c. 153, §§4, 5 (AMD). RR 2019, c. 1, Pt. A, §§40-42 (COR).

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**NOTICE OF  
REQUEST FOR PROPOSAL  
COMPREHENSIVE PLAN  
UPDATE**

The Town of Raymond, Maine is seeking professional services for the completion of a Comprehensive Plan Update that utilizes a robust public process and modernizes the current document. The Comprehensive Plan Update is expected to comply with State requirements for amending Comprehensive Plans.

Sealed and/or emailed bids, which meet the delivery format specified in the Town's Request for Proposal (RFP), shall be received until 4:00pm on **??day, ??, 2022**, at the Town Office in the Raymond Town Hall, 401 Webbs Mills Road, Raymond ME 04071.

The Comprehensive Plan RFP may be obtained at [www.raymondmaine.org](http://www.raymondmaine.org).

Questions regarding the RFP should be directed to Sue Look, Town Clerk, Raymond Town Hall, 401 Webbs Mills Rd, Raymond ME 04071, 207-655-4742 x121, or email at [sue.look@raymondmaine.org](mailto:sue.look@raymondmaine.org).

Town of Raymond, Maine

Sue Look, Town Clerk

**??, ??, 2022**



## REQUEST FOR PROPOSAL

## COMPREHENSIVE PLAN UPDATE

### 1. INTRODUCTION

The Town of Raymond, Maine (hereinafter, the "Town") seeks the services of a qualified planning consultant (hereinafter, the "Consultant") to work with and assist the Comprehensive Plan Committee (hereinafter, the "Committee") in preparing an update to the existing Comprehensive Plan (hereinafter, the "Plan"). The current Plan was adopted as a whole in 2004. This update of the Plan would address new and future planning issues and result in a Plan consistent with the Growth Management Act of the State of Maine. The Plan will guide future growth, redevelopment, zoning changes, capital investments as well as many other land use and regional goals.

The Plan is the foundation for determining effective public policy, master planning, and land use decisions now and in the future. It provides an ongoing framework for informed and directed development and decision making. The Plan shall include goals, objectives, and strategies utilizing maps, graphs, and other imagery tools to analyze, assess, and recommend best practices for values-based planning, economic development, environmental protection, housing, infrastructure, and other improvements. The overall objective of the Plan is to reflect and respond to priorities, values, and requirements of Raymond's residents while safeguarding the Town's history and sense of place.

### 2. PROJECT AREA

Raymond, Maine is a wonderful community with friendly people, caring neighbors, and an exceptional quality of life. In addition to its people, our community encompasses miles of open space, rolling hills, five lakes and ponds, a river, and an abundance of plants, trees and wildlife. The Town of Raymond is a community with a population of 4,536 residents (as of the 2020 Census) which encompasses 33.18 square miles of land area plus 11.58 square miles consisting of water. Raymond's small-town character and historic charm is enhanced by many natural resources including miles of shorefront on Sebago Lake, five



ponds, 3 beaches, conservation land, and historic sites.

There are several lakes and ponds within Raymond's borders. A portion of Raymond is located along Sebago Lake. It is the second largest (29,992 acres), and the deepest (with a maximum depth of 316 feet) in New England. Other municipalities with shorefront along Sebago Lake include Casco, Frye Island, Naples, Sebago, Standish and Windham. This lake is intensively used for recreational purposes throughout the year, with the highest level of use during the summer months. In addition to its use by these towns' year-round residents, Sebago Lake is greatly used by seasonal visitors to the Lake Region. Sebago Lake has significant fisheries, scenic shore character, geological (including Frye' Leap), botanical, and cultural features, according to the "Maine's Finest Lakes" study. The Lake also serves as the major public water supply source for several communities in the Greater Portland area and is managed as such by the Portland Water District. The other water bodies in Raymond include Panther Pond, Crescent Lake (which extends into Casco), Raymond Pond, Thomas Pond (which extends into Casco), Notched Pond (which extends into Gray and borders New Gloucester), and Nubble Pond.

There are many attributes that make Raymond a desirable place to live, work and play.

The first arrival of settlers was in 1770 when Joseph Dingley and Dominicus Jordan of Cape Elizabeth came up the Presumpscot River to Sebago Pond, attracted by the proprietors' offer of a free 100-acre lot to the first claimants on the spot. Raymond became the 146th incorporated town in the District of Maine, Commonwealth of Massachusetts, on 21 June 1803. Town offices were established to afford self-government.

Raymond is governed by the Select Board/Town Manager/Town Meeting form of government whereby the legislative body is a Town Meeting consisting of registered voters who are qualified to vote in state and local elections. Officers are elected by secret ballot vote form and the Select Board decides how to vote the annual Town Meeting warrant – either by open Town Meeting or by a secret ballot vote. The Town consists of an elected five-member Select Board, an elected seven-member Budget-Finance Committee, an appointed five-member (one alternate) Board of Appeals, and an appointed seven-member Planning Board that recommends ordinance and code amendments to the five-member elected Board of Selectmen for placement on the Town Meeting warrant.

### **3. PROJECT BUDGET**

All Proposers shall provide a fixed price fee, as a "not to exceed" quotation for the total project.

#### 4. PROPOSAL SUBMISSION EXPECTATIONS

Complete Comprehensive Plan Update proposals, including those emailed to Sue Look at [sue.look@raymondmaine.org](mailto:sue.look@raymondmaine.org) must be received at the Raymond Town Hall, Attn: Comp Plan RFP, 401 Webbs Mills Rd, Raymond ME 04071, by 4:00pm on **???**day, **???** ??, **2022**.

The Proposal must be signed by the Proposer with their full name and address and include a pdf submission in the sealed envelope. Any Proposal received after the deadline stated above may not be considered.

Each Consultant is required to state in the Proposal:

- Its company name, principal officer's names, mailing address, and telephone number;
- The name, telephone number, and email address for its Contact Person;
- The names, titles, mailing address, and telephone numbers for all subcontractors that will be used on this project; and

The Proposer must submit one pdf and thirteen hard copies of its Proposal.

Before commencing work under the Town Services Agreement, the successful Consultant shall produce evidence satisfactory to the Town that it and its subcontractor consultants, if any, have secured public liability, automobile, and workers' compensation insurance coverage.

Questions regarding this Request for Proposal should be directed to Sue Look, Town Clerk, by phone 207-655-4742 x121, email [sue.look@raymondmaine.org](mailto:sue.look@raymondmaine.org), or mail to Raymond Town Hall, Attn: Comp Plan RFP, 401 Webbs Mills Rd, Raymond ME 04071.

#### 5. SCOPE OF SERVICES

The Consultant will conduct the following minimum tasks. The Town strongly encourages proposers to expand on these tasks, to provide detail on how they are to be accomplished, to recommend which tasks require greater emphasis, and to suggest additional tasks not identified in this RFP that may be necessary or beneficial.

##### *Project Status Meetings.*

The Consultant is expected to meet regularly with staff and the Comprehensive Plan Committee (CPC) appointed by the Select Board to discuss project progress and direction.

##### *Meetings with the CPC, Staff, Planning Board and Board of Selectmen.*

The Consultant will meet with the CPC to provide progress updates and obtain further direction. In addition, the Consultant will solicit input and feedback from the Planning Board, Select Board, Town Staff, other Boards and Committees, and representatives from the State of Maine as appropriate. The Consultant will provide interim reports, presentations, and updates to each as required and appropriate; attend the Plan's formal Planning Board Hearings; and support placement on the annual Town Warrant by the Select Board.

*Public Engagement and Communications.*

Public participation is essential to this planning effort and must include an outreach and public participation process designed to engage the public and specific stakeholders in visioning the future of the Town. Significant public input will be required throughout the process. It is anticipated that a number of public meetings and visioning sessions will be held, both at Town facilities and potentially at other association meetings (road associations, lake associations, etc.) in order to seek opinions and views of the public at large, report on progress as the Plan develops, solicit comments on specific ideas or concepts, and identify problems or barriers that must be acknowledged and overcome. It is also anticipated that there will be a public survey(s) to gather information.

Public involvement in the planning process and acceptance of the final Plan is critical to the success of this effort, and respondents shall explain, highlight, and detail their approach and plan for public participation in their responses.

*Comprehensive Plan Development.*

The Consultant will serve as the primary drafter of the Plan and shall update research and develop materials for the Comprehensive Plan, including but not limited to:

- A baseline review of existing information and relevant background, including but not limited to the existing Comprehensive Plan and all its chapters and volumes, existing codes and policies, demographic and census data, and other information relevant to the required Plan elements.
- An existing condition inventory and projected needs analysis, including a population analysis, existing land use and capital facilities (water, sewer, transportation, recreation, open space) assessment, and residential/commercial growth patterns; and a projection of Raymond's population and housing trends to 2040.
- An inventory and assessment of issues and opportunities based on work with staff, CPC committee, and the public participation process.
- A vision and vision statement for Raymond that will serve as a focal point for goals, policy and strategy decisions.
- Goals, policies, and strategies to guide the Town of Raymond for the next decade and beyond. Areas that will need specific attention are:
  - ~ Budget

- ~ Capital Improvements
  - ~ Programming (like Recreation)
  - ~ Climate Change and Vulnerability
  - ~ Sustainability
  - ~ Business Development
  - ~ Affordable and Workforce Affordable Housing
  - ~ Natural Resource Protection
  - ~ Village(s) Revitalization
  - ~ Transportation Congestion Management- including multi-modal opportunities
- A new Comprehensive Plan for Planning Board approval and Town adoption. The Plan shall include updated existing chapters, new chapters, and GIS maps compliant. This process may include revisions prior to final adoption. The Consultant will assess how consistency with state statute might support or hinder the proposed goals and policies for the Town.

In addition to general elements described above, the draft Plan will include specific areas of concern, including:

- A strategic plan for the future of Raymond, complete with goals, objectives, public input mechanisms and results, and implementation strategies for the 2024 Comprehensive Plan.
- Incorporation and reference to plans and studies recently completed or currently underway, or as identified in the current Comprehensive Plan.
- Other specific areas of concern such as, but not limited to, economic development, climate change vulnerability and resiliency etc.

The Consultant will provide digital, editable, and printable copies of all final documents including reports, maps, and the final Plan. Mapping should be provided in a form compatible with the Town's GIS. An adequate number of hard copies of maps (scale to be agreed upon) and drafts of final documents should be provided to facilitate review and support by the Select Board, Planning Board, staff, and CPC.

## **6. PROJECT MANAGEMENT AND RESPONSIBILITIES**

The Consultant will be responsible for working closely with the CPC and town staff. The Town Clerk will serve as primary contact and coordinator between the Town, the CPC, and the Consultant. Other town staff will be available as needed.

The CPC will serve as an oversight committee for this project. It will guide, evaluate, and approve the direction and completion of the Plan. This committee will recommend the final Plan to the Planning Board for approval and for the Board of Selectmen to place on the Ballot.

Town staff will:

- Be available for interviews or to assist in research activity
- Provide any and all existing documentation to the Consultant as requested, within reasonable expectations and costs;
- Assist with human and technical resources as needed to facilitate timely progress;
- Provide and distribute minutes for all CPC meetings;
- Schedule, coordinate, and make necessary arrangements for other Plan-related meetings.

**7. SCHEDULE**

<b>Release RFP .....</b>	<b>October ??, 2022</b>
<b>Receive Proposals from Consultants .....</b>	<b>November 30, 2022</b>
<b>Determine Short List of Consultants .....</b>	<b>December, 2022</b>
<b>Interview Short-listed of Consultants .....</b>	<b>Early January, 2023</b>
<b>Select candidate and recommend .....</b>	<b>February, 2023</b>
<b>to Board of Selectmen for Approval</b>	
<b>Issue Notice of Award .....</b>	<b>March, 2023</b>
<b>Execute Contract by .....</b>	<b>March, 2023</b>
<b>Start Project Work .....</b>	<b>March/April 2023</b>

Respondents shall provide a proposed project schedule that may be subject to modifications during negotiation of the contract. It is expected that completion of the project and delivery of the Comprehensive Plan should take no longer than 2.5 years

**8. PROPOSAL SUBMISSION REQUIREMENTS**

All services to be furnished to the Town shall be performed with equipment, methods, and use of personnel in accordance with pertinent professional standards and with the Occupational and Safety and Health Act requirements of the State of Maine and the United States.

Consultants' response to this RFP must include a detailed, step-by-step description of the methodology intended for use in performing the scope of work as defined. This description shall include:

- A. Cover Letter: Briefly describe the firm, its history, size, and its areas of expertise;
- B. Project Description and Scope of Services: Describe in detail your understanding of the project, the services your firm will provide and the methodology that you will use, specifically addressing how the points outlined in the scope of work will be met;
- C. Statement of Qualifications (SOQ): Include the following information:
  - 1) Resumes of key personnel including who will be the project lead/manager, who will participate in the project including educational background and employment

- history, not to exceed two pages per person;
- 2) Past Experience with similar projects for other clients, particularly in Maine, for the past five (5) years with references, contact names, and telephone numbers;
  - 3) Example of Work: One (1) complete copy of the final report from the project your firm has completed within the past five (5) years that is most similar to this project; ideally a Plan that has been found consistent with MSRA Title 30-A and Chapter 208 of the State of Maine's Comprehensive Plan Revision Criteria Rule.
  - 4) Statement of Availability and location of key personnel to work on the Raymond assignment;
- D. Project Task and Schedule Matrix: Provide a high-level matrix/spreadsheet that identifies: major project tasks and milestones; estimated date for completing each task; personnel and their hours planned for each task; total number of hours for each task.

## 9. SELECTION CRITERIA

The Consultant shall address the proposed scope of services, including their approach, personnel who will do the work, in-house technical review capabilities, and ability to meet the project schedule.

The Proposal shall discuss in sufficient detail the steps that the Consultant will take to arrive at the desired results. The discussion shall be important for the selection process. The Town reserves the right to solicit additional information from the Consultant or their references. Each responding Consultant will be ranked according to their proposal, qualifications based on experience, results, and other information furnished.

The Planning Board will use the following criteria to make a recommendation to the Board of Selectmen for award of the contract:

- A successful record in completing similar projects.
- The quality and depth of the consultant team's applicable experience and expertise, especially with similar projects.
- Resumes of the personnel who will be assigned to this project, including relevant experience.
- The proposed approach to soliciting meaningful public input as documented in the submitted public participation plan.
- The timeliness of the proposed schedule and the ability of the consultant team to complete the work as scheduled based on current and projected workload.
- A reasonable and competitive fee.
- The quality of oral presentation, and of submitted example products.
- The quality of references.

- Other applicable factors as the Town determines necessary or appropriate.

## **10. ACCEPTANCE/REJECTION**

The Town reserves the right to waive any informalities in Proposals, to accept any Proposal, and to reject any or all Proposals, should it be deemed in the best interest of the Town to do so.

A Proposal may be held by the Town for a period not to exceed thirty (30) days from the date of the opening of Proposals for the purpose of reviewing the Proposal and investigating the qualifications of the Proposer prior to the award of a contract.

## **11. FEE STATEMENT**

Fee Statement: The proposal shall include a SEALED, SEPARATE fee statement for the work to be performed. The fee statement shall include a cost for each of the tasks to complete the work outlined in the Scope of Services and any additional tasks the Consultant feels are necessary to complete the work. This cost information shall be related to and presented as a version of the matrix described in section 8.D above. The Consultant team may modify, combine, or otherwise change the tasks in the Scope of Services as they see fit as long as it meets the needs of the Town.

The Town reserves the right to negotiate with the Consultant to determine the amount of work and fees to be included in the contract and how the payments will be made (quarterly/upon Plan achievements, etc.).

The fee statement shall include a schedule of fees on an hourly basis for each of the key personnel and subcontractors, as well as a schedule of other basic costs, should additional services be necessary. The Consultant should estimate the nature and cost of additional services deemed necessary to complete the project.