



Town of Raymond Comprehensive Plan Committee ePacket January ~~12~~ 17, 2023

(rescheduled due to storm)

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Agenda



Comprehensive Plan Committee Agenda

~~January 12, 2023~~
Rescheduled to January 17, 2023
due to storm

6:30pm – Meeting
At Broadcast Studio & via ZOOM

- 1) **Call to order**
- 2) **Minutes of Previous Meeting**
 - a) December 7, 2022
- 3) **Old Business**
 - a) Discuss RFP
 - RFP Planner Interview Panel
 - b) Comprehensive Plan Logo
 - c) Comprehensive Survey
- 4) **New Business**
 - a) Addition of New Members
 - b) Proposed FY 2023-2024 CPC Budget Discussion
- 5) **Next Meeting Date**
 - a) February 1, 2023
- 6) **Public Comment**
- 7) **Comp Plan Committee's Comment**
- 8) **Adjournment**

Comp Plan Committee Meeting Agenda (Page 1 of 1) January 17, 2023

Previous Meeting Minutes



Comprehensive Plan Committee Minutes

December 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, Jackie Sawyer, Greg Foster, John Rand

Committee Members Absent: none

Town Staff Present:

Don Willard, Town Manager

Chris Hanson, Assistant Code Enforcement Officer

Sue Look, Town Clerk

Town Staff Absent: none

1) **Called to order** by Co-Chair Leavitt at 6:30pm

2) **Minutes of Previous Meeting**

a) November 2, 2022

Motion to approve as presented by Co-chair Gonzalez. Seconded by Mr Foster.

Need to correct that Chris Hanson was not present.

Unanimously approved as corrected

3) **Old Bus**

a) CPC Bus Tour Part 2 – Sue Look, Town Clerk

By consensus – December 16th at 9am at Tassel Top Park

(NOTE: This was subsequently cancelled due to a Nor'easter that day. It will be rescheduled for sometime in 2023.)

b) Update of St. Joseph's Intern

Until there is some task for them to do there is nothing to report.

c) Results of Election Day Survey – Kaela Gonzalez, Co-Chair

Co-Chair Gonzalez gave an overview of the survey on Election Day. There was a

great deal of interaction and interest. 2,943 votes were cast (3 each) which is 981 people. Natural Resources got the most votes, followed by Infrastructure. 76 emails were captured.

- 755 – Natural Resources
- 590 – Infrastructure
- 506 – Economy
- 376 – Land Use
- 365 – Municipal Services
- 351 – Housing

d) Formalizing Communications (cont.)

- Update on CPC Access to Town Email – Sue Look, Town Clerk

Town Clerk Look will send out the member.name@raymondmaine.org email addresses and passwords to the committee members.

NOTE: Sent on December 14, 2022.

Kevin Woodbrey has set up an email address comp.plan@raymondmaine.org. Any emails sent to this will go to Town Clerk Look for now. Possibly this could be used for general questions from the website.

RTomorrow@raymondmaine.org could also be set up, possibly for outreach efforts. Who should this go to? Co-chairs

Mr Woodbrey also found that it takes seconds for him to create a linked QR Code (the one in the ePacket is a link to the Comp Plan webpage). This will be helpful when there are surveys or specific information that needs to be highlighted.

- Responding to CPC Emails – Brad McCurtain

Mr McCurtain requested a policy regarding emails sent to all committee members. He contends that he does not have time to review each piece of a chain of emails. Could only the final email in a string be sent to all of the committee members? He would like to have this policy in writing.

Co-Chair Leavitt – This committee derives its authority from the Select Board. We were appointed by the Select Board and this committee exists and serves at the pleasure of the Select Board. Therefore there is no need for a vote, we are required to follow the process that the Select Board follows, as does all other boards/committees in Raymond. All communications are shared with all members.

Mr McCurtain went on to ask if communications between task force members need to be sent to the whole committee. A task force is not a quorum of the committee and is not authorized to make decisions, only does research on their assigned task and reports back to the full committee with their recommendations. Given this, the task force members would communicate amongst themselves to complete their task and then report back to the full committee when they are finished.

Questions would be sent to the Co-Chairs. If needed, they would send the question to Town Manager Willard who would answer or get an answer from staff

and send the answer back to the Co-Chairs. The Co-Chairs would then send the answer(s) to all the committee members.

There was further discussion, and the consensus was to go with the Select Board's protocol and there is no need to codify this.

e) Comprehensive Plan Logo – Kaela Gonzalez, Co-Chair

Discussion about branding and how a logo can help that. It needs have contrasting colors. Having a prominent R with Raymond instead of just R Tomorrow. RTomorrow could be how it is talked about and the email address could be RTomorrow@raymondmaine.org, but the logo would be Raymond Tomorrow. Co-Chair Gonzalez will make changes to move the TO in Tomorrow and Town Manager Willard will talk to Kirsten (CEO Admin) who is an artist and get her input. We should have a black & white image of the logo. The grays and blues are colors in the Town Seal. The yellow pops the most and would go well with the blue. Possibly try more of a contrast with the blues. A white border to the letters in Raymond would make them stand out more. Round text, contrasting arrow were both popular with the committee. New examples will be sent out before the next meeting.

4) New Business

a) CPC Budgeting Calendar – Don Willard, Town Manager

Town Manager Willard went over the draft schedule (below) noting that the Select Board may still make changes at their meeting next week.

PROPOSED SCHEDULE FOR FY2024 BUDGET DEVELOPMENT JULY 1, 2023 – JUNE 30, 2024	
Tues., December 13, 2022;	Board of Selectmen; Set budget goals and approve tentative meeting calendar
Fri., January 13, 2023;	Deadline for Outside Agency Requests
Mon., January 30, 2023;	Department Heads to submit proposed budget(s) to Don Willard, Town Manager <u>and</u> Charisse Keach, Finance Director
Wed. February 22, 2023;	Town Manager submits proposed budget to Board of Selectmen and Budget-Finance Committee
Tues., Feb. 28, 2023;	Joint Meeting – Department Head Review #1 (CIP Requests will be reviewed & discussed at the time of the coinciding department review.) <div> <div>Administration</div> <div>Assessing</div> <div>Code Enforcement</div> <div>General Assistance</div> <div>Town Insurances</div> <div>Employee Benefits</div> <div>Debt Service</div> </div> <div> <div><u>Public Safety</u></div> <div>Animal Control</div> <div>Fire Department</div> <div>Technology</div> <div>TIF</div> </div>
Tues., March 7, 2023;	Joint Meeting – Department Head Review #2 (CIP Requests will be reviewed & discussed at the time of the coinciding department review.) <div> <div>Public Works</div> <div>Solid Waste</div> <div>Town Buildings</div> <div>Revenues</div> </div> <div> <div><u>Public Services</u></div> <div>Cemeteries</div> <div>Parks & Recreation / Tassel Top</div> <div>Provider Agencies</div> <div>Raymond Village Library</div> </div>
Tues., March 14, 2023;	Joint Meeting – Budget Workshop (Board of Selectmen & Budget-Finance Committee) @ 7:30 PM following BOS Regular Meeting
Tues., March 28, 2023;	Board of Selectmen – Warrant article review and recommendations
Tues., April 4, 2023;	Budget-Finance Committee – Vote on recommendations for each budget warrant article
Tues., April 11, 2023;	Board of Selectmen – Final Warrant Approval
Tues., June 13, 2023;	Annual Town Meeting Voting – Secret Ballot Referendum (7:00 AM – 8:00 PM at JSMS Gym)

b) How does CPC access funds? – Don Willard, Town Manager

Town Manager Willard explained that once the warrant article is approved at Town Meeting you simply submit invoices to the Finance Department. By tweaking the dates in the RFP and having the proposals submitted with the cost in a separate envelope we could have a range for the initial budget request in January and then once a Planner is hired the full amount could be included in the budget. Also, the cost will be over 2 years. The committee will also need to be thinking about what else they may need.

c) DRAFT RFP Taskforce Report – John Clark, Brad McCurtain, Shawn McKillop, John Rand

Choosing the Planner is the responsibility of the committee. The Select Board will need to approve the final plan, but not to approve the Planner. Once the plan is approved by the Select Board it will go to a vote of the Town Body at Annual Town Meeting to be adopted.

Interviews would be done by a sub-committee, the sub-committee would recommend a candidate, and then the decision would be made in a public meeting by the whole committee. Before the Planner is hired, Town Manager Willard can negotiate on the price.

Town Clerk Look will make some clerical changes (make staff titles correct and consistent, etc.) and update the schedule to help it fit the budget schedule. The proposals will be due the 1st week of January and the CPC meeting will move from January 4th to at least a week later (*NOTE: It was moved to January 12th*).

There is flexibility in this process and if the committee does not get a sufficient pool then they can repost the RFP.

Consensus to allow the Town Staff to edit minor factual points (the Town does not own Raymond Beach for example) prior to sending out the RFP. The Task Force also has a few edits that they will send to Town Clerk Look.

Co-Chairs both expressed their thanks to the Task Force for all their good work.

Motion to approve sending the RFP once Town Staff makes their edits by Co-Chair Gonzalez. Seconded by Mr Clark.

Unanimously approved

d) Discussion – Community Survey – Jackie Sawyer

Ms Sawyer discussed putting together a survey. Possibly focus on the top 3 items from the Election Day survey. Maybe assign a Task Force. She thinks that reaching out to the community should be their next steps. Co-Chair Gonzalez sent an email on September 21st about surveys for Comp Plans that she found online.

The committee members should review other municipalities' surveys to see what they like for the January meeting.

Some thoughts:

- How long? How detailed?
- Thinking about what you want to accomplish with the survey.
- Possibly a series of surveys.
- Do we want multiple choice or free-form answer?
- We will want to track response rates.
- Gray has a 2 minute video about what is a Comp Plan and it is linked to a simple 16 question survey monkey site. Possibly we could do something similar. Co-chair Gonzalez will look into can we make our own, can we borrow Gray's and make changes, or maybe simply post theirs as is.
- The Contract Planner will guide us in a more comprehensive survey down the

road.

- In 2014 the Town of Raymond contracted Pan Atlantic to do a comprehensive survey and it was sent via mail and online.

5) Next Meeting Date

- a) January 12, 2023

6) Public Comment – none

7) Comp Plan Committee's Comment

Mrs Milone – Is there any other priority we should be paying attention to at this point in time?

There was some discussion about the last Comp Plan where they got the school involved in an art contest. The RSU does not allow messages to be sent to homes from the Town. We can leverage Parks & Recreation and the Library to get word out. Getting the kids talking about the future of Raymond can get the parents thinking about it. Also, this type of effort could be the subject of a newspaper article. Advertising is good. Middle School age would be good for this type of effort. Add discussion to next agenda. Possibly have an art contest with some prizes (donated).

8) Executive Session

- a) Discussion of Comprehensive Plan Committee Duties - pursuant to 1 MRSA §405 (6) (A)

Motion to enter executive session as cited above at 8:20pm by Co-Chair Gonzalez. Seconded by Ms Sawyer.

Motion passed 10-0

Motion to leave executive session at 8:44pm by Co-Chair Leavitt. Seconded by Mr Rand.

Motion passed 9-0-1

9) Adjournment

Motion to adjourn at 8:44pm by Mr Rand. Seconded by Co-Chair Gonzalez.

Unanimously approved

Respectfully submitted,

Susan L Look, Town Clerk



Statement of Qualifications for Planning Consulting Services for
the Town of Raymond's Comprehensive Plan Update
North Star Planning
January 5, 2023



Sue Look
Town Clerk
Raymond Town Hall
401 Webbs Mills Rd
Raymond, ME 04071

January 5, 2023

Dear Sue Look,

North Star Planning is pleased to submit this proposal for the Town of Raymond's Comprehensive Plan Update. North Star Planning was established in 2017 to help communities chart their own path toward creating and sustaining the places that make New England a special place to live and work. Based in New Gloucester, North Star has 4 employees who all reside in Southern Maine. Through our work in comprehensive planning, downtown & neighborhood planning, zoning & ordinance development, community engagement & facilitation, and development review & planning board services, we work in a variety of contexts and communities across the state of Maine, from Acton in York County all the way to Tremont on Mount Desert Island.

North Star Planning is a leader in the ongoing evolution of comprehensive planning in Maine, even as the essential planning elements of the Growth Management Act have changed very little since the Act was adopted in 1988. Key features of this progress include our focus on public engagement, implementation, easily understandable priorities, high quality graphics and mapping, and going beyond the basics required by the Act to plan for each community's unique needs.

Our team brings expertise in public policy, land use planning, zoning, urban design, economic development, sustainability, graphic design, and communications. We're highly skilled in community engagement, and proficient in using both in-person and virtual tools to maximize the reach of public participation - a crucial part of a successful comprehensive plan. Through convenient and accessible interactive web content, in-person workshops, and targeted outreach, we develop community-specific public participation plans that reach a wide range of stakeholders, including underrepresented communities.

North Star Planning has extensive experience working in the Raymond area. Principal Planner Ben Smith spent more than 10 years as a municipal planner in the town of Windham, Maine, a neighbor to Raymond and "the gateway to the Lakes Region" that shares the US Route 302 thoroughfare. The North Star team has provided planning services for the Town of Naples since 2018, with successful projects including technical ordinance drafting, policy work, a complete recodification of their zoning code, and ongoing development review. Additionally, our work throughout Southern Maine gives us knowledge of the larger trends, opportunities, and pressures facing the region.

We would love the opportunity to help Raymond prepare for the changes that the next 10-20 years will bring. North Star Planning will develop a holistic comprehensive plan that reflects the vision and aspirations of diverse stakeholders, with actionable strategies for implementation, and is accepted by both the Town and the state. If you have any questions about this proposal, please feel free to contact me at (207) 400-6097 or bsmith@northstar-planning.com.

Sincerely,



Ben Smith, Principal
North Star Planning

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SECTION I: PROJECT DESCRIPTION & SCOPE OF SERVICES

APPROACH

General Philosophy

- **THE PROCESS SHOULD BE INCLUSIVE:** The planning process must be representative of the interests and people it impacts in order to be successful. We use a broad range of outreach tactics including online surveys and videos, interactive workshops, and pop-up engagement to make sure every view is represented at the table.
- **THE PRODUCTS SHOULD BE ACCESSIBLE:** Communicating the way forward is the role of the final planning documents. We understand the importance of branding and messaging to ensure everyone gets the information they need.
- **THE PLAN SHOULD BE SPECIFIC:** Clear, detailed visioning leads to actionable plans. The establishment of a clear vision followed up with regular plan reviews and updates is a better way to remain responsive and adaptable to new opportunities and challenges.
- **THE PROGRESS SHOULD BE MEASUREABLE:** Finding relevant ways to track implementation progress should be a part of every planning document. Creating benchmarks and indicators that can be tracked over time is essential to reporting back to decision-makers and the community.

Effective Management for a Better Process

The Windham Open Space Plan was fully scoped and contracted in February 2020. The following month, the entire process had to be transformed into a completely online and virtual project. The project was delivered within budget and has energized the community and conservation community around improving access to fresh water resources. Additionally, the community is currently working with partners on conserving 600 acres of rural land in East Windham for recreational and water quality protection purposes. The Gray Comprehensive Plan was adopted 15 months after the first committee meeting, after being certified by the state as consistent with the Growth Management Act with no required revisions. The plan was overwhelmingly approved by voters via local referendum in the fall of 2020.

Engaging and Contemporary Plans

At North Star, we believe in using compelling language and stunning graphics and illustrations to communicate the ideas, goals, and recommendations that are gathered in the planning process. We strive to create plans that are accessible, fun, and engaging to read in both digital and print format. We strive to go above and beyond the State requirements to engage the public and create community consensus around a shared vision. We don't believe in just checking the boxes, rather, every plan should be tailored to reflect the unique qualities of each community.

Charting the Path Forward

Our team understands that the Comprehensive Plan recommendations should include a clear Vision aligned with an actionable framework for guiding the Town's actions, capital investments, policies, and regulations. We are confident that our team can deliver a successful Comprehensive Plan Update for the Town of Raymond that goes beyond the minimum State regulatory requirements and integrates sustainable development practices and creative solutions to guide the future of the Town for the next 10-20 years.

4 Raymond Comprehensive Plan Update RFP - North Star Planning

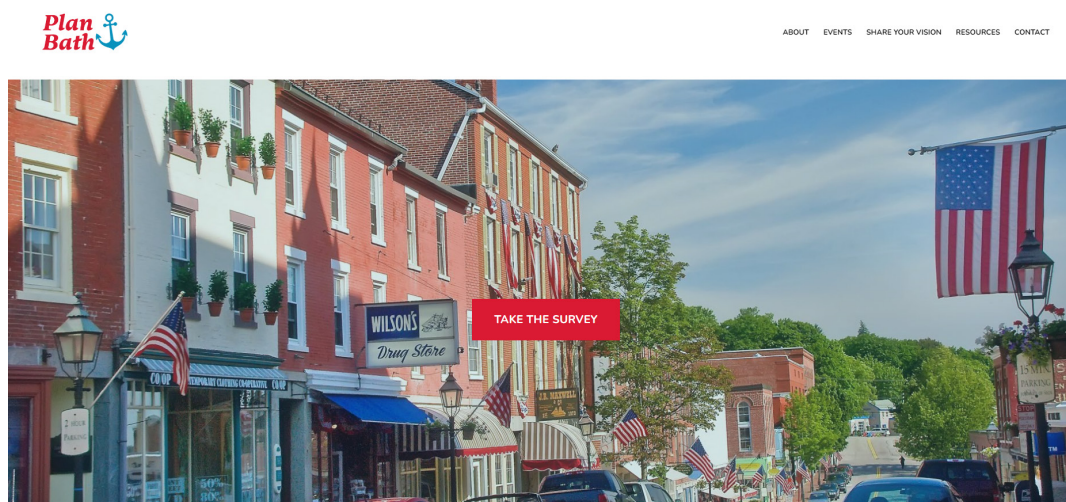
Digital content and Web-based Planning Experience

As noted in the cover letter, NSP been leaders in developing short marketing style videos designed to provide highlights of planning work and get community members involved.

- Three videos were produced as part of the Plan Windham Comprehensive Plan Update to present recommendations to the community. Together, these videos received over 7,000 views during the lead up to the community meeting to present the plan: <https://www.youtube.com/channel/UC2FVGSnwMi3CXCXc4kZfTYQ>.
- The Town of Gray also used video to inform the community: <https://www.facebook.com/townofgrayme/videos/1080975435617441>
- The public process for the Windham Open Space Plan was entirely online due to COVID restrictions in 2020. Beyond video, the North Star Planning team utilized polling, idea boards, and interactive mapping to hear from the community. This site is no longer active, but the screenshot below is from that project page at <https://www.windhamopenspace.com/> is below.



- The current planning project led by NSP for the City of Bath uses a similar site for similar purposes and can be viewed at <https://www.planbath.me/>



SCOPE OF WORK

Proposed Scope of Work

The scope of work that follows is an example of the process our planning team recommends for the Town of Raymond, reflective of an anticipated 22-month project timeline. The scope and timeline are drafts and a more detailed scope would be developed as part of the contracting process if the NSP team were chosen to assist with this project. The scope and timeline here are based on the Town's desire for a creative and engaging public engagement process, close coordination and collaboration with Town staff, and the desire to deliver an actionable framework for informed decision and policymaking.

Task 1 - Inventory & Analysis

Our first task as a team will be to gain an understanding of the existing community conditions, stakeholder networks, the 2004 Comp Plan and other past planning efforts that will form the foundation for future planning work. The purpose of this phase is to establish a foundation of information that can be presented to members of the community as a common starting place for conversations about the future.

The project team will coordinate with Town staff and the Steering Committee to gather and compile relevant background data as well as review prior planning work and begin the Inventory Chapters. We will identify key stakeholders for targeted outreach and finalize the Public Participation Plan. The Public Participation Plan will include the implementation of a dedicated project website which will host videos, interactive features, and opportunities for public engagement. The Public Participation Plan will outline outreach strategies related to print and social media, online and in-person meetings, and other public outreach opportunities. Our team will create an analysis & highlight of the inventory and a review of data and trends to serve as the foundation of knowledge for the Community Workshop and Future Land Use Scenarios. Our team will prepare for the Workshops by providing a detailed agenda and coordinating with the Town Staff and Steering Committee on the dates, location, and other event logistics.

Detailed task list:

- Task 1.1 Stakeholder group ID
- Task 1.2 Review 2003 Plan, other planning docs
- Task 1.3 Public Participation Plan
- Task 1.4 Build & Launch Project Website
- Task 1.5 Existing Conditions Inventory Chapters
- Task 1.6 Dept head interviews
- Task 1.7 Analysis & Highlights of Inventory
- Monthly CPC Meetings - duration 1hr (6)

Task 2 - Visioning, Values & Attitudes

Using the Analysis & Highlights of Inventory materials as a source for establishing a common starting point for the conversations to occur in this task, the team will begin the portion of the project that starts to look forward, asking the community to think about consensus around high level visioning themes and the values on which the vision is to be established.

The team will begin to reach out using a variety of in-person and online techniques to solicit feedback from residents, business owners, and other stakeholders. These techniques will allow for a range of ways for people to learn about this project and how to participate in the planning process, as quickly or as deeply as they care to. Online outreach and media such as newspaper and newsletter articles, short online videos, and recordings of in-person or online presentations will provide opportunities for education and low barrier participation. On the other hand, public workshops and community listening

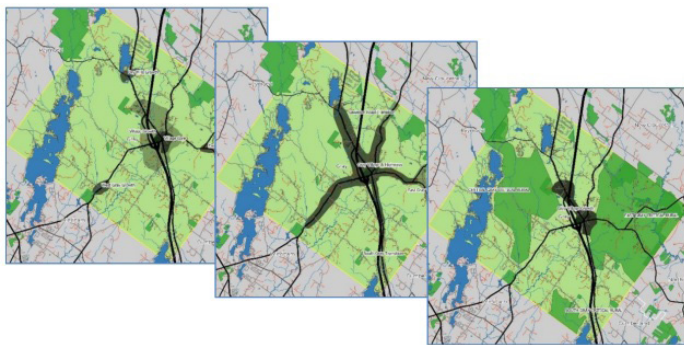
sessions will allow for deeper, more detailed engagement with individuals and stakeholder groups. The broader the range of techniques ultimately selected by the Town of Raymond for this work, the more likely it will be that all community voices will be heard.

Detailed task list:

- Task 2.1 Online community survey
- Task 2.2 Update project website & 2 videos
- Task 2.3 2 Public workshops / listening sessions - duration 2hrs each
- Task 2.4 Public Meeting "What We've Learned" - duration 2hrs
- Task 2.5 Vision and Values Statement Drafting
- Monthly CPC Meetings - duration 1hr (2)

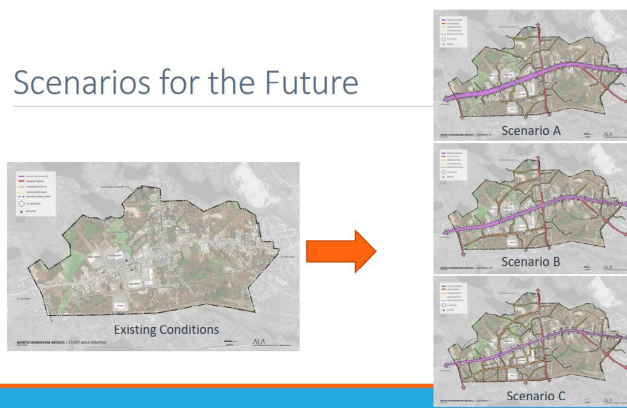
Task 3 - Goals, Policies, Strategies, Future Land Use

With a draft Vision and Values statement in place, the team will help the community develop a master list of potential goals and policies, as well as potential strategies to implement these goals and policies. Through a series of conversations built primarily around Future Land Use Scenarios and online and in-person feedback on these scenarios, the overall master list of goals, policies, and strategies will be able to be refined and prioritized.



Each scenario should be a realistic, plausible, potential future for Raymond, each implementing different policies to meet the requirements of the Vision and Values statement. Variables to be adjusted from scenario to scenario could include the pace, location, or density patterns of future development, how much emphasis to place on development versus environmental protection or conservation, and what kind of housing options and transportation options are to be prioritized in the future. The purpose of scenario development is not to pick or vote for the best scenario, but consider plausible future conditions around a number of variables at once. Participants will engage with the scenarios to pick and choose the best elements from each that will form the basis of the draft Future Land Use Plan and the preferred policy framework, to be developed in Task 4.

Scenarios for the Future



Detailed task list:

- Task 3.1 Master list of local goals & needs
- Task 3.2 Future Land Use Map Scenarios
- Task 3.3 Scenario Open House - duration 3hrs max
- Task 3.4 Analysis of FLU Map public input
- Task 3.5 Draft Future Land Use Map
- Monthly CPC Meetings duration 1hr (3)

Task 4 - Implementation Plan

Utilizing visioning work and public input gathered in Tasks 2 and 3, the project team will identify and describe high-priority community goals and actionable implementation strategies. The team will analyze prior and existing policies and plans to identify opportunities to coalesce recommendations and implementation strategies. The recommendations will be grounded to reality by considering them in the context of regional and state planning efforts and by considering the budgeting and timeline implications of each recommendation.

Detailed task list:

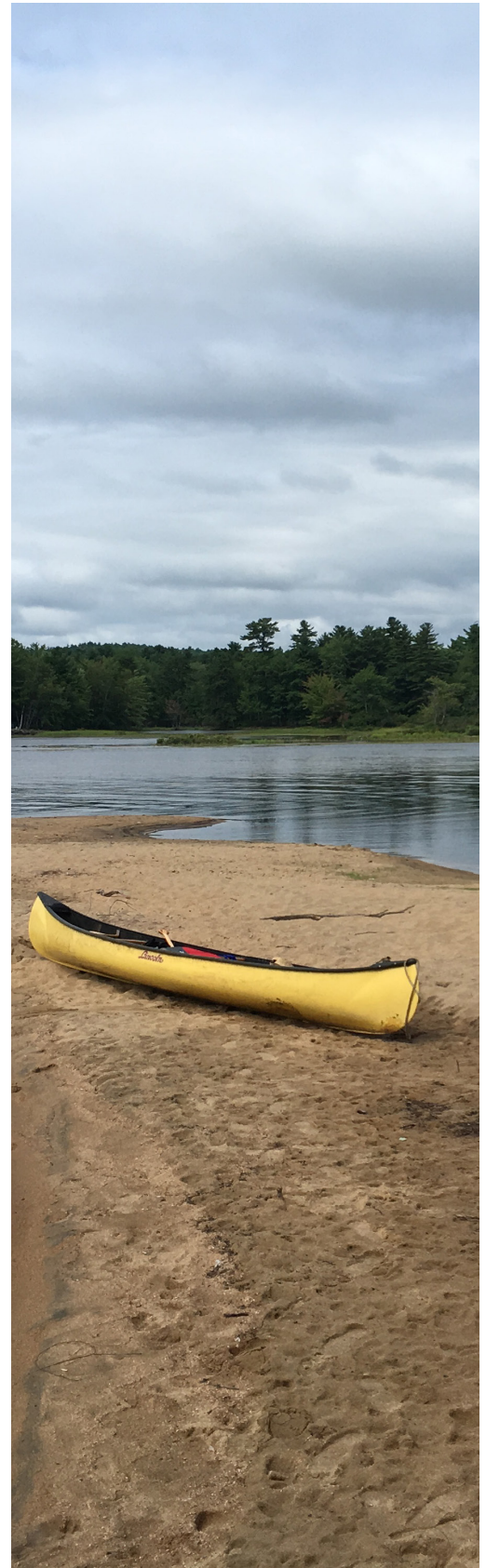
- Task 4.1 ID & Describe high priority goals
- Task 4.2 Ties to other planning efforts & budget
- Task 4.3 Prioritize policies & strategies
- Monthly CPC Meetings (2)

Task 5 - Plan Drafting, Review & Adoption

For the final step in the process, the team will compile all materials and products including existing conditions, graphics, exhibits, the Vision & Values Statement, the Future Land Use Map, and prioritized recommendations in a draft Comprehensive Plan document. This document will be reviewed by Town staff for accuracy and completeness. A revised plan will be presented to the public for review and further refinement before the project culminates with the official public hearing and adoption process.

Detailed task list:

- Task 5.1 Review & Update Inventory Chapters
- Task 5.2 1st Draft Plan for team review
- Task 5.3 2nd Draft for public review with video
- Task 5.4 Final Draft for public hearing & adoption
- Monthly CPC Meetings - duration 1hr (5)



Proposed Public Participation Plan

The following is a draft public participation plan that can be amended with Committee and Staff input during project contracting.

Task 1.4 Build & Launch project website - April 2023

The project website will serve as a hub for information about the project. It will include background on the project, info about workshops and events, online opportunities for input, and contact and an email sign up. It will be updated during each phase of the process.

Task 1.7 Analysis & Highlights of Inventory - August 2023

The project team will conduct an analysis of the inventory chapters and present the information to the community. These findings will be summarized as a package of “What We’ve Learned” materials to be used as a basis for establishing common understanding of the issues Raymond faces.

Task 2.1 Online community survey - August 2023

Based on the findings from the Analysis & Highlights of Inventory, the project team will develop an online community survey. The survey will cover a range of topics and be designed to take no more than 15 minutes to complete. The survey is an important tool for understanding the community’s sentiment, concerns, and visions for the future of Raymond.

Task 2.2 Update project website & 2 videos - August - October 2023

The project team will develop a series of short videos focusing on issues the Committee and the public have identified as priority policy areas. The purpose of these videos will be to provide sharable content that will help spread the word about the Comprehensive Plan Update and encourage greater public participation.

Task 2.4 Public Meeting “What We’ve Learned” - duration 2hrs - November 2023

After the public workshops/listening sessions, the project team will synthesize the information from the community survey, the workshops, and the analysis & highlights of the inventory chapters into a presentation for the public. It is also a good opportunity to gather feedback on a draft vision statement.

Task 2.5 Draft Vision & Values Statement Drafting - November 2023

Working with the Committee, the project team will synthesize all of the information received through public participation, information from the state data packets and municipal data, and interviews with town staff to create a draft vision and values statement. This will be the basis for discussions around Future Land Use.

Task 3.3 Scenario Open House - duration 3hrs maximum - February 2024

The project team envisions this as a larger community-scale open invitation workshop focused on the Future Land Use Map and Plan. All the information will inform the work and discussion around where Raymond should be planning for growth and conservation in different parts of town.

Task 5.3 2nd Draft for public review with video - October 2024

Comments from staff and the Committee will be incorporated into a preliminary draft that will go to the state for review and finding of consistency with the Growth Management Act. Along with the state review, the project team will hold and publish a short video giving an overview of the plan and inviting the public to comment on the draft plan.

Task 5.4 Final Draft for public hearing & adoption - October 2024 - January 2025

The adoption of the final plan is the culmination of the public participation process. We want to ensure that public support is maintained throughout the planning process and into implementation. After local approval, the team will continue working with the Committee and Staff throughout the state approval process.

SECTION II: PROJECT TASK AND SCHEDULE MATRIX

Raymond Comp Plan Update

Task Matrix - Prepared January 5, 2022

		North Star Planning				Hours/ Task
		Principal Planner	Planner	Assoc Planner	GIS/Research Analysis	
Task 1 -Inventory & Analysis						
Task 1.1	Stakeholder group ID	2	2	2		6
Task 1.2	Review 2004 Plan, other planning docs	2	4	4		10
Task 1.3	Public Participation Plan	2	2	2		6
Task 1.4	Build & Launch Project Website	2	16	4		22
Task 1.5	Existing Conditions Inventory Chapters	25	32	150	40	247
Task 1.6	Dept head interviews	8	0	8		16
Task 1.7	Analysis & Highlights of Inventory	8	14	14		36
	Monthly CPC Meetings / duration 1hr (6)	10	12	0		22
	Task 1 total	59	82	184	40	365
Task 2 - Visioning, Values & Attitudes						
Task 2.1	Online community survey	2	10	6		18
Task 2.2	Update project website & 2 videos	6	12	0		18
Task 2.3	2 Public workshops / listening sessions	24	24	18		66
Task 2.4	Public Meeting "What We've Learned"	8	16	12		36
Task 2.5	Vision and Values Statement Drafting	4	4	4		12
	Monthly CPC Meetings / duration 1hr (2)	4	4	0		8
	Task 2 total	48	70	40	0	158
Task 3 - Goals, Policies, Strategies, Future Land Use						
Task 3.1	Master list of local goals & needs	4	8	8		20
Task 3.2	Future Land Use Map Scenarios	8	8	6	10	32
Task 3.3	Scenario Open House	8	16	4		28
Task 3.4	Analysis of FLU Map public input	6	12	10		28
Task 3.5	Draft Future Land Use Map	4	4	2	5	15
	Monthly CPC Meetings (3)	6	8	0	0	123
	Task 3 total	36	56	30	15	246
Task 4 -Implementation Plan						
Task 4.1	ID & Describe high priority goals	2	6	4		12
Task 4.2	Ties to other planning efforts & budget	2	2	4		8
Task 4.3	Prioritize policies & strategies	4	6	4		14
	Monthly CPC Meetings (2)	4	4	0		8
	Task 4 total	12	18	12		
Task 5 -Plan Drafting, Review & Adoption						
Task 5.1	Review & Update Existing Conditions	6	8	32	8	54
Task 5.2	1st Draft Plan for team review	24	32	8		64
Task 5.3	2nd Draft for public review with video	10	24	10		44
Task 5.4	Final Draft for public hearing & adoption	12	10	8		30
	Monthly CPC Meetings	10	10	0		20
	Task 5 total	62	84	58	8	212

Below is a draft schedule to be finalized in collaboration with Town Staff. The proposed timeline has a project duration of 22 months. This schedule is based on the task matrix, outlined in the project description above. We remain flexible to address the needs of the community, the Committee, and boards and staff.

		2023												2024												2025	
		MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB		
Task 1 -Inventory & Analysis																											
Task 1.1	Stakeholder group ID																										
Task 1.2	Review 2004 Plan, other planning docs																										
Task 1.3	Public Participation Plan																										
Task 1.4	Build & Launch Project Website																										
Task 1.5	Existing Conditions Inventory Chapters																										
Task 1.6	Dept head interviews																										
Task 1.7	Analysis & Highlights of Inventory																										
	Monthly CPC Meetings (6)																										
Task 2 - Visioning, Values & Attitudes																											
Task 2.1	Online community survey																										
Task 2.2	Update project website & 2 videos																										
Task 2.3	2 Public workshops / listening sessions																										
Task 2.4	Public Meeting "What We've Learned"																										
Task 2.5	Vision and Values Statement Drafting																										
	Monthly CPC Meetings (2)																										
Task 3 - Goals, Policies, Strategies, Future Land Use																											
Task 3.1	Master list of local goals & needs																										
Task 3.2	Future Land Use Map Scenarios																										
Task 3.3	Scenario Open House																										
Task 3.4	Analysis of FLU Map public input																										
Task 3.5	Draft Future Land Use Map																										
	Monthly CPC Meetings (3)																										
Task 4 -Implementation Plan																											
Task 4.1	ID & Describe high priority goals																										
Task 4.2	Ties to other planning efforts & budget																										
Task 4.3	Prioritize policies & strategies																										
	Monthly CPC Meetings (2)																										
Task 5 -Plan Drafting, Review & Adoption																											
Task 5.1	Review & Update Existing Conditions																										
Task 5.2	1st Draft Plan for team review																										
Task 5.3	2nd Draft for public review																										
Task 5.4	Final Draft for public hearing & adoption																										
	Monthly CPC Meetings (5)																										

SECTION III: STATEMENT OF QUALIFICATIONS (SOQ)

FIRM DESCRIPTION

Our Mission

North Star Planning was established in 2017 to help communities chart their own path toward creating and sustaining the places that make New England a special place to live and work.

Our Guiding Principles

Focusing on a good planning process and the ultimate ability to implement plans is what it is all about. North Star Planning aims to meet both of these needs for each project through these guiding principles:

- The process should be inclusive.
- The products should be accessible.
- The plan should be specific.
- The progress should be measurable.



Services

Comprehensive & Master Planning

Downtown & Neighborhood Planning

Open Space Planning

Zoning & Ordinance Development

Grant Writing & Management

Project Management

Community Engagement

Workshop Facilitation

Development Review

Awards

2014 Plan of the Year, Maine Association of Planners. 21st Century Downtown Plan for North Windham.

2018 Public Policy Award, GrowSmart Maine. Implementation of 21st Century Downtown Plan for North Windham.

Maine Calling, Maine Public Radio show, 2018. "Municipal Planners: What is Their Role in Helping Maine Cities & Towns Thrive?" Panelist
NNECAPA 2019. Work/Life Balance for Planners, Panelist
NNECAPA 2021. COVID Migration to Northern New England, Panelist
NNECAPA 2022. How to work with planning consultants, Panelist

Key Personnel

Our team is based in New Gloucester, Maine. Kate will be the project manager for Raymond.



Ben Smith | AICP

Principal & Founder

Ben is the Principal Planner and owner of North Star Planning. He is a planner with experience in transportation, land use and comprehensive planning. He established North Star Planning in 2017, after more than a dozen years of experience working in state and municipal government and private sector planning positions.

Availability 20%



Logan Capone

Planner

Logan is a Planner interested in creating livable, walkable, and sustainable communities and public spaces. Logan has strong design, facilitation, and project management skills. Prior to joining North Star, Logan worked on private development and public sector projects for an urban design firm in Boston.

Availability 25%



Samantha Peikes

Associate Planner

Samantha (Sam) is an Associate Planner with experience in open space and recreation planning and public park planning and design. Before working at North Star, Sam was a planning intern for the Central Vermont Regional Planning Commission.

Availability 30%



Kate Burch - Project Manager

Planner

Kate is an Planner with experience in municipal and community planning and design. Before working at North Star, Kate was an assistant planner for the Town of Topsham.

Availability 35%



Ben Smith, AICP
Principal Planner

bsmith@northstar-planning.com
(207) 400-6097



Project Experience

Town of Lisbon Comprehensive Plan Update- Lisbon, ME 2019

A true update to the existing plan, data was refreshed within the existing chapter framework. Focus was given to a new vision statement, the future land use plan, and a prioritized list of policy focus areas.

Town of Gray Comprehensive Plan Update- Gray, ME 2020

Project manager for this major update to existing 2003 plan. Responsible for committee support, development of public participation outline, visioning work, development of future land use plan, and drafting goals and strategies. Plan adopted by Town Council fifteen months after first committee meeting.

Town of Gorham Comprehensive Plan Update- Gorham, ME 2021

Managed targeted update process focusing on testing, verifying, and updating the vision and priorities established five years earlier for the South Gorham area.

Town of Harpswell Comprehensive Plan Update- Harpswell, ME 2021

Assisted Town staff by redrafting and updating inventory chapters in advance of Town-led project to update the overall plan.

Towns of Windham and Gorham Villages Masterplan- Windham and Gorham, ME 2022

Survey design, public outreach, and facilitation for this downtown revitalization plan.

Town of Brunswick Comprehensive Plan Update- Brunswick, ME 2022-2023

Project oversight and quality control, public outreach and facilitation.

Town of Tremont Comprehensive Plan Update- Tremont, ME 2022-2023

Project oversight and quality control, public outreach and facilitation.

Education

M.A. Muskie School of Public Service
University of Southern Maine
Community Planning & Development

B.A. Bates College

Professional Employment

2017-present	North Star Planning Owner and Principal Planner
2014-2018	Town of Windham Planning Director
2007-2014	Town of Windham Assistant Town Planner
2005-2007	HNTB Corporation Transportation Planner Westbrook, ME

Professional Affiliations

- American Planning Association, Northern New England Chapter
- Maine Association of Planners
- Growsmart Maine, President of the Board



Kate Burch
Planner

kburch@northstar-planning.com
(207) 805-4767



Project Experience

Assistant Planner, Town of Topsham, 2022

- Development review for residential, commercial, and industrial proposals
- Managed ongoing development and construction inspections
- Sustainability and natural resource planning
- Comprehensive plan implementation, including ReCode Topsham and bicycle/pedestrian infrastructure planning
- Responsible for all town GIS needs
- Staffed Planning Board, Energy Committee, Topsham Conservation, Commission, Comprehensive Plan Implementation Committee, and Historic District Commission

Intern/Program Coordinator, South Portland Sustainability Office, 2021-2022

- Created web, print, and video technical assistance materials
- Coastal ecosystem resilience program development in collaboration with state, nonprofit, and community partners
- Led map-based research project on environmental equity

Graduate Assistant, New England Environmental Finance Center, 2021-2022

- Developed map tools, online resources, blog posts, and written reports to support green infrastructure, low-impact development, and coastal resilience projects
- Outreach and communication for technical assistance programs for municipalities

Communications Manager, Greater Portland Landmarks, 2019-2021

- Advocacy and outreach for state/local policy initiatives and local architectural review
- Created print and online content about historic preservation, local history, architecture, climate resilience, and energy efficiency
- Graphics, branding, print, and web design

Education

M.P.P.M. Community Planning & Sustainable Development
Muskie School of Public Service
University of Southern Maine

B.F.A. Studio Art, New York University

Professional Experience

2022-present	North Star Planning Planner
Feb-Oct 2022	Town of Topsham Assistant Planner
2021-2022	South Portland Sustainability Office Program Coordinator
2021-2022	New England Environmental Finance Center Graduate Assistant

Professional Affiliations

- American Planning Association, Northern New England Chapter
- Maine Association of Planners



Logan Capone
Planner

lcapone@northstar-planning.com
(617) 987-7258



Project Experience

Bristol Comprehensive Plan - Bristol, ME 2022-present

Lead project manager of a new comprehensive plan for Br, completion of inventory chapters, and public process efforts, including survey analysis, online videos, and community workshops.

Tremont Comprehensive Plan - Tremont, ME 2022-present

Assisting with updating inventory chapters, plan drafting and with public process efforts, including survey analysis, online videos, and community workshops.

Villages Master Plan, Windham & Gorham, ME 2022-present

A collaboration between the Towns of Windham and Gorham to envision concepts and recommendations to guide the future of the South Windham- Little Falls Village. Assisted with the public process, and analyzing public input to draft recommendations for the plan.

URBAN DESIGNER, PRINCIPLE GROUP, BOSTON, 2019-2022 **Freeport Downtown Vision Plan - Freeport, ME 2020-2022**

Project manager responsible for creating the marketing material, brand guide, and project website, preparing presentation material and leading public process

McIntyre Project Vision - Portsmouth, NH 2020-2021

Responsible for leading public engagement process, coordinating online focus groups, facilitating public meetings, and assisting with production of presentations.

Somernova Master Plan - Somerville, MA 2018

Responsible for development coordination, preparing presentation material, concept design and visioning, community engagement, and other short-term community improvements such as tactical urbanism installations.

Brickbottom Vision Plan - Somerville, MA 2020

Assisted with public engagement process and final plan production.

North Main Street Corridor Study - Providence, RI 2021-2022

Assisted with public engagement process and plan production.

Laneway Mission Hill - Boston, MA 2019

Assisted with design, development, permitting and approvals of this 24-unit transit oriented apartment infill building.

Education

M.A. City and Regional Planning Boston University

B.A. Architectural Studies Boston University

Professional Employment

2022-present	North Star Planning Planner
2019-2022	Urban Planner Principle Group
2018-2019	Planning Intern Somerville Historic Preservation Commission

Professional Affiliations

- American Planning Association, Northern New England Chapter
- Maine Association of Planners
- Congress for New Urbanism



Samantha Peikes
Associate Planner

speikes@northstar-planning.com



Project Experience

City of Belfast Comprehensive Plan Update- Belfast, ME 2021

Assisted Town staff by redrafting and updating inventory chapters in advance of Town-led project to update the overall plan.

North Windham Transportation Study- North Windham, Windham, ME 2021

Analyzed online survey results from public process. Created maps of critical environmental areas and historic sites using QGIS. Assisted in drafting final plan set.

Town of Harpswell Comprehensive Plan Update- Harpswell, ME 2022

Assisted Town staff by redrafting and updating inventory chapters in advance of Town-led project to update the overall plan.

Towns of Windham and Gorham Villages Masterplan- Windham and Gorham, ME 2022

Assisted in public process, data collection, GIS mapping, and survey analysis.

Town of Brunswick Comprehensive Plan Update- Brunswick, ME 2022-2023

Updated inventory chapters to comply with the state Growth Management Act and assisted with public process efforts, including survey analysis, online videos, and community workshops.

Town of Tremont Comprehensive Plan Update- Tremont, ME 2022-2023

Updated inventory chapters to comply with the state Growth Management Act and assisted with public process efforts, including survey analysis, online videos, and community workshops.

Education

M.S. The Conway School of Landscape Design and Planning

B.A. Smith College Environmental Science & Policy

Professional Employment

2021-present	North Star Planning Planner
2020-2021	Central Vermont Regional Planning Commission Planning Technician
2019-2020	City of Newton Open Space and Recreation Plan Student Planner

Professional Affiliations

- American Planning Association, Northern New England Chapter
- Maine Association of Planners

GRAY COMPREHENSIVE PLAN

GRAY, MAINE (2020)

Overview

Gray is a proud and positive community. Gray capitalizes on its small town feel as it preserves its important undeveloped spaces and focuses on improvements in the Village that create a place people enjoy and want to spend time. Gray is a great place to do business, as it attracts visitors from far and wide each year to the Maine Wildlife Park and those passing through to get to the mountains and lakes region. Gray continues to support and encourage small local businesses.

Our Role

The Town of Gray hired North Star Planning to provide a major update to Gray's Comprehensive Plan from 2003, which was never found consistent with the Growth Management Act. North Star Planning coordinated with the Greater Portland Council of Governments on the drafting of inventory chapters early in the process and coordinated all public process elements, including surveys and community visioning work, future land use workshops, mapping, and plan drafting.

Community Challenges

Some challenges in Gray discussed in the Comprehensive Plan include reducing traffic in the Village center and making it more pedestrian friendly, economic development, community and town involvement, and enhancing Parks and Recreation programs.

Recommendations

Recommendations focused on the three main goals of moving people safely through Gray and get around town via walking, biking, car, or public transportation, protecting Gray's rural character and natural resources, and investing in the Village and community programs.

Project Impact

As a result of this approach, the Plan Update was certified by the state within 13 months of the first committee meeting. The Plan was accepted by the Town Council in September 2020 and approved by municipal ballot.

Total Project Cost: \$59K

Project Team: North Star (Lead), GPCOG (Inventory chapters), Keanneally + Co (Online videos), Portland + Co (Document layout)

Timeline: 15 months



Client Reference

Doug Webster, Director of
Community Development
(207)-657-3112
dwebster@graymaine.org

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EXAMPLE OF WORK:

GRAY COMPREHENSIVE PLAN

GRAY, MAINE (2020)



Access the Gray Comprehensive Plan online via this link:

<https://www.graymaine.org/projects-planning/files/gray-comprehensive-plan-final-2020>

A pdf copy has been submitted electronically.

YARMOUTH OPEN SPACE PLAN

YARMOUTH, MAINE (2019)

Overview

Yarmouth has a wonderful portfolio of public open space and a great history of open space and recreational planning. Following up on the 2010 Comprehensive Plan Update, the Parks and Lands Committee established an Open Space Task Force of volunteers from several committees in town to update the last open space planning work completed in 2007.

Total Project Cost: \$14K

Project Team: North Star (Lead on project management, final plan drafting)

Timeline: 6 months

Our Role

After several years of work, great research and inventory updates, the Task Force brought North Star Planning on board to provide the guidance and project management required to coordinate with Town departments, engage with the land trust Royal River Conservation Trust (RRCT), and draft the planning document itself.

Community Challenges

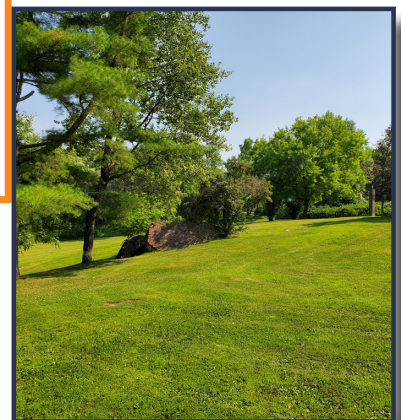
There is heavy use of coastal access and a need for more; there is a growing use of parks and desire for more options for boating, walking, biking, and safe pathways connecting all parts of town. This plan identifies key places that can efficiently support the growing town, while leaving space for recreation, water protection, scenic views, and wildlife habitat, increasing safe access, and connecting in-town and regional destinations and open space.

Recommendations

Recommendations focused on the three main goals to maintain and enhance current town-owned lands, prioritize new acquisitions around open space values that have stood the test of time, and to update town ordinances and policies in the areas, including subdivision and site plan ordinances, adopting an open space acquisition policy, and protecting lands used as parks and conservation lands today in perpetuity.

Project Impact

The future of land conservation and park development in Yarmouth should not rely solely on the municipal staff and budget. The Town should be thinking about its role related to the work of acquiring and improving open space as part of a team. Second, Yarmouth is part of a greater region, and Yarmouth Open Spaces fit into a network of regional open space assets. Thinking beyond town lines and open space ownership adds value to Yarmouth's parks and other open spaces.



Client Reference

Karyn MacNeil, Director Yarmouth
Community Services
(207)-846-2406
kmacneill@yarmouth.me.us

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WINDHAM OPEN SPACE PLAN

WINDHAM, MAINE (2021)

Overview

The Windham Open Space Master Plan, adopted in February 2021, is the Town's first such plan. The plan looks at open space through the perspective of conservation, water quality, and preservation of rural character, but also through the perspective of developing a diversity of recreational opportunities and assets to meet the demands of a growing community. Windham has a deep history of working lands and traditional recreation assets that have made rural character essential to Windham's identity.

Our Role

North Star Planning drafted the updated plan alongside Aceto Landscape Architects and provided support for all public outreach efforts.

Community Challenges

Many open spaces in Windham lack accessibility to underserved populations. Special considerations should be made when designing open space systems for Windham's youngest and oldest residents. Many of Windham's open space assets have some type of trail network, but generally these do not connect to the wider community or other open spaces in town. Lastly, the Town of Windham needs to take a leading role in proactively addressing open space and recreational needs.

Recommendations

The recommendations in the plan are based specifically on the need for access and equity, in the form of looking at areas in the community that do not have ready access to open space or recreational facilities, and from the standpoint of providing a wider variety of opportunities in specific parts of town.

Project Impact

The Windham Open Space Plan was nominated for the MAP Plan of the Year award. In the few months since this project was adopted by the Town Council, there have been a number of process, conservation, and recreational development activities that completed or that are currently in progress to implement portions of this plan. Highlights include: establishment of an Open Space Impact Fee, restructuring of town committees, proposed zoning changes, and development of municipal playing fields.

Total Project Cost: \$70K

Project Team: North Star (Lead), Planning Decisions, Inc (assistance with facilitation and visioning forums), Critical Insights (Community Survey)

Timeline: 15 months



Client Reference

Amanda Lessard, Planning Director
(207)-894-5900 ext 6162
allessard@windhammaine.us

Section III: SOQ 21

LISBON COMPREHENSIVE PLAN

LISBON, MAINE (2019)

Overview

Lisbon is the premier community for families in Androscoggin County. Lisbon's parks and recreational services, access to the Androscoggin River and waterfront amenities and quality of schools, along with the variety of businesses, services and activities in the village areas make Lisbon a great place to grow up, raise a family or retire. Lisbon is a proud town that ensures its public spaces and public assets like roads, parks and public buildings are maintained and improved over time.

Total Project Cost: \$15K

Project Team: North Star (Lead)

Timeline: 9 months

Our Role

As part of a General Planning Services Agreement, North Star Planning provided support for the Planning Board's efforts to update the Comprehensive Plan, adopted in 2007 and updated in 2011. This project required extensive updates to the Inventory Chapters that were not brought up-to-date in the 2011 update process, as well as the development of a Vision Statement for Lisbon, which was absent from the prior Plan document.

Community Challenges

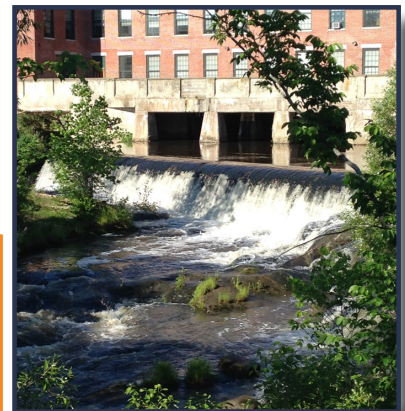
The Town of Lisbon is working to balance new development and a growing population with its important resources and amenities. This new growth has put a strain on staff's ability to maintain adequate levels of service for current needs. As new private investment occurs, the town should raise the bar for how that development takes place.

Recommendations

Recommendations were grouped across several spotlight topics. Those topics included: focusing on schools, roads, and infrastructure, boosting the value of parks and public spaces, and raising the bar for community and private investment.

Project Impact

The project was a good example of a true update to a plan, as opposed to a brand new Plan. One of the most important outcomes of the update was a focus on the design and production value of the Plan's introduction. The Future Land Use Plan will be implemented through amendments to the town's Zoning Ordinance.



Client Reference

Don Fellows, Town Councilor
drfello@gmail.com

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WINDHAM COMPREHENSIVE PLAN

WINDHAM, MAINE (2017)

Overview

Windham continues to evolve as a community. As the Town grows, this diversity is maintained and even reinforced. Windham continues to grow and develop and this development is balanced by the preservation of important open space and agricultural land to maintain the rural character of the Town and to provide scenic, recreational, and economic benefits for residents. The Town's previous 2003 Comprehensive Plan was adopted by the Town but never certified by the state as consistent with the Growth Management Act.

Our Role

North Star Planning was appointed by the Town as part of a Review Team to keep the Town Council and members of the public up to date on planning progress. North Star Planning was largely responsible for drafting inventory chapters, creating maps, and public process and outreach.

Community Challenges

Through an extensive public input process and review of local and regional data, the Comprehensive Plan Committee determined that the challenges facing the Town of Windham over the next 10-15 years are likely to be associated with growth pressures on local and arterial roads, and loss of open space and valued rural character.

Recommendations

Recommendations focused on the four main big things which were as followed. Big thing #1 - change the game for Windham's growth areas, big thing #2 - create a North Windham to be proud of, big thing #3 - invest in rural Windham, and big thing #4 - focus on community facilities and programs.

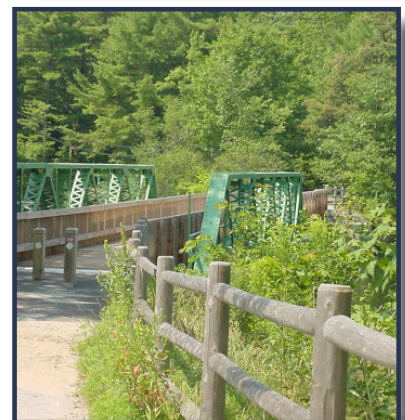
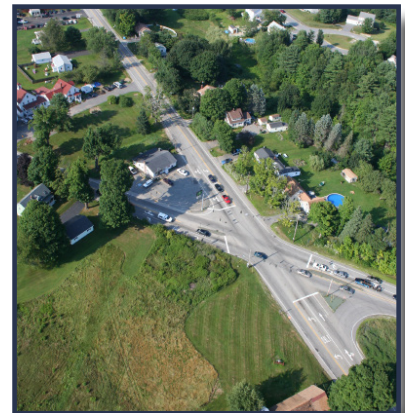
Project Impact

This plan is not meant to be a document on a shelf. This plan is a tool for community decision makers to use for making progress in the areas Action Plan that will have the biggest positive impacts for Windham's current and future residents. The Comprehensive Plan Review Team recommends that the Town Council adopt a charge for and appoint members to a Long Range Planning Committee. The Long Range Planning Committee should be responsible for reporting and updating performance measures, coordinating implementation of the Big Ideas, and implementing other Town plans and policies.

Total Project Cost: \$70K

Project Team: North Star (Lead)

Timeline: 18 months



Client Reference

Amanda Lessard, Planning Director
(207)-894-5900 ext. 6161
alessard@windhammaine.us

Section III: SOQ 23

WWW.NORTHSTAR-PLANNING.COM

49 PINELAND DRIVE, SUITE 102
NEW GLOUCESTER, ME

CPC Logo Ideas



Sample Costs for Comp Plans

iPad

10:08 AM

61%

emdc.org



EMDC EASTERN MAINE
DEVELOPMENT CORPORATION

Cost Comparisons in the Preparation of Comprehensive Plans	PART TIME EMDC SERVICES		FULL TIME EMDC SERVICES	
	Hours	Price	Hours	Price
Review of Existing Reports & Plans with Municipality*	5	250.00	5	250.00
Plan Roll Out Meeting & Introductory*	2	100.00	2	100.00
Phase One*	30	1500.00	70	3500.00
Population & Demographics	5	-	10	-
Economy	5	-	10	-
Housing	10	-	25	-
Transportation	10	-	25	-
Phase Two*	30	1500.00	70	3500.00
Water Resources	10	-	25	-
Natural Resources	10	-	20	-
Agricultural & Forest Resources	5	-	15	-
Marine Resources (if applicable)	5	-	10	-
Phase Three*	20	1000.00	40	2000.00
Historical & Archaeological Resources	5	-	10	-
Recreation	5	-	10	-
Public Facilities & Services	5	-	10	-
Fiscal Capacity & Capital Investment Plan	5	-	10	-
Phase Four*	52	2600.00	104	5200.00
Introduction/ Vision Statement	4	-	8	-
Public Participation Summary	4	-	8	-
Regional Coordination Program	4	-	8	-
Plan Implementation/ Evaluation (5-Year Plan)	15	-	30	-
Existing & Future Land Use	20	-	40	-
Appendix	5	-	10	-
Public Information Meetings*	8	400.00	8	400.00
Phase One	2	-	2	-
Phase Two	2	-	2	-
Phase Three	2	-	2	-
Phase Four	2	-	2	-
Submission to State of Maine	0	-	5	250.00
Respond to Comments by State of Maine	6	300.00	12	600.00
Prepare the Final Draft	10	500.00	20	1000.00
Present to Town Council	0	-	4	200.00
Public Hearing	6	300.00	6	300.00
Subtotal:	169	8450.00	346	17300.00
Add Mileage Expense:	-	200.00	-	350.00
Add Supply Expense:	-	350.00	-	350.00
Add Contingency:	20	1000.00	40	2000.00
TOTAL:	189	10000.00	386	20000.00

**EMDC** EASTERN MAINE
DEVELOPMENT CORPORATION**Fee-For-Service**

To maximize access to comprehensive planning, we offer flexibility in our services/fees based upon your individual needs and available budget.

In negotiating a contract for consulting services with the EMDC, municipal leaders should consider which of the tasks can be completed in a timely manner by community members. The major difference between a \$10,000 contract and a \$20,000 contract is the number of hours that an EMDC planner puts in on a project and the number of meetings he or she attends.

The more public involvement there is in comprehensive planning, the more realistic the Plan will be. Frequently, the planning process itself is the most valuable part of the exercise as relationships are built while residents share information, express opinions, and work for the betterment of the community.

The following pricing sheet lists the individual elements where EDMC Community Services can provide assistance, and provides a comparison between assisting and full preparation responsibilities. The fee is estimated at \$50/hour (salary and employee benefits).

Plan Maintenance Fee

More important is the overall maintenance of the Comprehensive Plan. EMDC can provide assistance in updating the Comprehensive Plan according to changes. This is a value-added service that is not included in the Plan Development. Updating and maintaining a comprehensive plan allows for the municipality to quickly submit their plan to the State for their five year review. It also allows for the municipality to have an updated plan when applying for a series of different funding opportunities.

Rates are negotiable and will vary depending on the role of involvement that is agreed upon by the municipality and EMDC. Plan Maintenance is not taken in account for in the attached costing sheet.

How much does it cost to prepare a Comprehensive Plan?

[MENU](#)

Most towns in Washington County engage the services of a consultant to assist with development of some or all elements of a Comprehensive Plan. The cost of developing a Comprehensive Plan varies depending on:

- the size of the community,
- the complexity of community issues,
- the scope of services for which your community is hiring a consultant, and
- whether the town has an existing Comprehensive Plan or starting from scratch.

In general, most communities in Washington County are able to develop a new Comprehensive Plan for between \$15,000 and \$18,000; and to update an existing Comprehensive Plan for between \$12,000 and \$15,000. [Back to top](#)

Can our community/committee prepare our own Comprehensive Plan?

Yes. Communities can develop a Comprehensive Plan wholly or mostly on their own. There are a number of good resources available to assist citizen committees in developing a Comprehensive Plan. That said, a word of caution is in order. The amount of work required to complete all of the required elements for a Comprehensive Plan to be found consistent with the Growth Management Act is substantial and preparation of some of the required elements involves both technical skills (such as GIS mapping) and familiarity with applicable state laws.

WCCOG encourages any Washington County community that is considering developing a Comprehensive Plan on their own to contact us to discuss which elements of the Plan your community may wish to complete with assistance from consultant. [Back to top](#)

What does the State review process include?

Communities may submit their Comprehensive Plan to the State Planning Office (SPO) to have it reviewed for consistency with Maine's Growth Management Act.* The review process is spelled out in the State Planning Office's [Criteria Review Rule](#) (last updated in 2007).

Once a community submits a Comprehensive Plan for review, SPO has 35 business days to issue a Finding of Completeness. During this time, appropriate state agencies and regional planning councils are given an opportunity to review the Comprehensive