



Comprehensive Plan Committee Minutes

May 3, 2023

6:30pm – Meeting

At Broadcast Studio & via ZOOM

Committee Members Present: Greg Foster, Kaela Gonzalez, Peter Leavitt, Frank McDermott, Shawn McKillop, Danelle Milone, John Rand, Jackie Sawyer

Committee Members Absent: John Clark

NSP Staff Present:

Ben Smith, AICP

Samantha Peikes, Associate Planner

NSP Staff Absent:

Kate Burch, Planner

Town Staff Present:

Sue Look, Town Clerk

Town Staff Absent:

Don Willard, Town Manager

Chris Hanson, Assistant Code Enforcement Officer

1) **Called to order** at 6:30pm by Co-Chair Gonzalez – there is a quorum present

2) **Minutes of Previous Meeting**

a) April 5, 2023

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

Unanimously approved

3) **Old Business**

a) Review of Community Seasonal Photos/Video – Sue Look, Town Clerk

The ad to ask the community for photos ran again and we did not receive more pictures. We received some excellent photos, some of which included people.

b) Listing of Community Associations/Businesses – Committee

Mrs Millone requested a list of businesses from the Secretary of State's office for free. Now we have a fairly comprehensive list of businesses.

c) Discussion of Impact Fees – Chris Hanson, Assistant CEO

Mr Smith discussed impact fees that are typically one-time fees charged along with building permits to have new development pay for capital improvements needed due to the new development. Growth paying for growth. This is a common practice for growing communities. Assistant CEO Hanson presented the same information to the Select Board. Co-Chair Leavitt cautioned that potential, unintended consequences should be considered before implementing impact fees. These fees can be used to discourage development. Adding impact fees could have an adverse effect on developing “affordable housing” options, or there could be an option that if a developer included a percentage of the housing to be affordable then the impact fees could be waived. The Town should use a scalpel, not a meat cleaver approach to implementing impact fees. Mr McDermott suggested a joint meeting with the Planning Board to discuss impact fees. This may be accomplished during the department head interviews.

4) **New Business**

a) Committee Member Interest in Conducting Department Head Interviews – Peter Leavitt, Co-Chair

Town Clerk Look will compile a beginning Department Head list with contact information and will send a copy of the executed contract to the Co-Chairs.

NSP intends to provide some high level, broad category types of questions that will be asked of each department head and there will be other things the committee will want to ask as well depending on the department. Some of the interviews could be done as a part of a regular Comp Plan Committee meeting and others could be where a committee member or 2 goes and interviews and then brings the results back to the committee.

b) Public Participation Plan – Summer 2023 – Ben Smith and Sam Peikes, NSP

- Vision Survey

The committee will be making groups aware of the Comp Plan update and being ambassadors for the process to collect high level, visioning input. Since the inventory work will be done at the same time, we will not have the detailed information yet. Possibly have a card with a link to a survey that could be handed out to individuals or at meetings (ie Road Association meetings, etc.). Some of the questions could be:

- What are the best things about living in Raymond?
- What are the biggest threats to the quality of life in Town?
- What is the one thing you wish you could change about the community?
- Would you describe Raymond?

Short answer, broad, high-level questions. With a few hundred responses we could begin to form a picture of these foundational topics and begin a vision

statement. These questions will be of a higher level than those asked of the Department Heads.

The CPC did a simple survey at the November 2022 Election with the following results:

2,943 pompom votes were cast (3 pompoms each – 981 people) with a question: What is most important to you in the next 10 years? 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

The committee could do a similar thing at the June 13, 2023, election, and hand out cards for a high-level survey. Part of the committee's outreach work is to put a face on the process and get the word out about the committee's efforts and the need to collect information.

We should reach out to the organizations to see when they meet and how we could join them to begin to get the word out. For businesses we could possibly send a link to a survey via email. We could put an ad in the RoadRunner to explain what we are doing now.

The high-level feedback now will guide the forming of the vision statement and the information gathered in the chapters will lead to forming policies and strategies to work toward the vision. Impact Fees are a strategy that could be used, for example.

A mixture of categories and core values would be good for a high-level survey.

Stakeholders, who are the categories of people we need to hear from? Once we know these then we would build on it to find organization names and then contacts.

- Outreach Plans

Goals should focus on awareness and high-level plan input. What do we want to ask for and how do we collect information? Questions could be along the line of short answer broad scope questions at first.

Stakeholders, who are the categories of people we need to hear from? Once we know these then we would build on it to find organization names and then contacts.

NSP will provide a draft document that outlines how we want to reach out at each stage of this process.

Along with having a card with a QR code that would lead to a survey, possibly have a 2nd QR code to a video of what is a comp plan? Or possibly link the 2?

- Website

Kevin Woodbrey has completed the initial set up and it is ready for NSP to work on.

c) Inventory Chapter Work – Summer 2023 – Ben Smith and Sam Peikes, NSP

The chapter work is really to see how Raymond has changed over time. There are 13 chapters and for each chapter we are required to answer the questions in the Growth Management Act. NSP will lean on committee members and Town Staff when answering questions that are not answered by the State of Maine data packs. The committee could choose to get 2 or 3 chapters at a time and review them during a regular meeting or wait and get all of the chapters at once. With a June start date, the chapters would be done by September or October. NSP will send the chapters to the Town first and then the chapters will go to the committee. Looking for completeness and that they are factually correct. The Town would need about 2 weeks to review. The committee would need to get the chapters at least 1 week before the meeting.

We could begin with the Historic Resources and maybe the Natural Resources chapters. NSP will send an overall proposed order of which chapters will be done in which month.

The inventory chapter work is a look back and where we are now. The meetings with stakeholders will be looking to the future. There are maps projecting growth in the 2004 Comp Plan. Town Clerk Look will make sure all available documents are uploaded to the website.

5) Next Meeting Date

a) June 7, 2023

6) Public Comment – None

7) Comp Plan Committee's Comment

Some discussion that the July meeting would fall on the day after the Fourth.

Sunday Telegram, April 30, 2023, article about LD2003 (which has been passed and is in the rule making process) pertaining to increasing housing in growth areas and to reflect this in a comprehensive plan. The Select Board has already received a proposal for regulating short-term rentals.

8) Adjournment

Motion to adjourn at 8:28pm by Mr McKillop. Seconded by Co-Chair Leavitt.

Unanimously approved

Respectfully submitted,

Susan L Look, Town Clerk