



Town of Raymond Comprehensive Plan Committee ePacket June 7, 2023

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Agenda



Comprehensive Plan Committee Agenda

June 7, 2023

6:30pm – Meeting

At Broadcast Studio & via ZOOM

- 1) **Call to order**
- 2) **Minutes of Previous Meeting**
 - a) May 3, 2023
- 3) **Old Business**
 - a) Committee Comments on Raymond Bus Tour - Part 2
 - b) Discussion of Boat Tour (postponed from last Fall)
- 4) **New Business**
 - a) Business Cards/Election Day?
 - b) Summer Public Participation
 - c) Stakeholder List
 - d) Town Data Collection & Department Head Interviews
- 5) **Next Meeting Date**
 - a) July 11, 2023 (tentative date)
- 6) **Public Comment**
- 7) **Comp Plan Committee's Comment**
- 8) **Adjournment**

Previous Meeting Minutes



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

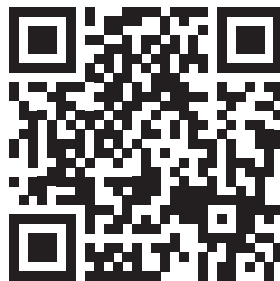
Respectfully submitted,

Susan L Look, Town Clerk



Raymond Comprehensive Plan

Learn more & find out how
you can get involved:



compplan.raymondmaine.org

Summer Public Participation



Raymond Comprehensive Plan Committee
June 7, 2023

Raymond Comprehensive Plan Update - Public Participation Plan

The following is a summary of the public participation plan for the Raymond Comprehensive Plan Update. Each of these tasks represent specific points of outreach and public participation from the scope of work for the plan update. This document can be used as a tool to track progress on each of the outreach tasks and can be used as a working document for the planning team.

Task 1.1 Stakeholder Group ID – May 2023

The planning team will generate a list of important committee groups, organization, associations, town departments, etc. and have committee members fill in information of names and contact information and spread awareness of the plan update. These contacts will have the option of joining the email list from the website to stay informed and offer input about any plan updates and public outreach events.

Task 1.4 Build & Launch Project Website – May 2023

The planning team will create a project website using WordPress. The project website will serve as the primary information center for the project. It will include information about the project team, links to resources, information about workshops and events, online opportunities for input, and a contact and email sign up. The website will continue to be modified and updated as more tasks are completed. The project team will create business cards with QR codes that committee members can hand out to interested stakeholders from Task 1.1 to direct them to the website.

Task 1.6 Department Head Interviews – June 2023

The planning team will generate a list of question for town department heads, to be administered by the comprehensive plan committee members. The goal of these interviews will be to provide insight from people who work in the Town of Raymond on the issues and opportunities that exist in the town over the several years from a departmental perspective.

Task 1.7 Video #1 and Online Visioning Survey – June 2023

The first online video will be a brief 3–4-minute summary describing what a comprehensive plan is and why it is important. In conjunction with the video, the project team will generate an online survey which will consist of high-level questions pertaining to values, opportunities, and needs. The results from the survey will ultimately be used to create a singular vision statement for the Town of Raymond for Task 2.4 “what we’ve learned”.

Task 2.4 “What We’ve Learned” Public Meeting - January 2024

The project team will analyze the information obtained from department interviews, the inventory chapters, and the online survey and include that in a presentation to present to the public. This discussion will be used to create a vision statement for the Town of Raymond. The workshop will consist of a 20-minute presentation by the project team followed by 5 minutes of Q & A based on the information presented and smaller breakout group discussions pertaining to the key themes and values from the presentation. The presentation and workshop activities will be available online following the meeting.

Task 2.5 Vision & Values Statement Drafting – January 2024

The project team will work with the committee to analyze the information and input obtained from Task 2.4 to create a vision statement for the Town of Raymond. The vision statement will form the basis for the Future Land Use Plan.

Task 3.3 Future Land Use Workshop – April 2024

The Future Land Use Workshop is envisioned to be a larger community-scale open invitation workshop discussion to help shape the Future Land Use Plan. Participants will share input on where they would like to see development occur in Raymond over the next several years and the places they would like to see protected from new development. The presentation and workshop activities will be available online following the meeting.

Task 5.3 2nd Draft for Public Review with Video – December 2024

Comments from staff and the committee will be incorporated into a preliminary draft that will go to the state for review and a finding of consistency with the Growth Management Act. Along with the state review, the project team will generate 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 – December 2024 – March 2025

The adoption of the final plan is the culmination of the public participation process. The project team intends to ensure that public outreach and support is maintained and continued throughout the planning process even into implementation. After local approval, the project team will continue working with the committee and staff throughout the state approval process.

Summer Survey Questions



Raymond Comprehensive Plan Committee
June 7, 2023

Raymond Comprehensive Plan Online Visioning Survey Draft

Section 1: Vision for Raymond

1. What's the best thing about living in Raymond?
2. What is your favorite outdoor space in Raymond?
3. What are the biggest threats to quality of life in Raymond?
4. What is the one thing that would make Raymond a better place?
5. What natural areas/open spaces should be protected in Raymond, but aren't?
6. What historic and/or archaeological sites should be protected in Raymond, but aren't?
7. The Town of Raymond should:
 - Keep taxes as low as possible, even if it means cutting services
 - Invest more in services like recreation, libraries, and infrastructure, even if taxes go up
8. Have you or your family/household experienced the effects of climate change in Raymond?
 - Yes
 - No
 - (optional) Describe: _____
9. In 2040, Raymond should be _____.

Section 2: Perceptions of Raymond

These questions have been selected from the 2014 community survey. Results will be compared with the 2014 results.

10. How would you rate Raymond on each of the following? (1-5 scale)
 - A place to live
 - A place to raise children
 - A place to retire/live as adults (without children)
 - Opportunities to participate in community matters
11. What is your satisfaction with each of the following? (1-5 scale)
 - overall quality of fire and rescue services
 - overall feeling of safety in the town
 - level and quality of trash and curbside services

- overall availability and quality of public recreation areas (Raymond Beach/Boat Launch, Crescent Beach, Veterans Park)
- responsiveness of public works to address problems
- RSU 14

Section 3: Demographics

12. How old are you?

- a. Under 18
- b. 18-24
- c. 25-34
- d. 35-44
- e. 45-54
- f. 55-64
- g. 65-80
- h. 80+

13. What is your relationship to Raymond? (select all that apply)

- a. Year-round resident
- b. Seasonal resident
- c. Work in Raymond
- d. Visit Raymond

14. How long have you lived in Raymond?

- a. less than 10 years
- b. 11-20 years
- c. 21-30 years
- d. 31-40 years
- e. 50-100 years
- f. my ancestors have lived in Raymond for over 100 years
- g. I don't live in Bath

15. Do you have school-age children?

- a. Yes
- b. No

16. What is your education level?

- a. Some high school

- b. High school diploma or equivalent
- c. Associate's (2-year) degree
- d. Bachelor's (4-year) degree
- e. Graduate or professional degree

17. What is your household income?

- a. Up to \$25,000
- b. \$25,000-\$34,999
- c. \$35,000-\$49,999
- d. \$50,000-\$74,999
- e. \$75,000-\$99,999
- f. \$100,000-\$149,999
- g. \$150,000-\$199,999
- h. Over \$200,000

Introductory Video Draft Script



Raymond Comprehensive Plan Committee
June 7, 2023

Raymond Comprehensive Plan Introductory Video - Draft Script

[image of Raymond with Raymond Tomorrow logo]

A Comprehensive Plan is a long-range planning document that guides municipal policy, growth, and investment over the next 10-20 years. The Comprehensive Plan incorporates community vision and values with data analysis on topics like housing, transportation, natural resources, and public facilities.

Raymond's most recent comprehensive plan was completed in 2004, so it's time for an update to incorporate new data and highlight what has changed about the community – as well as the core parts of Raymond's identity that have stayed the same.

This summer, we want to hear from you. Volunteers from the Raymond Comprehensive Planning Committee will connect with community groups and stakeholders to ask big questions about your vision for Raymond. You'll also be able to participate online. Later this year, we'll host a public meeting to share what we've learned about Raymond so far.

Visit the website to stay updated, and sign up for our email list.

[image with QR Code and link to compplan.raymondmaine.org]