



Town of Raymond Comprehensive Plan Committee ePacket February 7, 2024

(rescheduled due to storm)

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Agenda



Comprehensive Plan Committee Agenda

February 7, 2024

6:30pm – Meeting

At Broadcast Studio & via ZOOM

- 1) **Call to order**
- 2) **Minutes of Previous Meeting**
 - a) January 3, 2024
- 3) **Public Comment**
- 4) **Old Business**
 - a) Recap and Initial Results of January 20, 2024 ,Workshop – North Star Planning
 - b) FY 2024-2025 Budget Request
 - Action Item – Vote on amount to request
 - c) March Future Land Use Workshop – North Star Planning
- 5) **Next Meeting Date**
 - a) March 6, 2024
- 6) **Comp Plan Committee's Comment**
- 7) **Adjournment**

Previous Meeting Minutes



Comprehensive Plan Committee Minutes

January 3, 2024

6:30pm – Meeting

At Broadcast Studio & via ZOOM

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

Committee Members Absent: none

NSP Staff Present:

Kate Burch, Planner

Sam Speikes, Planner

Town Staff Present:

Sue Look, Interim Town Manager & Town Clerk

Chris Hanson, Assistant Code Enforcement Officer

Town Staff Absent: none

1) **Called to order** at 6:30pm by Co-Chair Leavitt, and there is a quorum present.

2) **Minutes of Previous Meeting**

a) December 6, 2023

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

Unanimously approved

3) **Old Business**

a) Report from Work Group on DRAFT Vision Statement

The work group sent their draft to North Star who will do a bit of editing and bring another draft to the next meeting. Great Job! It can be unveiled at the land use workshop instead of the January 20th workshop. The land use workshop will be in March. Added natural resources, what is important to us and some of our concerns. Discussion of putting out the draft vision statement at the January meeting and about being sure that inclusivity is included in the statement. In the survey data inclusivity did not score high and should have. North Star will send out to the committee for feedback and will have an activity at the January workshop for people to give feedback.

4) New Business

a) Overview of January 20, 2024 Workshop – North Star Planning

- Activities
 - 1) 2 map activities – transportation & preservation/growth
 - 2) Housing types
 - 3) How to promote other types of transportation
 - 4) Balancing the needs of year-round vs seasonal residents
 - 5) What business do you wish Raymond had
 - 6) Services/facilities that Raymond needs to support all ages
 - 7) Vision Statement feedback

- Presentation
 - 1) What is the Comp Plan
 - 2) Population trends – slow growth mostly in 65+
 - 3) Housing in Raymond currently
 - 4) Seasonal Population
 - 5) Economy
 - 6) Transportation
 - 7) Natural & Water Resources
 - 8) Land Use
 - 9) Data from the Survey
 - 10) More tbd...

- Logistics
 - 1) 9am would be helping to set up
 - 2) Co-Chair Gonzalez will price out and order coffee and donuts
 - 3) Parks & Rec Director Joe Crocker will have a popcorn machine running
 - 4) Someone at the door collecting data and signing people in
 - 5) Someone to help circulate
 - 6) North Star will send out a signup by hour to the committee

- Publicity

North Star will be having staff on site from 9am to 4pm. 1pm and 3pm will be a presentation. 9am to 1pm will be activities, as well as between the presentation.

b) Date for March Land Use Workshop

Late in March. Evening meeting on Tuesday, March 19, from 6-8pm.

c) Project Schedule Update - North Star Planning

Project Schedule - Updated December 2023

	2023												2024												2025
	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN			
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 - CPC did this task																									
Task 1.7 Analysis & Highlights of Inventory																									
Monthly CPC Meetings (5)																									
Task 2 - Visioning, Values & Attitudes																									
Task 2.1 Online community survey																									
Task 2.2 Update project website & 2 videos																									
Task 2.3 Public workshops / listening sessions																									
Task 2.4 Public Meeting "What We've Learned"																									
Task 2.5 Vision and Values Statement Drafting																									
Monthly CPC Meetings (1 budgeted, 4 held)																									
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 (5 budgeted, 4 planned)																									
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 with video																									
Task 5.4 Final Draft for public hearing & adoption																									
Monthly CPC Meetings (3)																									

We have moved a few items that were done later, but that has not changed the end date at this point. As long as the next 2 meetings are dedicated to future land use, and we do not miss the dates we will remain on schedule.

d) Project Budget Status To Date – Sue Look, Interim Town Manager

Comp Plan Budget Through Dec 21, 2023	
North Star Planning Estimated Total Fee	\$86,980.00
Beginning Budget FY 2022-2023	\$10,000.00
Invoices Paid FY 2022-2023	
North Star Planning Invoice 1.01	\$7,148.94
North Star Planning Invoice 1.02	\$4,873.46
Total Paid FY 2022-2023	\$12,022.40
Over FY 2022-2023 Budget	(\$2,022.40)
Beginning Budget FY 2023-2024	\$50,000.00
Invoices Paid FY 2023-2024	
North Star Planning Invoice 1.03	\$5,240.42
North Star Planning Invoice 1.04	\$11,239.20
North Star Planning Invoice 1.05	\$4,144.60
North Star Planning Invoice 1.06	\$5,282.10
North Star Planning Invoice 1.07	\$6,393.73
North Star Planning Invoice 1.08	\$3,367.92
Total Paid FY 2023-2024 thus far	\$35,667.97
Remaining Budget FY 2023-2024	\$14,332.03
Estimated Remaining Planning Fees	\$39,289.63

The Committee reviewed and discussed the costs and noted the \$86,980.00 should be \$96,920.00.

Motion to request \$55,000 in the FY 2024-2025 budget by Mr McDermott.
Seconded by Co-Chair Gonzolez.

Motion failed.

Mrs Millone suggested having a sub-committee to look at the potential costs.

Mr Clark will make a spreadsheet and Co-Chair Levitt will check with a printer he knows to get an estimate on cost for signs.

- e) Select Board Workshop - ? January 9 ?

This has been added to the Select Board's February 13, 2024, meeting agenda.

Ordinances were raised by Co-Chair Levitt stating that anyone may request an ordinance change. He stated he attended a Planning Board meeting where they were discussing proposed ordinance changes. His concern is the impact of LD2003; as far as timing situation, it goes into effect July 2024 and the ordinance would have to be submitted by March this year. He is also concerned about short-term rentals and the

fact that Accessory Dwelling Units (ADU) will be approved this July and there are no current ordinances that regulate this whatsoever. He stated the CEO was looking at 600' setback in shoreland zone where an ADU could be placed and did an estimate of current parcels available versus new ADU requirements of new parcels that would be available for an ADU in shoreland zoning. Perhaps the Comprehensive Plan Committee, Select Board and Planning Board should meet to discuss LD2003.

5) Next Meeting Date

a) February 7, 2024

6) Public Comment – none

7) Comp Plan Committee's Comment

Mr McDermott met with Sharon Dodson of the Beautification Committee. There are only 2 members left and there needs to be a new committee with someone who has gardening expertise and Don McClellan too is at the point in life where he may not be doing this much longer. They both feel someone needs to work with them to learn what needs to be done.

8) Adjournment

Motion to adjourn at 8:30pm by Mr McDermott. Seconded by Co-Chair Gonzalez.

Unanimously approved

Respectfully submitted,

*Sandy Fredricks
Planning & ZBA Admin.*

Budget Update

TOWN OF RAYMOND, ME

COMPREHENSIVE PLAN COMMITTEE

FY 2024 BUDGET EXHIBIT

DATE: 2024-01-24

BUDGET CALCULATION	
TOTAL NORTHSTAR CONTRACT	\$ 96,920.00
PAID TO DATE	\$ 47,689.37
REMAINING TO BE PAID	\$ 49,230.63
1) BUDGET REMAINING FY 2023-2024	\$ 25,000.00 [A]
REQUIRED FOR NORTHSTAR	\$ 24,230.63 [B]
2) ALLOCATION FOR INCIDENTALS	\$ 4,923.06 [C]
3) ALLOCATION FOR MAILER	\$ 3,500.00 [C]
4) ALLOCATION FOR YARD SIGNS	\$ 506.40 [C]
5) ROUNDING	\$ 39.91 [C]
TOTAL REQUEST FY 2024-2025	\$ 33,200.00
FY 2023-2024 OVERAGE	\$ 10,667.97 [D]
5) ROUNDING	\$ 32.03
TOTAL NEED FY '23-24 & '24-25	\$ 43,900.00

PAID TO DATE	
BUDGET FY 2022-2023	\$ 10,000.00
Northstar Invoice 1.01	\$ (7,148.94)
Northstar Invoice 1.02	\$ (4,873.46)
	\$ 2,022.40
REMAINING FY 2022-2023	\$ -
BUDGET FY 2023-2024	\$ 50,000.00
Northstar Invoice 1.03	\$ (5,240.42)
Northstar Invoice 1.04	\$ (11,239.20)
Northstar Invoice 1.05	\$ (4,144.60)
Northstar Invoice 1.06	\$ (5,282.10)
Northstar Invoice 1.07	\$ (6,393.73)
Northstar Invoice 1.08	\$ (3,367.92)
Est. Northstar Through 6/30/24	\$ (25,000.00) [A]
EST. REMAINING 2023-2024	\$ (10,667.97) [D]
BUDGET FY 2024-2025	\$ 33,200.00
Northstar Remaining	\$ (24,230.63) [B]
Other	\$ (8,969.37) [C]
EST. REMAINING 2024-2025	\$ -

What paid for this overage?

^ Was this taken from the 2023-2024 budget, or somewhere else?

[A]

[D] How will this be paid?

NOTES:

- [1] Estimate provided by Kate Burch (Northstar) via email on 1/17/2024.
- [2] CPC agreed 10% of the Northstar contract would be an acceptable starting point for discussion purposes.
- [3] This amount is a ballpark figure from Northstar for a town of ~4,700 people for 1 mailer.
- [4] Based on quote from Time4Printing. 25 Signs x (\$17.20/Sign + \$2.00/H Stake) x (5.5% Sales Tax) = \$506.40.
- [5] Rounded to the nearest \$100.