



Topsham, Maine

Comprehensive Plan Implementation Committee Meeting

Meeting Notes

May 10, 2021

Start Time: 4:00PM (Zoom invite to be provided)

Attendees: Susan Rae-Reeves, Rod Melanson, Andrew Deci, Joe Feely, Larry Fitch, Angela Twitchel, and Kirk Bishop of Duncan & Leslie Oberholtzer of Codametrics

I. Welcome and Introductions

Larry Fitch announced he will be moving and thus leaving the committee after this meeting. Thank you so much Larry for your dedication and talent that you graciously gave to the town of Topsham over the years.

CPIC members provide brief introductions for the consultants.

II. Rezoning Project

- Review of Scope
- Phases/approach
- Timeframe
- Roles
- Focus of CPIC
- Next Steps

Contract was signed last week, so officially underway.

Will begin Discovery phase - both people and infrastructure of Topsham, understand gaps.

Then, begin listening sessions with small groups of stakeholders (folks knowledgeable of planning and development - people on committees in town and some people who are not on those committees) to begin over the next few weeks or months. Leslie will focus on physical characteristics of development.

1. **Discovery and Direction** (5-6 Months—Public Meeting: September 2021)
 - a. Kick-Off
 - b. Listening Sessions
 - c. Community Character Assessment
 - d. Zoning Code Evaluation
 - e. Project Directions Memo—Big Ideas
 - f. Public Meeting (and FBC 101)
2. **Initial Draft Zoning Code and Map** (6-7 Months—3 CPIC Meetings: Q4 2021, Q1 2022 and Q2 2022)
 - a. Module 1: New Zones and Map for Topsham Center study area
 - b. Module 2: Building Design; Streets, Open Space, Adjustments to other existing regulations
 - c. Module 3: Administration and Procedures
 - d. Organization and Integration
3. **Public Review Draft Zoning Code and Map** (6 months)
 - a. Consolidated Public Review Draft
 - b. Users Guide
 - c. Focus Groups (moved from Phase 2)
 - d. Open House
4. **Final Zoning Code and Map** (6 months)
 - a. Public Hearing Draft
 - b. Public Hearings
 - c. Town Meeting/Adoption
 - d. On-Going Support Following Adoption

Kirk and Leslie will have an introduction workshop with the Planning Board in the PB's next meeting (date = [Tuesday, May 18, 2021 at 7:00 PM](#))

Conversation about timing of rolling out new code vs development that potentially could be occurring in our target areas in the next couple of years as we do our work.

Duncan and Codametrics is open to learning about development proposals that come up in the next year or so, and add comment wrt current and future code considerations with those projects.

CPIC task - consider towns that are good examples in towns around Topsham that have new development and form that would be useful for D&C to look at and learn from.

III. Planning Department + CPIC - monthly conversations

Wed, May 26 - propose next session - meet monthly for 1 hour lunch and learn - CPIC to meet with Duncan and Codametrics. Can include ongoing conversations about Planning Department matrix tasks. Informal, a regular meeting, best time for all 11am - noon, whoever is able to attend.

MEETING GUIDELINES

1. Start on time, end on time
2. Respect each other's opinions
3. Disagree without being disagreeable
4. W.A.I.T. (Why am I talking)
5. Everyone participates
6. Keep focused on the big issue at hand
7. No champion, no issue
8. Silence is assent
9. Keep a sense of humor
10. Be clear on our expectations
11. Making sure all heard what has been said
12. Create a "parking lot" to capture ideas that need following up
13. Follow up/ closure on past issues

For Non-Committee Member Meeting Attendees

Members of the public are welcome to attend meetings of the Comprehensive Plan Implementation Committee as observers. These working meetings are not public hearings and as such, a public comment is not included on the agenda. Comments for the public are welcome and can be submitted to the Planning Office for subsequent distribution to Committee members. There will be ample opportunity for public input and discussion at other meetings as we move forward with implementation of the plan.
