



## Topsham, Maine

# Comprehensive Plan Implementation Committee Meeting

## MINUTES

June 13, 2022

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Start Time: 4:30PM (In Person - Town Office Conference Room + Zoom invite by request)

### I. Welcome, Introductions, Agenda Review

**Attendees:** Susan Rae-Reeves, Joe Feely, Raija Suomela, Angela Twitchell, Rick Schultz, Andy Munsey, Kate Burch (Topsham staff), Mark Waltz (Assistant Town Manager), Andy Sturgeon (TDI, new CPIC candidate). Everyone provided a short introduction.

II. **Public comment:** No public participants in attendance

### III. Administrative Items

- Minutes of May 9, 2022 meeting - approved
- Regular monthly informal workshop session - confirm the regular schedule is set for the 4th Thursday at 12:15pm, 6/23 is next session. These are open to the public and posted, with topics raised as needed re CPIC's work.
- New committee member - welcome Andy Sturgeon whose application is in and an interview with the Select Board scheduled for 6/16/22.

### IV. Streets for People

- Review the letter of request to establish a Bicycle and Pedestrian Committee for Topsham (letter to the Select Board). Conversation: Is 'bike ped committee' a sufficient title to cover the "streets for the people" and all mobility modalities? How would you include public transportation topics? Decide that the bike and walkability topics were top items in the comp plan ideas and requests and require greatest advocacy. There is a lot to do in terms of pedestrian and cyclist safety before expanding the focus.
- Next steps - July SB agendas are being prepared as we speak, so request to add 'bike ped committee' to the agenda should be submitted today. Susan will prepare and distribute memorandum and request to Rose asap.

### V. ReCODE Topsham

- Discuss Rod's May 24, 2022 Memorandum to CPIC and Planning Board for the 5/28 workshop. Rick Schultz discussed the memo content and key ideas from the May 28 Planning Board ReCODE workshop. Discussed most effective methods or partnering with the Planning Board. Biggest "take away" from PB workshop was that prior implementation committee information was provided to PB in smaller size manageable chunks for review/action versus current needs which are broader efforts and less defined.
- Question from the PB - Can we be more iterative - first do code cleanup, then implement the more complex new Form Based Code? The code cleanup will impact all of the town, but the more complex code update, utilizing FBC, is needed to help bring about, over time, the vision of the 2019 comp plan. Planning Board will be better able to respond if material is presented in segments, which worked well in past implementation processes.
- Case studies and site reviews seem to be the best method of learning and understanding benefits of the new code, how it compares with the current code and understand / shape it to its best outcome.
- Kate shared a powerpoint that demonstrated themes from Rod's memo.
- Discuss the 5 proposals for next steps (4 from Rod's memo and version 1.5 proposed by Kate after conversation with consultants). Each member provides feedback of their ideas of what strategy to pursue. Most members lean toward the 'Option 1.5' as described in action steps below.
- Mark Waltz recommended using the Sandelin property as a test/case study property. Kate mentions that if we proceed with strategy 1.5, that property might fall into the master plan regulations and fall out of the FBC zoning (3+ acre proposed threshold for property size).

**Action steps:** our request for the consultants:

Request they proceed with our current path, but with a less fine-grained, less parcel-by-parcel approach that provides more flexibility, using more familiar names for areas of the zones (e.g. "Lower Village"). Also, it was agreed, without specific boundaries, that slightly reducing the scope/geographic area - possibly to exclude parcels north of the high school / middle school, would make for a more workable project.

After this step and next check in, schedule a session for CPIC with consultants to map things forward.