



## Topsham, Maine

# Comprehensive Plan Implementation Committee Meeting

## Minutes

September 12, 2022

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

Attendees: Susan Rae-Reeves, Joe Feeley, Angela Twitchell, Andrew Sturgeon, Andy Munsey, Raija Suomela. Town Employees Mark Waltz and Hap Stelling. Guest - Curt Neufeld, TDI

### I. Welcome, Introductions, Agenda Review

CPIC members introduced themselves to Hap Stelling and he to them.

### II. Public comment

None

### III. Administrative Items

- Minutes of July 11, 2022 meeting - Approved as presented, unanimous.
- CPIC's 2021-2022 Annual Report - Susan noted an error (Cryer article was in Sept. not Aug. 2021). Raija suggested adding note that the Planning Board is a partner/responsible body for the clean-up/update aspect of the ReCODE Initiative. Otherwise, there were comments of approval as presented.

### IV. ReCODE Topsham

- Update from planning department
  - Subdivision regs - Additional scope of work was presented to the consultants. They submitted a proposal, additional detail was requested. That was approved by the Town Manager. Work is underway and should be getting deliverable in the near future.
  - Growth area draft status - Hap and Kate meet with Leslie and Kirk Sept. 15, and will get a thorough update on the work and time frame from them.
- Implications for timeline - additional subdivision work will not extend the timeline.
- Next Steps
  - TDI - Market Study - Andy Sturgeon referred to a draft Market Study CPIC had received in late July. TDI disagreed with some of the findings and recommendations, which were based on data that have changed during the pandemic. In discussing this, the consultants noted the most recent data available led to the findings in the report. TDI has drafted its own supplement to the report, and Curt Neufeld will present it to the Select Board, likely on Oct 6th. It can then be released to the public, possibly at the library on Oct 25.

- Planning Board - workshop schedule - Based on feedback and comments at the 8/11/22 workshop, we'll explore what will work best for them..
- Other - Recode Zoning Chapter edits live link document - CPIC can continue to engage with the edited chapters and adding more comments in the live document. We can anticipate we will get new links as more chapters become revised. Hap to confirm in his upcoming conversation with the consultants.
- Communications - Hap raised the need for CPIC to plan for public engagement, noting that in-person events can be more effective than virtual. It was noted that the consultants' contract includes additional travel for in-person events. Table as an item for discussion/prioritizing later on the agenda.
- Other:
  - Effect of LD 2003 on ReCODE - The full title of this legislation is: An Act To Implement the Recommendations of the Commission To Increase Housing Opportunities in Maine by Studying Zoning and Land Use Restrictions. Hap raised this as a way in which state law will define things in ways that our work has no control over. Andy Sturgeon noted this passed in the last legislative session and is now in the rulemaking process. Susan noted that while it will affect some of our re-zoning, Kirk is aware of this.
  - Affordable Housing - We could go through the strategy matrix and pull out items that relate to housing. Andy Sturgeon will be meeting with John Hodge and will ask when he might be available to speak to CPIC at an upcoming meeting.

#### **V. Implementation Year 3 – Topic areas for committee input/assignments/prioritizing**

- Review Matrix to identify priorities/overlooked items in each Big Idea.
  - Susan will ask Raija if she would be willing to go through and pull out a list of top priorities/overlooked items. Joe has agreed to help Raija with this task.
- Review assignments
  - Make sure everyone is still happy with their assignments; review progress/challenges.
- Focus on key strategic partners: TDI, Planning Board, Select Board
- Outreach and communication strategy
  - FB
  - FAQ
  - press (PPH, Forecaster, Telegram, Beacon, Cryer)
  - Community conversations

ALL agreed timing is feeling right to make a big communications push. But the committee should come together to draft a communications plan that articulates the purpose of the communications and includes a timeline for the coming year

- Work Plan Review/Revise based on Above - Priorities for 2022-2023  
This task needs to be undertaken once there is progress on some of the above items.

AGREED to Move CPIC October monthly meeting to OCTOBER 17 (instead of the 10th because of Indigenous Peoples Day.)