



Topsham, Maine

Comprehensive Plan Implementation Committee Meeting

Minutes

January 9, 2023

Start Time: 4:30PM (In Person - Town Office Conference Room + Zoom invite by request)
Attendees: Andrew Munsey, Susan Rae-Reeves, Mark Waltz, Rick Schultz, Julie Erdman, Hap Stelling, Joe Feeley, Raija Soumela, Angela Twitchell
Public: Robin Brooks, Margaret Williams

I. Welcome and Agenda Review

- A. One agenda item added, Review and approval of 12/20/22 meeting notes under Administrative items

II. Public comment

Robin Brooks (Ivanhoe Drive): Said she is aware of the rezoning request by Crooker, and that she and neighbors are very concerned that it does not align with the comp plan. What is the committee's stance on this? The Planning Board is scheduling a public hearing for Feb. 23, and materials related to the request will be available on the town website 2 weeks prior. While CPIC will review the information provided, it is not the role of CPIC to make a determination on the request, and has no authority in the formal process. Robin is concerned that rezoning to industrial in that area is not desired. And there is a need for more housing. It was noted that the application was received through the Town Manager's office and the Planning Department has not received details of the application. Also noted that committees can weigh in but those opinions are not binding. Materials will be on town website on or about Feb. 9.

III. Administrative Items 4:50 - 5:00

- Minutes of December 14, 2022 meeting - review and approval
 - approved as distributed
- review and approval of Dec. 20th workshop notes
 - approved as edited, ready for posting
- Workshop meetings - resume on 4th Thursday or as needed?
 - 4pm time works better for most. After discussion of options, it was decided to reserve the 3th Tuesday of each month, 4 pm, for CPIC workshop sessions, and hold as needed, cancel if not.

IV. CPIC Work Plan for FY 2023 - 2024

- After introduction of the draft work plan, which builds on current work plan developed by Rod, the committee reviewed and commented on the draft, edits were made on the document during the meeting, and discussion progressed through materials up until Number 3 in the outline. Comments included:
 - Hap: It's important to communicate with community and stakeholder groups regarding intent of new code. To groups such as environmental players, reach out to all and receive feedback. Incorporate aspects of feedback into code as it evolves toward adoption. Is there a structured approach to this to reach specific groups? Susan: As at previous meetings, it was noted that stakeholders were invited to meetings, received feedback. The committee has arrived at an approach that shared the review and comment process between CPIC and the Planning Board, and that we will work towards gathering consensus between CPIC and the Planning Board on both aspects of Recode prior to public outreach
 - It is not clear whether the consultants have planned for a total of 3 trips to Topsham, or that there are 3 more visits. They came for a presentation and tour in Oct. 2021. When are the best opportunities to have visits? This is a conversation to be held with the consultants.
 - Mark can share the contract so we can see the original timeline.
 - Angela: recommends we aim for bringing this to a regular town meeting rather than a special town meeting. In looking for town resident feedback, summer is not a good time, more likely in fall.
 - Agreed: that will give more time to prepare for the town meeting - target town meeting May 2024.
 - Discussion about a possible project for a Bowdoin intern... Review current zoning in select areas based on what the 2019 plan calls for. Will they be capable of recommending zoning changes? Hap clarified that staff would provide oversight on a regular basis.

- Review of draft work plan - to be continued starting at 3.

V. Big Ideas - Matrix Items - Regular updates

- Review assignments, adjust as needed - Angela reviewed the assignments, making them so that no one has more than 4, and using her knowledge of members' current interests/affiliations.
- An update to add the Bicycle Pedestrian Committee was made on the Strategy Matrix

VI. Upcoming Topics - for future consideration

- ReCODE Topsham
- Public engagement

The meeting was adjourned at 6:03 pm