

**Minutes**  
**January 19, 2017**  
**Comprehensive Plan Implementation Committee**

Present

Craig Piper, Chairman

Tex Haeuser

Robert Foster

Councilor Maxine Beecher

Stephanie Carver

Zoe Miller

Barry Lucier

Representative Kevin Battle

Councilor Eben Rose

Councilor Brad Fox

Tom Falby

Kevin Adams

Peter Stanton

Merrie Allen

**1. Welcome**

The following documents were provided:

- Minutes from the November 17, 2016, meeting and the agenda from Tex Haeuser
- Proposed schedule, West End flier, Neighborhood Plan Public Engagement Plan, and Draft West End Neighborhood Survey from Stephanie Carver

**Maxine** expressed concern that three Councilors were present, which could make this an official Council meeting. **Tex** explained that she and Councilor Rose were there as City Councilors and Councilor Fox was there as a resident.

**Chairman Craig Piper** welcomed everyone to the meeting. Members of the Committee introduced themselves.

**2. Adoption of the Minutes**

Brad Fox moved to adopt the November 17, 2016, minutes. Bob Foster seconded. Unanimous approval.

**3. Mill Creek Benchmarking Update**

**Tex** announced that the Benchmarking proposal recently passed. He thanked Councilors Fox, Rose, and Beecher for their strong support of the proposal. He is happy they were able to do this and believes the City is becoming an elite sustainable community in the country. The City may be the smallest in the country to have a benchmarking ordinance. He thanked the Committee for including this as part of the Mill Creek proposal. The City's Sustainability Coordinator, Julie Rosenbach, is immediately working on the plan.

#### **4. Redbank Community Center Addition**

**Kevin A.** explained that they are working with Sebago Technics on a design for an addition with hopes to bring it to a workshop with the City Council in late March. The addition is needed for extra space for activities. They want a new teen multipurpose room and to keep up with Code, they will renovate the kitchen and add bathrooms. They will also add 500 SF of storage. They'd like an up-to-date security system along with HVAC upgrades. It is going out to bid in June and they hope for construction in late summer.

**Kevin B.** asked about location. **Kevin A.** said Sebago is working on it but storage may be off the gym. It is up to site plans and engineering.

**Stephanie** asked if there has been discussion about upgrades to areas outside: landscape, etc.

**Kevin A.** said it would come in the plan.

**Stephanie** asked for a date for plans. **Kevin A.** said sometime in March. He also noted that there is \$900,000 in Community Development Block Grant (CDBG) funding coming to the City.

**Peter** asked if that's a reasonable budget. **Kevin A.** said it's a little short but talking with the Finance Director, they think they can get to where they need to.

**Tex** wanted to include this on the agenda because an expected desired outcome of the plan is things like amenities, new facilities, and infrastructure. These are important to residents.

**Kevin B.** asked what happened to the plaque. **Kevin A.** doesn't know but will find out.

**Stephanie** asked if they plan to apply for CDBG this year. **Kevin A.** said yes.

**Peter** asked if the money is in hand. **Kevin A.** said no. There is \$100,000 from last year and they are applying for more.

#### **5. West End Master Plan Timeline and Existing Conditions Mapping**

**Stephanie** noted that they are looking for feedback as everything is in draft form.

She first spoke about outreach and the promotional flyer, showing drop-in hours to learn more about the project and express ideas at the Brickhill Heights Community Room and meetings by appointment. She explained that since the majority of traffic in the Redbank Community Center is younger, it made more sense to do outreach directly to them. The materials are being promoted and they are working with someone from Avesta.

The approach they're taking based on budget is to work on segments of the plan. Each meeting she will bring something new and they will always be working on developing pieces of the process. This is a multifaceted approach; it is important for them to get into the neighborhood since not everyone can attend the forum or office hours.

She spoke about the public engagement strategy. There are community meetings, a forum, a survey, a walking tour of the neighborhood to align with the forum, and Planning Board, Council, and CPIC meetings. They have already attended a neighborhood pizza night. She noted that they are trying to get high school students and USM Muskie School students for on-the-ground work for infrastructure recommendations.

She reviewed the proposed schedule, noting that they are getting as much into a visual presentation as they can. Looking at zoning is ongoing but first introduced at the February

meeting. The current zoning is crazy with many zoning districts. They are looking at creating three districts. She noted that she will regularly attend meetings and another person from the team may come.

**Zoe** added that part of the goal is to make appearances at the same events a couple of times. They have already had great conversations. At pizza night, they had about 15 teens engaged. A goal is to engage youth in joining for a walking and possibly bicycle audit. They hope to get surveys out at all of the housing complexes. They are looking forward to following up with someone who did their PhD on the history of the neighborhood. They've realized one outcome may be showing people the things within their own neighborhood that they didn't know about.

**Stephanie** said they have the impression that recreation is very important since there are many children. Everyone had something to say about recreation and lighting. **Brad** said kids play in the streets instead of the parks.

**Stephanie** said that the history came up many times. Many people have a lot of pride, which is something they would like to incorporate in the final plan.

**Peter** asked if an ice rink could be in the plans for the recreation building. He was thinking about a floodable space, set up so there are doors that open out onto it.

**Kevin A.** isn't sure if there's money but can talk to the architects. It may work in the Phase 2.

**Stephanie** said they want to take advantage of CDBG funding but don't want to put in an application if there's a lot of money going into this particular project. Their idea was the recreation side and possibly some assessment of what's there and repairs/upgrades to be done. She's not sure if it's worth pursuing or if timing is early.

**Zoe** said it's envisioned as a planning application: fitting into what they're doing now but going deeper—to pick three to five things to really look at (for example, ice rink, lighting enhancements, trails). It would allow them to go deeper into scoping what it would take to do these things. It wouldn't generate a high price tag list of subsequent work but it could give them pieces.

**Stephanie** said it's geared more towards low-hanging fruit: lighting, access to the boat ramp, etc., and enhancing that piece of the plan. At the Master Plan level they cannot dive as deep in as the conversation may warrant. The application is due on Monday.

**Brad** asked if the application is to the City. **Stephanie** said yes. Ideally they would have already been further along in planning.

**Peter** asked if it's a one-time opportunity. **Stephanie** said it comes up every year. It's a way to increase the budget to the plan. **Zoe** said it's to add depth to the recreation part. The dates run July 1 to June 30. If they don't do this round, the plan would be done and there would be a lull.

**Tex** said the Mill Creek Master Plan had at least one or two extra infusions of money during the process. He thinks they've made the right decision in who the Committee chose to work with. It's great they know the City's processes. He thinks they should go for it but they don't want to pull money from the rec center project.

**Stephanie** thinks the planning funds are a separate piece. Design and infrastructure is another pot of money. Her concern is procedurally within the City, do they have the okay? If they get it from the Committee is that sufficient? She thinks they can even apply on their own, but it doesn't

hurt to have a letter of support. **Zoe** said the application is brief and they could attach a letter of support.

The Committee agreed that they should apply.

**Tex** asked how much it is for. **Stephanie** said \$10,000-15,000. They wouldn't use engineering.

**Eben** recused himself from the vote since he doesn't want to create any confusion of this being a Council action.

**Brad Fox motioned to endorse an application to the CDBG for a supplemental study to examine recreational amenities and enhancements for the West End Neighborhood not to exceed \$15,000. Bob Foster seconded.**

The Committee agreed that everyone present is part of the CPIC except the GPCOG members.

**Peter** asked if this is for strictly outdoors. **Stephanie** said yes.

**Vote: Unanimous approval.**

**Craig** mentioned many things are great for the neighborhood but also the City. He said the graphics show boundary lines for the West End and citywide but asked if there is something in between for the immediate neighborhoods. He is trying to understand how they are getting the neighborhood and City feel.

**Stephanie** asked if this is in terms of public engagement. She said they haven't captured that. They intend to pull city folks into the discussion.

**Craig** said they did surveys on the City's website for the Mill Creek Master Plan. You didn't have to be in that area to participate. **Tex** said they can coordinate on the website. The forum would be citywide and advertised citywide. A nice way to pull in others is press about what's happening.

**Craig** asked if the Planning Board meetings are workshops. **Stephanie** said the contract required a certain number of municipal meetings. They are doing this as part of the contract but it is necessary for the Board to work through zoning and recommend it to Council.

**Tex** said they could shoot for a simultaneous adoption of zoning with the plan. **Stephanie** said that works for them. They are working on something structurally similar to the Mill Creek plan.

**Tex** said he has an amendment in the works for the Suburban Commercial District (CS).

**Stephanie** asked him to send what he has.

**Craig** asked about timing of the forums. **Stephanie** said this was her best guess. She would like to have the forum in May/June before school is out. She thinks they will have some zoning earlier than May. She sees the schedule being updated throughout the process. A finished version will end up in the plan.

**Zoe** said one piece they are looking at for transportation is the existing studies and pulling them into the Master Plan. That will be a part of how the neighborhood is connected to the rest of the City. Talking about the survey, it's been set up so they can respond as a non-resident. They ask about demographics for a sense but also so they know what the connection to the neighborhood is.

**Stephanie** said they would ask the Committee to help get the word out. Typically the response can be low but with a robust response the data is reliable.

## 6. West End Master Plan Survey and Public Engagement Plan

**Barry** asked about an acceptable response rate. **Stephanie** said her experience is that it varies sharply. **Zoe** said they intend to leave it open, potentially for six weeks.

**Barry** said it's a good idea to have an extended period of time. The outreach may need to include it going out in more than one newsletter or with a weekly reminder.

**Stephanie** said internally, within the neighborhood, she thinks there will be a good response rate. Her bigger concern is the stakeholders and those outside of the neighborhood. They will try to be innovative.

**Tex** recommends they work with Councilor Beecher. **Maxine** said if you ask, they will come and do it. If you don't personally, they won't.

**Barry** said it's a well-developed survey and is short enough. He noted that question 18 isn't capitalized.

**Zoe** said they are open to all feedback. There are a lot of demographics and their goal is to use those to help figure out who they aren't hearing from. It is anonymous. They put an emphasis on keeping it short. They will have paper copies in many locations. They tried to address the different areas; they cannot do a deep dive in a certain area but if there are things they want to see more or less of they will tweak it.

**Stephanie** added that you can move on, it doesn't require every question. They would like some incentives.

**Peter** noted you would lose your anonymity. **Zoe** said they do ask for optional contact information at the end. They could ask for an email.

**Stephanie** said they will have some paper surveys, some social media. Avesta will help with their email lists that are already organized. It will also be on the City website.

**Zoe** said they could use help in terms of reaching people with different languages. They don't have an interpreter budget. If there are people who could help—possibly high school students as part of a school project. They may do some in person, such as at Le Variety.

**Tex** said “public transportation” may be better as “bus service.”

**Maxine** said “West End” doesn't mean a lot to people in the City. It should be identified. They may think Portland.

**Kevin B.** said this is the Redbank Recreation Center and was named this way to create a positive light and image.

**Tex** mentioned jobs or local jobs may want to be included.

**Peter** said most people don't have a job in their neighborhood. It would be nice to have small businesses for amenities. People who live here should have easy access to jobs.

**Zoe** said they played around with access to jobs but went in the direction of talking about businesses in the neighborhood and then transportation.

**Tex** agreed that transportation is more important. Jobs are regional.

**Stephanie** said “access to jobs” could be added to #15.

**Zoe** suggested where people would like to get where they can't now on the bus line. **Tex** said the bus service people may know.

**Peter** asked if there's senior housing. **Merrie** said yes but they have to have their own transportation.

The Committee agreed on "bus service and other transportation" wording.

**Craig** said the question they want answered is #15. He suggested moving it to the beginning.

**Zoe** said you lose the demographics that way. If they did it in person and had five minutes of time, they would skip directly to that question.

**Stephanie** asked if it's too long. **Maxine** said yes, **Barry** said no.

**Peter** said the compromise is to get the things you want the most upfront. **Barry** agreed.

**Brad** spoke about the importance of the transient issue of the area—asking how long you have lived here or are planning to. It's a misconception that people don't stay.

**Stephanie** said in her experience, most people who start the survey finish it.

**Barry** asked about a drop box and adding information about it on the survey. **Stephanie** said they will have a box and add information. **Zoe** said Quang was willing to work with them but they are open to additional suggestions.

**Tom** said for question #15, some wording may be too academic. He suggested simpler language: "Community buildings—making them better."

**Stephanie** said a goal is to get some prioritization. Part of the work is a landscape architecture firm that is creating renderings. They want this to be informed by the feedback they receive. At the next meeting they hope to show preliminary zoning—formatted similar to Mill Creek—with a map, along with a finished draft of the existing conditions section of the plan. Mapping is close to complete. They hope to get the survey started and will send an update with engagement.

**Maxine** went back to the schedule and said the purpose of the public forum is to ask what they want and how it can be improved. They need that information before it goes to the Board and Council. **Stephanie** said that is a reasonable point. Her suggestion is to push back Planning Board and not bring the forum forward. The forum will be in May.

**Craig** asked about graphics for existing conditions. Anything, even a draft, before the next meeting would be helpful. **Stephanie** said they will send everything a week ahead. She passed around the working document of the maps. She met with the City's IT director and spoke about broadband. They will try to incorporate some of that discussion into the plan. There were ideas about ways that could affect the entire region.

**Brad** spoke about securing the vacant lots mentioned at the last meeting. One was almost a towing business and the other is triangle-shaped piece of land owned by a family that does not want to do anything with it. He thinks they need to purchase both properties outright or by eminent domain. Without it, the neighborhood won't look nice and won't be an improvement.

**Zoe** said they spoke about it and an initial thought was that this would be a great place to do renderings of. If they were to see renderings, would that change their minds?

**Stephanie** said that triangle seems like an obvious place for a rendering. It would bring attention outside the neighborhood to the collection of parcels. This is what they can contribute.

**Tex** said the question is if the Committee wants to support an effort for the City to acquire these parcels. He needs more information and would like it on the next agenda.

**Stephanie** asked for information as far as ownership and a map. **Tex** said maybe they can touch base with the City attorney.

**Craig** said part of the Master Plan is to identify lots such as these. **Tex** said they almost lost that property to a bad use and there's nothing to prevent it from happening again.

The Committee discussed these parcels and eminent domain.

**Peter** went back to the stakeholders and suggested talking to property owners in general.

**Stephanie** said the property owners will be more challenging. They will come up with additional people and she asked for suggestions. **Merrie** said she can send a list.

**Peter** asked about the recent sale of the properties and if they are on their list. **Stephanie** said no. **Zoe** looked at the website and they manage Courtland Court. She is looking for a connection with a property manager there.

## 7. Comments from the Public

None

## 8. Round Robin

**Eben** said this is impressive.

**Stephanie** said they are having fun so far.

**Peter** asked what is happening with the pipeline and Cacoulidis properties. He was thinking in terms of a recent article about the two properties and an alternative route for the Greenbelt path.

**Tex** said there are no updates that he knows of.

**Merrie** said she's delighted with the connections. It's been nice to hear the feedback.

**Zoe** is looking forward to the next phase and speaking with the woman who did a history project on the area.

**Kevin B.** thinks that sounds interesting. He will come to as many meetings as he can.

**Kevin A.** said in terms of the Community Center update, the Hub operation would be involved and move over to this building.

**Tex** said thank you for good participation and for coming.

**Barry** is looking forward to a Phase 2 ice rink.

**Tom** asked if anyone has contacted Ripple Effect and asked about water access.

**Stephanie** said they haven't gotten in touch. Water access would be a focus for CDBG money. It would be acceptable to make recommendations. They will talk with Kevin about programming.

**Craig** will miss the next meeting but will coordinate with Craig Gorris.

## 9. Adjournment