

Knightsville Fore and Aft

Minutes
May 17, 2018

Comprehensive Plan Implementation Committee

Present

Peter Stanton, Chair
Barry Lucier, Vice Chair
Councilor Henderson
Mike Hale
Melanie Wiker
Phil Notis
Bland Banwell
Eva Goetz
Susanne Conley

Caroline Hendry
Peter Ingram
Bob Foster
Councilor Rose
Luke Thomas
Barbara Psichos
Buzzy Trusiani
Phil Crane
Tony Grande

1. Welcome

The following new documents were provided: the 5/17/18 Agenda and 5/10/18 Minutes, CPIC Discussion Notes (dated 5/10), *Implementing Form-Based Zoning in Your Municipality* by Carla M. Moynihan from the International Municipal Lawyers Association, *Waterfronts of Portland and South Portland, Maine* (May 11–16, 2014) from the Urban Land Institute Advisory Services Panel Report, a 64 D Street package, and Bob’s Rules (Robert’s Rules – a short version).

Chairperson Peter Stanton welcomed everyone to the meeting and asked the group to introduce themselves and explain what their interest in Knightsville is.

Peter S. has no monetary interest but enjoys the area.

Phil C. has lived in the area for 18 years, is excited about progress and wants to be part of it

Barbara lives in the area. She was part of the original Knightsville/Mill Creek Master Plan and served on the Traffic & Parking Committee. She is interested in contributing to the area.

Councilor Henderson has lived in the area for over 40 years. Her interest is that they don’t wreck the homes while the area grows.

Mike has a business in Knightsville. He is interested in what’s going on; they’re in the mix of everything. He likes the small character and wants to try to keep that.

Buzzy lives in the area and owns other buildings. He would like to see the neighborhood continue with smaller group of investors so they don’t wind up having large tracts of property that are “big box.” He’d like to find a balance.

Melanie was a renter and bought a house in area. She would like mindfulness. She supports growth but they’re a unique area and wants to be mindful of that. She’s against “big box.”

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Phil N. and his family have lived and owned businesses in the area for a long time and currently owns property in Knightville. He is against “big box” because it takes away from character of the area. He has served on committees and his interest is to figure out what to do with his empty lot and plan for future in regard to his restaurant. He is here to work on zoning.

Bland has lived in the area for two and a half years. She likes the area because many things are available there. Her concern is parking on C Street. She would like to keep in mind that people moved to this area as a small town; it’s great to live close to Portland and they need to move slowly.

Eva moved here four years ago. She is not opposed to growth because they are mixed use, but she would like to see coherent growth with neighborhood. She also has an environmental interest; she would like to look at systems in place that catch rainwater and think in terms of environment. She is also interested in height restrictions.

Susanne lives in and grew up in the area. She’s concerned about height, parking, and noise. She is not opposed to business growth.

Caroline has lived here for 18 years; she moved here when it just began to change and it’s been interesting to watch. She has been on the Planning Board, Civil Service Commission, and Knightville Parking and Traffic Committee. She would like to see more City trees on C street and to have the City make the area more visually attractive.

Peter I. owns a mixed use building in the area. He has an investment interest in keeping it a place to live and do business. He has heard it been called “the Brooklyn of Portland.”

Luke has lived here for three years and is in favor of some growth. He thinks the existing infrastructure does not have enough incentives to improve it. He would like incentives for those who own buildings to improve them while not having to incentivize where big developers come in and don’t care about area. He would like requirements for vehicles thought out; some people don’t have or need cars.

Tony lives in the area. He thinks it’s good to see the changes and likes the area; it’s nice to be close but not having to be in Portland. From a transportation engineer background, he is interested in the situation.

Bob has been on the Committee for a while now and is interested in the overall City. He looks forward to making residents happy and successful.

Councilor Rose said they have been focused on process but Knightville has had a series of controversies. He thinks this is about making voices heard and how to turn potential of having local entrepreneurs. Let this place be a vibrant, mini-Brooklyn. He is here to help turn ideas into policy that can be adopted.

Barry has been on the Committee for a couple years. His interest is to listen to everyone as neighbors and Committee members to find out what interests are and shape a vision for Knightville to help it thrive. There’s shared interest in community and business standpoints and he’d like to find a shared vision.

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Tex said this is the third or fourth round of planning in Knightville. He is looking to represent the interest of the City as a whole from the point-of-view of Knightville historically being a downtown for the City. He wants to help make the area livable and a fun place to be. He will try not to be stuck in the ideas in his head and listen and be open to new ideas. He's looking forward to a creative and interesting process.

2. Adoption of Minutes

Bob motioned to accept the May 10, 2018, minutes. **Barry** seconded.

Councilor Rose motioned to include his mention of **Roger Hale's** interest in building footbridges from the Round Robin in the minutes. **Eva** seconded adoption of the May 10, 2018, minutes as amended.

Unanimous approval.

3. Committee Composition

Tex noted that there was a motion made last meeting for the concept of open membership with plenary voting. He discussed the variations, including open membership with plenary voting for two or three months and then establishing a fixed committee, having a core CPIC that would be expanded with associate members, most or all from Knightville, with full voting rights, or expanding the Comp Plan Implementation Committee, for the Knightville Fore & Aft project, with additional members from Knightville as full members.

Peter S. said he isn't sure what the process is. **Councilor Rose** reminded the group that there was a postponed motion made last time and asked if it would be taken back up. He explained that his motion is a way to get the discussion focused. In the overall picture, there is a CPIC that's a standing committee that goes to parts of town. It is in the process of inventing how it works and its function. Ideally everything will be consensus-based but formalized rules come in when issues come up. The goal isn't to get bogged down in how to work things but more about getting some sort of structure. There may not be actionable items at all, but there could be. The motioned that was postponed was open plenary and that all matters are open to everyone.

Councilor Henderson thinks people will come and go and this is okay. They are a neighborhood.

Melanie thinks it should be made up of those who are here. Anyone who wants to continue on can; it doesn't need to be decided now. She doesn't like the idea of other people having public say. If they are here, showing up, why should someone else vote when they do all the work?

Eva likes the second option about reconsidering after a number of meetings; she thinks things will level out.

Susanne thinks the core group stands and it will move; now they're in Knightville and they have people interested. She thinks there should be a core group with people from the neighborhood who are associates who can vote if they are here.

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Phil C. said that sounds like a variation of what's proposed. To move ahead, if they can accept open membership and plenary voting, that can always be addressed again. He supports the motion.

Caroline thinks of the core Committee as representing the City and an anchor committee with associates from each neighborhood. She thinks it's been difficult getting people to volunteer for committees. Getting another district-wide committee may be hard.

Tex said there was representation from citywide boards and committees for the first few years. Those people fell off. Whichever structure is chosen, there is a secondary thought of whether they should get volunteers from other committees to shore up the core citywide concept. They can come back to that.

Councilor Rose said they are in the Fore & Aft project and there will be some end to this. Formalization is important because it keeps a live trail of actions made as accountability. They want to keep a good record of process. As for Fore & Aft votes pertaining to this project; whoever comes to the meeting has a vote. Others who may not be present can speak to the Committee.

Peter S. said he'd like to get this off the table. He leans towards having a note in August to readdress it in terms of moving to something that involves a neighborhood stakeholder group that reflects this area. They may not need to do that but if the population shifts week to week and they want continuity they may want to address. He is happy to go with motion.

Tony said he intended to come last week but had another meeting.

Phil N. said those who are here and come consistently have a stake in the process will want a vote. There are 12 meetings between now and next June. If the room gets full, how do they pick the group?

Luke said one idea is to keep it open for the next three months and look at who showed up. People who showed up the most frequently are at the top of the list.

Mike asked how difficult is it to change course after the motion is accepted.

Councilor Rose said the one by-law was that they can't change the rules of the topic on the same night they deal with that topic.

Buzzy supports the last two comments. People who show up have a stake in the neighborhood.

Councilor Henderson said things will go to Council; it's important that minutes have the dissenting point-of-view so it's not like majority rules. In that sense, she thinks everyone can vote as long as there are records of what the positions are.

Caroline gave an example of someone who did not attend all of the Traffic and Parking Committee meetings but had a lot of knowledge of Knightsville and ended up coming to meetings in the end. He couldn't vote and she thinks that was a mistake—he added a lot to the discussion. She's for plenary.

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Councilor Rose said if things work organically, that's great and will hopefully happen. There is a vote for Committee adoption of the final product. There could be dissent. Starting from plenary with the rule of not changing the rules is a good starting ground. The Council will also weigh in.

Tex explained that he will not vote but the Councilors will.

Dana read the postponed motion into the record:

Councilor Rose motioned to allow "open membership mode" where those who show up determines who can vote. When in "open membership mode," votes are to be taken in open plenary vote fashion. Bob Foster seconded.

Vote: Unanimous.

4. Proposed Work Plan and Timeline

Attendees raised their hands if they were Knightsville residents (11) or own businesses in the area (4).

Tex showed the Gantt Chart and said that they spoke last time about the main tasks. There will be a final report in the end with an approval process, working with City Council and the Planning Board for ordinance amendments. "Products" are areas where there would be a short report or memo at the end of each of these policy making efforts.

Barbara asked for clarification of when reports or memos would be made.

Tex said it's outlined in the Work Plan memo that the Final Report will be built from a series of memos and reports from each planning process. What is proposed is included in the Work Plan memo from 5/8/2018. In connection, there were mentions relative to zoning and a request for information on Form Based Zoning. He said they can talk more about that during the zoning portion. Last meeting, Councilor Rose talked about the ULI report, which he sees as part of architectural design standards where you incorporate resiliency standards. It could also relate to infrastructure. The question for the group is: are these the right things to be working on and do you feel the timeline, order, and amount of time, makes sense?

Melanie asked about green space. **Tex** said that can be looked at under infrastructure.

Barry motioned to adopt the time line and work plan. Councilor Rose seconded.

Discussion on the motion:

Barry doesn't know if they can accomplish everything by June 2019. This is a great guiding document.

Tex noted that the documents he's provided are online.

Barry asked about public forums and if they're ready for the first one in about six weeks. That may be aggressive but he doesn't want to push it too far into the summer. He suggested adding a third closer to the end of the process.

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Tex said June 25 is soon but if the group has settled into the work plan and timeline, it may be enough to go to the neighborhood. He noted that they start with forums and switch to City Council workshops. These are similar; they still invite the neighborhood to workshops.

Barry said as the reports are presented, they should vote to accept the reports to formalize their recommendations.

Councilor Henderson said this seems linear but it's been said they're interdependent. She hasn't seen that in this process. How will it happen? When they talk about historic preservation or parking, how are they mixing it up to talk about it all together? Where to homes fit under here?

Tex said there could be agendas where each topic is on the agenda and they talk about each one and any progress is noted. This way they ensure they talk about all of them at the same time. He hopes to bring in additional staff for certain topics; in August the second planner will come into the South Portland office. He's an architect and can draw and he hopes he can lead the architectural design. The new Economic Development Director can help answer questions and guide discussions around businesses they'd like to attract and if so, how. Historic preservation is handled by the Arts & Historic Preservation Committee. There are different groups and people so it is difficult to bring them to every meeting.

Councilor Henderson talked about strands, similar to what they go through in nursing curriculum. She sees some ideas apply to businesses and homes. She wonders about architecture and zoning and infrastructure as something that runs through. Business development and maintaining or increasing homes is on the other axis.

Tex said another unifying activity will be the development of survey. Developing a survey will be a conversation that involves everything that can be a basis for working on the strands.

Buzzy walked all of the streets this week and it's challenging in a unique way. There doesn't seem to be a sense of planning in the entire area; it's like someone threw a bunch of different things in the area with no rhyme or reason. He believes there needs to be some sense of inventory. He's happy to volunteer help doing that.

Tex said inventory may need to be added.

Phil N. asked if the survey is a bunch of questions drafted and sent out to community for answers.

Tex said yes, similar to other surveys. It could be a Survey Monkey embedded to the City's website with another mailing to everyone telling them about the survey.

Phil N. asked if they have input in the questions.

Councilor Rose said there is a motion to adopt the timeline. There are great ideas about inventory—is intention to amend the timeline?

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Buzzy motioned to amend timeline to create inventory of what's in Knightsville before they discuss the area. Councilor Rose seconded.

Phil C. said that there are five marinas with thousands of boats, many of which people live aboard. There is no mention of marinas; they are part of the urban area and it needs to be taken into consideration.

Buzzy added that marinas also impact what Eva said about the environment.

Tex said marinas are under business attractions, zoning, and infrastructure. He supports the motion to add this.

Luke proposed swapping Parking with Historic preservation. Parking is the most controversial subject and should be in the middle.

Councilor Rose said there is an inventory amendment on the table. To clarify this, they're talking about a map with zoning as it exists, including property boundaries, the types of businesses including marinas, and also key street views—looking up and down Ocean, Waterman, letter streets, pulled from Google if needed—because this could be incorporated into the survey to help people picture what they want.

Buzzy said he would do the work this week.

Caroline asked if they need to spend two meetings on the survey. People would like to discuss what interests them. She's skeptical of a survey because she doesn't know how many people will do it.

Tex said it's this meeting and the next meeting.

Caroline asked if people fill them out online and what participation rates are.

Tex said he's not sure of participation rates. He asked the group what they consider a success.

Councilor Henderson said that in a survey for senior citizens, they had over 25% returned. Graduate students entered the data into Survey Monkey. This could be a consideration.

Eva thinks a survey is important. She likes the idea of mailing out a notice. She's ready to move to vote about the motion.

Eva called the question to amend the motion to include adding an inventory of the area to the time line. Vote unanimous.

Luke motioned to switch Parking with Historic preservation to tackle a more controversial topic in the middle of the Policy Making Process. Phil C. seconded.

Melanie said she's overwhelmed with Robert's Rules. She also thinks they need subcategories on the work plan.

Tex said there was a memo to explain the work plan.

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Melanie said in terms of a survey, there are people who don't use the computer and they need to do mailings with postage back.

Peter S. said that's a different agenda item.

Phil C. talked about adding incentives to the survey.

Councilor Rose called the question to switch Parking with Historic preservation to tackle a more controversial topic in the middle of the Policy Making Process.

Tex counter proposed to insert Parking between Historic Preservation and Business attraction/retention/development.

Vote unanimous.

Eva called the question to adopt the original motion as amended. Vote unanimous.

5. Survey: Approach; Subcommittee

Tex said they do not have a lot of staff support. He's seen web-based surveys on the City's website. These can be developed quickly and people are responding to them. To go to something more elaborate will take more time and possibly money and will extend the process. He anticipates a request for volunteers to help develop the questions.

Barry motioned to establish a subcommittee to develop the survey. Phil N. seconded.

The group discussed how the surveys will be used. They will be used to help guide and inform the committee and Council but not more than that. They want information to help the committee understand the thoughts of businesses but they're not bound by the results.

Barry said they should establish to task developing a draft of questions for the committee to review and to develop a process or approach. They may want to hear other alternatives.

Susanne thinks it's a good idea to do a mail survey. Personally, she didn't know about surveys in the past.

Tony suggested having the survey online but also available at the library with someone to help explain how to fill it out.

Councilor Henderson asked if they're talking about survey for the people in Knightsville or the City.

Tex said the focus is on Knightsville but it's important to let citywide people take the survey. This is a neighborhood that is a place where other people come to.

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Councilor Henderson said a critical question is if you live or own a business in Knightville.

Phil N. isn't familiar with surveys used to develop plans through the City. He would like to have those taking it have to include their name. It should not be anonymous—one person could fill out 30.

Tex said Survey Monkey knows if someone sends in more than one survey. **Luke** said you can get around it. It's easiest to just ask.

Barbara said you need ads to get people to fill it out. **Tex** said they will do a flyer.

Tony called the question to establish a subcommittee to develop the survey. Vote unanimous.

Luke volunteered to help—he does surveys and marketing. **Phil N.** and **Caroline** also volunteered.

Tex said historic preservation questions are coming from the Arts & Historic Preservation Committee.

Luke advises to keep it short and qualitative.

Peter S. asked if they can have a draft for the next meeting or circulate something prior. **Barry** said the committee should have first draft of content and process.

Eva will not be at the next meeting and asked if those not here can forward potential questions.

Peter S. asked everyone to direct questions through **Tex**.

Caroline asked what the population of Knightville is. **Melanie** said she's hand delivered mailings and it wasn't that many.

6. Comments from the Public

None

7. Round Robin

Susanne thinks this sounds great and she's happy to be here. She heard that a veterinarian will be moving into the Martin's Point building.

Caroline is happy to get pizza parlor next to Shaw's.

Peter I. is happy that Foulmouthed doesn't use his parking lot anymore.

Luke said that asking people thoughts and feelings in a survey sets a good foundation on how to approach problem solving. **Peter S.** said that open comments are important.

Tony is looking forward to the process. They jumped around a lot tonight.

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Barry said it's great to see passion and vested interest in the community. He asked Tex how the street light survey is going.

Tex said they chose a lower color temperature and fixtures designed to reduce glare. He noted that with CIP money, the City Council included Phase I money for a gateway project for Knightsville/Mill Creek. He showed examples of banners along the bridge on the screen. This will happen on the South Portland side and Portland may do the same.

Phil C. is delighted with the progress and excited about the direction.

Councilor Henderson is excited about different perspectives. It's a dynamic group.

Mike said it was a good meeting.

Melanie will work on Robert's Rules. She's excited to get going.

Eva is excited; she hopes they could put more money into trees.

8. Adjournment

Barry motioned to adjourn. Bob seconded. Unanimous approval.