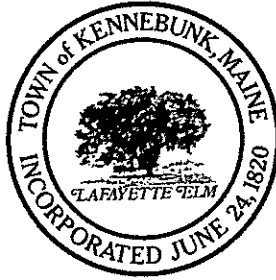


# Town of Kennebunk, Maine



## Comprehensive Plan Committee MEETING MINUTES September 20, 2021 Auditorium, Town Hall, 1 Summer Street, Kennebunk

Present: Robert Metcalf [Chair], Janice Vance, Edward Trainer, Nick Branchina, Barbara Fleshman, and Robert Georgitis.

Also Attending: Blake Baldwin [Select Board Rep.], Chris Osterrieder [Director of Community Development], Karen Winton [Deputy Director of Community Development], Brittany Howard [Town Planner]

1. **Call to Order:** Chair R. Metcalf called the meeting to order at 6:08pm on September 20, 2021.

2. **Develop & Discuss Future Land Use Plan:**

R. Metcalf briefly gave a description of how the future land use map in the 2003/2011 is the current zoning map minus the growth area as shown on the plan the was handed out at the beginning of the meeting. The growth area on the handout was depicted on the 2011 updated plan as “Proposed Village Extension A”. The growth that has occurred in Town has been in the VR zone as infill development since the Planning Board changed the density requirement for that zone. There have also been a number of lot splits. There is some concern for the growth in West Kennebunk since sewer is not available.

R. Georgitis brought up the transportation district that was discussed in the Industrial District (Depot Street) adjacent to downtown and how the plan states it should be a mixed use zone instead of purely industrial. This area should be highlighted and added as reference on the plan.

J. Vance thought the map was too detailed showing all the zones. The map should be simple and consistent with the comprehensive plan text. The comprehensive plan list three zones (growth, transitional, and rural) and the map should have three colors reflecting those zones. The Committee and the Planning Board discussed the growth areas and even shifted some zones around. J. Vance then showed a rough sketch she had done.

It was then discussed by the Committee that the growth area as shown on the plan that was handed out at the beginning of the meeting should be added as a future growth area to the sketch the J. Vance showed the group. The Zoning District labels should be left on the plan and the transportation corridor (Depot Street) needs to be added to the plan.

**Motion:** Move that the future land use map shows three zones: growth, transition, and rural zone as well as the transportation district and labeling of the zoning districts.

**Moved:** R. Georgitis

**Seconded:** J. Vance

**Vote:** Show-of-hands vote, 6 votes in favor, none opposed; the motion carried.

**3. Review Comprehensive Plan Timeline:**

B. Metcalf discussed how the Committee needs to decide if the current draft is the final draft and ready for State/public/SMPDC review. The State has been losing staff which may lengthen their review. There is the possibility of having the State review the plan prior to the public reviewing it. Also the question was posed if SMPDC has already looked at the plan.

C. Osterrieder stated SMPDC has not reviewed the plan. Since the Committee had not voted that the current draft is the final one, it has not been reviewed. There are some items in the plan that may need correction or revision. C. Osterrieder then discussed the process. The public should have time to review the document prior to it being sent to the state. The February 22<sup>nd</sup> Special Town Meeting was not set by this Committee and may not be a viable date. The Committee should work in some additional time to address any comments by the public, state, and SMPDC. The current future land use map will also take time to develop based on tonight's discussion.

The Committee then discussed the data set dates and the three year time restraint. The data set that was currently used was supplied by the state in the spring of 2020, it should be valid until 2023. The concern then was over local data. B. Metcalf stated this is something we can work on with the State if it becomes an issue since they supplied the Town with the data.

R. Georgitis said there is nothing stopping the Committee from having more than one public hearing. It should be sent to the state for their evaluation and the Committee should set up a public hearing with the Select Board now.

C. Osterrieder after consultation with the Towns Attorney stated the Plan should be like a library book and ready for review by the public.

The Committee discussed that getting the plan in the hands of the state was critical. They would have the most technical review of the plan. There was discussion about Town Staff being able to review and comment on the plan and if it should happen during public input or have its own timeline. There are some concerns over the goals policies and strategies timelines and if they are realistic for staff and the Town to complete. The plan should be achievable and some of the policies may not be. The previous comprehensive plan had a workable timeline and this plan should be as successful for policy implementation.

R. Georgitis stated the plan is ready to be criticized and sent for review.

The Committee then discussed sending the plan to the state and have the public review process happen at the same time. Plans are amended from time to time to incorporate changes. The public and the state do two different levels of review. The state is more long range looking where the public tends to be shorter term/now. The policy timelines are not set in stone and may change over time as staff availability and fiscal capacity to support them may change.

The Committee then discussed the February 22, 2022 date which was not set by the Committee but a citizen's petition and if that date still makes sense. B. Baldwin stated they should not be driven by the date. There was a discussion about having another special election in April. The Committee concluded to set another meeting to go over the future land use map, the last item to finalize the plan. Once this is completed, it should be available for the public's review and a public hearing should be set.

**Motion:** Move to adopt the plan as written and add the future land use map as proposed at tonight's meeting.

**Moved:** R. Georgitis

**Seconded:** T. Trainer

**Vote:** Show-of-hands vote, 6 votes in favor, none opposed; the motion carried.

**4. Public Hearing on Remote Meeting Policy**

The Committee next took up the issue of remote meeting policy. R. Metcalf formally opened a public hearing and solicited public comments, there were none. Metcalf formally closed the public hearing thereafter.

**Motion:** Move that the Comprehensive Plan Committee adopt the policy on remote meetings.

**Moved:** R. Georgitis

**Second:** T. Trainer

**Vote:** Show-of-hands vote, 6 votes in favor, none opposed; the motion carried.

The Committee then deliberated on whether to move to remote meetings going forward because of the pandemic. R. Metcalf concluded that, given the majority's view, future meetings will be conducted on a "remote" basis. B. Howard stated R. Metcalf would have to reach out to the Town Manager about the Committee's decision to go remote.

The Committee then discussed the next date to hold a meeting to go over the Future Land Use map. They will be holding a remote meeting on September 28, 2021 at 2 p.m. via Zoom.

**5. Adjournment:** There being no further business, the Chairman adjourned the meeting at 8:03 pm.

**Motion:** Moved that the Comprehensive Plan Committee of the Town of Kennebunk adjourn the meeting.

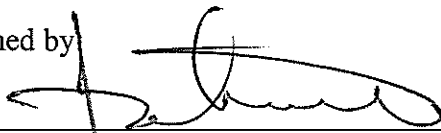
**Moved:** N. Branchina

**Second:** R. Georgitis

**Vote:** Show-of-hands vote, 6 votes in favor, none opposed; the motion passed.

Respectfully submitted,  
B. Howard

Adopted by the Comprehensive Plan Committee in its Meeting  
of September 28, 2021

Signed by   
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COMPREHENSIVE PLAN COMMITTEE

