

Yarmouth Comprehensive Plan Steering Committee (CPSC)
 February 13, 2024
 7:00 PM
 Meeting Summary

Name	Attendance
John Auble	Y
Daniel Backman	Y
Crispin Bokota Bolese	N
Emily Bryson	Y
Judy Colby-George	N
Hildy Ginsberg, Co-Chair	Y
Kevin Hartnett	Y
Miriam Markowitz	N
Tim McGonagle	Y
Tred McIntire	Y
Neena Panosso	N
Todd Rich	N
Bill Richards, Co-Chair	Y
Lynne Seeley	Y
Sophie Wentzell	N
Jamie Whitemore	N
Sarah Witte	N
Karin Orenstein, Town Council Liaison	Y
Erin Zwirko, Planning Director	Y
Julie Dubovsky, Assistant Planner	N
Ben Smith, North Star Planning	Y
Kate Burch, North Star Planning	Y

I. Public Comment

None received. No members of the public were in attendance.

II. Review Meeting Summary from January 23

The Committee unanimously approved the meeting summary from January 23, 2024.

III. Overview and Discussion of Revised Draft Comprehensive Plan

Ben provided an overview of the revised draft comprehensive plan, and where the consultant team and Town staff hope to be within the next two weeks, or by the Steering Committee's late February meeting. The discussion focused on whether a next revised draft in late February would be a "final first draft." Ben and Erin hope that the Steering Committee will find consensus for the document to be released to the community and the state, understanding that this will not be the final adopted version of the plan.

The Steering Committee focused on big picture comments, and left more specific comments in the online version:

1. The Steering Committee agreed that the structure was improved, although there could be more distinguishing between Yarmouth now and Yarmouth in the future. There was discussion about changing headings and format to be clear about the difference.
2. The Steering Committee did not think that the slimmed down version of the vision statement should be renamed mission statement. It is too confusing. One Steering Committee member recommended that additional text be added to the slimmed down vision statement, but generally, the other members did not agree with adding verbiage back in was what was previously agreed.
3. The Steering Committee discussed the audience for the comprehensive plan. While the general public is one audience, the Town Council and Planning Board use a comprehensive plan as a policy document. Understanding this, the Steering Committee noted that more connection between the front end of the document, the inventory chapters, and the engagement reports needs to occur. The recommendation included bringing forward data from the inventory chapters and quotes and images from the engagement reports that supports the text in front end. This will make clear the main themes.
4. The Steering Committee discussed that each section of the Future Land Use Plan should include a few priority actions to connect the Future Land Use Plan to the matrix.
5. The Steering Committee discussed a contradictory statement in the Limited Growth Area section of the Future Land Use Plan. The Steering Committee agreed with the text of the Limited Growth Area, and believed that the statement about maintaining lot sizes in the Low Density Residential District should be made consistent with the rest of the paragraph. Town staff agreed to take a look at revising the statement to be consistent with the rest of the paragraph.

Ben and Kate presented some draft layouts of key pages, and the Steering Committee had the following comments:

1. The wheel graphic may be a little confusing and made recommendations on how it might be better presented. There was discussion that many comprehensive plans include some sort of wheel graphic to make clear the relationship between the inventory reports and the comprehensive plan goals.
2. The Steering Committee recommended moving the priority action items from the "Plan Summary" page and leave a simple flow chart of the Vision Statement to the local goals. The Steering Committee recommended that that priority actions could be moved to "Implementation" as an example of "where to start."
3. The Steering Committee discussed cover page options and came to consensus on one of the options that provides a variety of images.

IV. Timeline to Adoption

Erin and Ben reviewed the updated timeline to adoption acknowledging that bringing forward a complete document to the Town Council in May was likely unreasonable. However, ideally the draft comprehensive plan would be presented in March.

Understanding the timeline between this meeting and the upcoming meeting on February 27, the Steering Committee agreed to receive an updated draft plan by February 23. The Steering Committee also agreed to have any final edits into the draft plan by February 29, so that it can be cleaned up and presented to the community.

The Committee also agreed to take a specific look at the implementation matrix by February 27 for discussion at that meeting. The Committee would focus on what might be missing and what needs to be elevated.

V. Adjournment

The meeting adjourned at 9:00 PM.