

# South Berwick Comprehensive Plan Committee

## March 25, 2024

### MINUTES

Raegan Young	SMPDC	ryoung@smpdc.org
Paul Schumacher	SMPDC	pschumacher@smpdc.org
Jessica Cyr	Town Council	jcyr@sbmaine.us
Nora Gibson	Recording Secretary	gibson.nora.p@gmail.com
Elita Galvin	Committee Member	elita.galvin@gmail.com
Deb Ganster	Committee Member	djganster@yahoo.com
Chris Harris	Committee Member	chrisbharris@gmail.com
Denise Clavette	Development Director	dclavette@sbmaine.us

Committee Members Not Present: Laura Leber, Jeff Minihan, Scott McPhedran, Jonathan Donahue

- Minutes: Elita motioned to approve minutes from 3/11 meeting, all in favor.
- Planning for Public Information Session on 4/11
  - The Sentinel Newspaper has misinterpreted the request for announcement on the session as a paid advertisement, Raegan is seeking clarification.
  - Raegan will also send the announcement on the session to the South Berwick Reporter.
  - Materials related to the session have also been posted clearly on the Town website.
  - Elita will also post on South Berwick Facebook Bulletin about the session.
  - Raegan distributed flyers for the session to committee members to disburse throughout the community.
  - Raegan is in the process of creating feedback form for attendees, which the committee will be able to review later this week and provide comments.
  - Materials for meeting (slides, one-pager) will be posted a week in advance for attendees to review.
  - Committee considered option of remote attendance, but ultimately decided not to include Zoom option due to logistical challenges.
    - There are potential audio challenges to including Zoom, as well as limitations on attendee participation.
    - The Press Release did not include mention of Zoom option, so committee opted to continue to make the session only in-person.
    - Raegan will plan to record the session.
  - Most committee members present today are going to plan to come to the session (unless work obligations prevent attendance).
  - Elita volunteered to speak at the opening of session to provide an introductory statement that will overview the past 2 years of work.
- Implementation
  - Two Key Questions: (1) How will steps from plan be implemented? (2) How will implementation be evaluated?
  - Town Council would act as lead on implementation—yearly review at budget season of Goals, Policies, Strategies would be recommended.
  - Implementation table would outline responsible parties and the Plan would orchestrate the actions those parties should take.
    - Planning Board would need to oversee the zoning issues specifically.

- Important Note: There is a new law affecting Comprehensive Plans at state level. If Plan is submitted for consistency before the law is changed (July 1, 2024), then the plan should be grandfathered in.
- Evaluation should be completed annually with the Town Report
- Denise noted that a Comprehensive Plan Implementation Committee could meet quarterly to make sure that responsible parties are held responsible.
  - Deb noted that she has seen Implementation Committees for other plans.
  - Town Council is concerned due to budget constraints dictating priorities, but it was noted not all Plan items require funds.
  - Eliot does something similar with many subcommittees to keep their town accountable.
  - Jess will mention to Town Council the recommendation of a quarterly Implantation Committee to act as a pulse check.
  - Denise noted there is no Town Planner, so Plan could be a risk of becoming a ‘shelved document.’
  - Raegan will build some language around what this Implementation Committee might look like for committee to review.
- Inventory Consistency Needs
  - Raegan would like all remaining deliverables, such as what is needed for consistency, completed by 4/9 to incorporate everything as needed.
- Introduction and Vision Statement
  - Nora volunteered to write Introduction and Vision Statement.
    - Will pull language from former/other town Comp Plans, as well as press release.
- Finalizing Plan
  - Full Plan Draft will be sent to Town Council on May 6<sup>th</sup>
    - Committee will present at the May Town Council meeting.
  - Following Public Information Session there will be feedback, so there will be less than a week to react.
    - Denise noted it is not the final chance for feedback, so there will be other opportunities to incorporate feedback.
    - Online feedback form would be necessary to logistically meet timeline.
- Future Land Use Plan
  - Regarding growth area, originally drew line where committee thought sewer line ended, but it turned out the end of the sewer line ends at a different location.
    - Growth area typically assumes public infrastructure available, though it is not essential (not all communities have them). Utilities are suitable for growth, which is why it is a useful guide.
    - Committee opted to keep it closer to 236 and not go into conservation land.
  - Committee is mindful that increasing lot size to keep more rural areas may impact property owners (example: Belle Marsh).
    - Due to new housing laws, though owners cannot subdivide, they can have ADUs.
    - Raegan will investigate the number of affected parcels.
  - Physical Restraints to Development Map shows all the overlay of all the maps together.
  - Raegan wants to know if Future Land Use materials can be posted for the session.
    - Committee moved that is best to have all the materials available in advance for people to be able to process and give feedback.

**NEXT MEETING**  
**Monday, April 22<sup>nd</sup> at 6 PM**  
**Town Hall, 1<sup>st</sup> Floor Conference Room**

*Meeting adjourned at 7:29 by Raegan.*

Attest:

Nora Gibson, Recording Secretary