



TOWN OF BAR HARBOR

93 Cottage Street

Bar Harbor Maine 04609

Comprehensive Planning Committee Meeting

January 12, 2022, 6:00 – 8:00 PM

Municipal Building/Council Chambers

AGENDA

1. Call to order 6:00 – 6:15
2. Excused absences 6:00 – 6:15
3. Zoom logistic, review of meeting agenda and adoption 6:00 – 6:15
4. Adoption of Dec. 14, 2021 minutes 6:00 – 6:15
5. Role and election of Chair and Vice-chair 6:00 – 6:15
6. Public comment period 6:15 – 6:25
7. Public hearing/adoption Remote Participation Policy 6:25 – 6:35
8. Public engagement 6:35 – 6:40
 - a. Outreach and Engagement Plan
 - b. Feedback form
10. Existing conditions: 6:40 – 7:40
 - a. Overall update
 - b. Discussion on Population/Demographics
 - c. Discussion on Natural Resources
 - d. Discussion on Historic and archaeological resources
13. Next steps 7:40 – 7:50
14. Public comment period 7:50 – 8:00
15. Adjourn



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Comprehensive Planning Committee Kick-off Meeting December 14, 2021, 7:00 – 9:00 PM Municipal Building/Council Chambers

MINUTES

Comprehensive Planning Committee (CPC) members present were Elissa Chesler, Jacquie Colburn, Greg Cox, Kevin DesVeaux, Cherie Galyean, John Kelly, Jim Mahoney, Calistra Martinez, Michael McKernan, Misha Mytar, Allison Sasner, Kyle Shank, and David Woodside. Absent were Kristin Murphy and Val Peacock.

Staff Present were Michele Gagnon, Steve Fuller, Angie Chamberlain and Mike Gurtler.

Consultant present in person were Steve Whitman, Maggie Mills and by Zoom were Liz Kelly, Forrest Bell, and Eric Halvorsen.

The meeting started at 7:00 PM.

1. Introductions

Michele Gagnon opened the meeting and welcomed the members of the newly formed Comprehensive Planning Committee. She then introduced Steve Whitman of Resilience Planning & Design and handed the meeting over to Whitman to facilitate.

Whitman introduced himself and provided an overview of the meeting agenda. He then provided some background on Resilience Planning & Design and identified himself as the project manager and point contact for the team. Liz Kelly then introduced herself and her role on the consulting team. Eric Halvorsen introduced RKG Associates and explained his role as a sub-consultant on the consulting team. Maggie Mills and Forrest Bell introduced FB Environmental and themselves to round out the Team.

Mills then asked each of the CPC members to introduce themselves and their interest in this planning initiative.

2. What is a Comprehensive Plan?

Whitman provided the CPC with an overview of what a comprehensive plan is, and how involvement from the State of Maine informs this effort. He identified a final review process with the State in 2023. Gagnon then added the need for this new plan to look beyond the suggested topics and to incorporate a sustainability and resilience perspective in all areas. The plan will be an engaging and informative document that will guide Bar Harbor's efforts

through the year 2035 with clear priorities and actions. None of the state identified topics are anticipated to be an issue to address at this time.

Gagnon explained that she has already begun outreach to municipal boards and committees, and a list of other stakeholders to make them aware of this initiative and to invite their participation.

The 2007 Plan was also discussed with the CPC members, and it was explained that this effort is not simply an update of that document.

The Town has posted a number of resources to the Town's Comprehensive Plan webpage including a committee member list, the 2007 Plan, and information about Maine's Growth Management Act.

Gagnon will email to the CPC the 2007 CP, the State of Maine Checklist, and Growth Management Act.

3. Review the Project Scope, Timeline, and Phases

Whitman explained that the project will be divided in three phases and went through a more detailed schedule of the tasks and timeline guiding this effort. The consulting team is preparing to begin Phase 1, existing conditions, and has already received a significant number of files and resources from the Planning Department. Over the next four monthly meeting the CPC will have an opportunity to discuss these topics further and inform the investigation being completed by the consulting team. It was noted that two major forums will be held which format and timing will be further discussed with the CPC.

Upcoming CPC 2022 meeting topics include the following: January – broad discussion on what the members of the CPC have observed regarding population and demographics, natural resources and historic and archaeological resources; February – land use and transportation challenges; March – housing and economy; and April – community facilities and recreation.

4. Comprehensive Plan Committee

a. Role. Whitman provided an overview of the CPC's role in this process and referenced the roles and responsibilities document provided by the Town. CPC members will meet monthly and have draft materials to review before each meeting. As a Committee they will guide and inform this planning process and the final plan presented for adoption.

b. Set regular monthly meeting day/time. It was decided that the CPC monthly meetings will be held the second Wednesday of the month from 6:00 to 8:00 PM.

c. Elect Officers. After a brief discussion, it was decided that the officers will be elected in January 2022. As the CPC is different than most of the other town boards and committees, it

was agreed that Gagnon will draft what the role of the CPC chair and vice chair would be and the estimated time commitment.

d. Remote Participation Policy (call for public hearing). Jim Mahoney moved to hold a public hearing on the Remote Participation Policy on February 9, 2022. Seconded by John Kelly. The motion passed (13-0).

5. Planning Board Engagement and Involvement of Other Stakeholders

Whitman notified the CPC members of his upcoming appearance before the Planning Board in January 2022 to provide an overview of this project and discuss how to best coordinate communication and engagement in this project.

Gagnon addressed the draft list of stakeholders provided in the meeting packet and explained the outreach and communication already completed to these groups. All municipal boards and committees have also been notified and invited to be engaged in this work.

CPC members suggested the addition of several other groups including a childcare facility, the Village Improvement Association, Friends of Acadia, Abbey Museum, Rotary, large businesses, banks, faith-based organizations, PTA, Climate to Thrive, League of Towns, and the other island Chambers.

6. Brainstorm Outreach and Engagement Techniques

Kelly provided an overview of the need for a dynamic outreach and engagement strategy, and provided examples of some of the tools and techniques being considered in the Outreach and Engagement Plan. This included a project website, using the Town's POLCO account, in person and virtual events, social media, and other techniques. She noted that outreach strategies tend to fall into one of two categories: 1) getting the word out about the project, events, updates, etc. and 2) actively soliciting feedback, reactions, priorities, and goals from the community.

Kelly noted that one of the consulting team's next steps is to create a draft outreach and engagement plan, which is a "living" spreadsheet that outlines all outreach activities that will be undertaken throughout the project, including timeframes and milestones.

Whitman asked the Committee for ideas that work well in Bar Harbor. CPC members suggested building on the success of recent surveys, ensuring in person and remote opportunities, and considering the needs of those without internet access or transportation. Setting up in public places like the Library or Hannaford was also suggested. Providing meetings during the day at large employers was also suggested. In general, it was agreed that getting others to share these opportunities through their existing networks and trying to go to where people are already meeting are important strategies. Localized community forums in the villages were also suggested rather than one large forum. The school newsletter and student groups were also suggested.

The CPC discussed how to best accommodate public comment at their monthly meetings and leave enough time for their work. It was decided that a short public comment period at the start and end of each meeting would be most appropriate. The consultant also offered to create a form that can be used to provide additional feedback to the CPC and consulting team.

7. Looking Ahead

At the conclusion of the meeting, Whitman explained that the consulting team will begin creating a project website for the CPC to review, will coordinate the monthly topic discussions and a feedback mechanism, and will be meeting with Technical Review Team on 12/15/21.

8. Questions and Comments

There were none.

On a motion by Jim Mahoney and a second by John Kelly the meeting was adjourned at 9:05 PM.

Minutes approved by the Comprehensive Planning Committee on _____, 2022:

_____ *[Name of Chair]* _____ **Date**
Chair, Comprehensive Planning Committee



Town of Bar Harbor Planning & Code Department

93 Cottage Street • Suite 1 • Bar Harbor • Maine • 04609-1400

Memorandum

To: Comprehensive Planning Committee
Copy: RPD
From: Michele Gagnon, Planning Director
Date: January 5, 2022
Subject: Role of CPC Chairperson

The role of the CPC chairperson, and the vice-chairperson in the absence of the chairperson, is to ensure that the CPC functions properly, that there is full participation during the meetings, that people are respectful, that all relevant matters are discussed and that effective decisions are made and carried out.

More specifically, the role of the chairperson is to assist with creating the agenda, lead the meeting (start the meeting on time and introduce each section of the agenda), maintain order at the meeting, ensure the meeting conventions are followed, ensure fairness, equality, and respect at the meeting, and sign the minutes once approved by the committee. Furthermore, the chairperson may be called to represent the opinions of the CPC to the public, Town Council, etc.

It is difficult to judge the time commitment that will be required but we estimate approximately 30 minutes per month but more when the chair needs to attend public functions.

Remote Participation Policy — Bar Harbor Comprehensive Plan Committee

Pursuant to 1 M.R.S. §403-B and after public notice and hearing, the above-named body adopts the following policy to govern the participation, via remote methods, of members of the body and the public in the public proceedings or meetings of the body. Members of the body are expected to be physically present for meetings except when not practicable, such as in the case of an emergency or urgent issue that requires the body to meet via remote methods, or an illness or temporary absence of a member that causes significant difficulty traveling to the meeting location.

The chair or presiding officer of the body, in consultation with other members if appropriate and possible, will make a determination that remote methods of participation are necessary in as timely a manner as possible under the circumstances. A member who is unable to attend a meeting in person will notify the chair or presiding officer of the body as far in advance as possible. Remote methods of participation may include telephonic or video technology allowing simultaneous reception of information and may include other means necessary to accommodate disabled persons. Remote participation will not be by text-only means such as e-mail, text messages, or chat functions.

The public will be provided a meaningful opportunity to attend via remote methods when any member of the body participates via remote methods. If public input is allowed or required at the meeting, an effective means of communication between the body and the public will also be provided. The public will also be provided an opportunity to attend the meeting in person unless there is an emergency or urgent issue that requires the entire body to meet using remote methods.

Notice of all meetings will be provided in accordance with 1 M.R.S. §406 and any applicable charter, ordinance, policy, or bylaw. When the public may attend via remote methods, notice will include the means by which the public may access the meeting remotely and will provide a method for disabled persons to request necessary accommodation to access the meeting. Notice will also identify a location where the public may attend the meeting in person. The body will not restrict public attendance to remote methods except in the case of an emergency or urgent issue that requires the body to meet using remote methods of attendance. The body will make all documents and materials to be considered by the body available, electronically or otherwise, to the public who attend remotely to the same extent customarily available to the public who attend in person, provided no additional costs are incurred by the body.

All votes taken during a meeting using remote methods will be by roll call vote that can be seen and heard if using video technology, or heard if using audio technology only, by other members of the body and the public. A member of the body who participates remotely will be considered present for purposes of a quorum and voting. This policy will remain in force indefinitely unless amended or rescinded.

LEGISLATIVE HISTORY
[DATE OF ADOPTION]

Policy adopted by Comprehensive Plan Committee

1.12.22 Draft Bar Harbor Comprehensive Plan Outreach and Engagement Plan

Who?	Jan - July 2022	Aug - Dec 2022	Jan - Mar 2023
<p>Outreach Techniques</p>	Ongoing		
<p>Publicizing the Project and Getting the Word Out Print and digital flyers - announcing project, linking to website, and displaying how to participate, printed versions can be hung up in public places and on community bulletin boards, digital versions can be shared via social media and through e-newsletters</p>	Consulting Team, Town Staff, Committee		
<p>Project Website - landing place for all information related to project including background, educational resources, draft materials and relevant documents, details on how to participate, an email subscriber list sign up form, and contact info. Post a link to this site on a highly visible, clear spot on the Town's website.</p>	Consulting Team	Launched in Feb., updated regularly throughout project	
<p>Direct Communications- to other boards, departments, committees, organizations, and other stakeholders; send periodic announcements about project and participation opportunities through project e-list, Town's email list, school newsletter, etc.</p>	Consulting Team will draft announcement(s), Town Staff/Committee members assist in delivering communications		
<p>Social media communications - ongoing updates, engagement opportunities, etc. - utilize the Town of Bar Harbor FB Page and the Town of Bar Harbor Planning and Code Enforcement FB Page, encouraging sharing on pages managed by partners</p>	Consulting Team will provide content, Town Staff and Committee help distribute		
<p>Cable Access TV - create a project video and plug website/how to get involved</p>	Consulting Team, Town Staff, and Public Access Staff		
<p>Press Releases - on project updates, announcements, events, etc. for local newspapers, publications, etc.</p>	Consulting Team		
<p>Direct Mailings - the consultant and committee will create a postcard ahead of Forum 1 for mailing by the Town</p>	Consulting Team, Town Staff, Committee		
<p>Soliciting Feedback and Active Community Engagement Surveys and Polling - through Polco, both online and print versions</p>	Consulting Team		
<p>Direct Outreach to Stakeholders - meet people where they already are, host or attend a number of smaller group conversations at key locations with key groups, populations, etc. including meetings at large employers, with community organizations, neighborhood groups, people with communication and transportation challenges, etc.</p>	Consulting Team, Town Staff, Committee		

<p>Focus Groups - as needed, small group conversations that invite specific stakeholders/area experts to discuss complex town issues and to refine implementation actions</p>	<p>Consulting Team and Town Staff</p>			
<p>Community Forum #1 - Existing Conditions - held in multiple locations (consider online and in person)</p>	<p>Consulting Team, Town Staff, Committee</p>	<p>June/July 2022</p>		
<p>Community Forum #2 - Visioning, Future Land Use, and Actions - held in multiple locations (consider online and in person)</p>	<p>Consulting Team, Town Staff, Committee</p>		<p>Nov/Dec 2022</p>	
<p>Public Hearing for Adoption</p>	<p>Consulting Team, Town Staff, Committee</p>			<p>March, 2023</p>



Bar Harbor Comprehensive Plan - Existing Conditions Topic Feedback Form

The Town of Bar Harbor is currently updating its Comprehensive Plan, which will serve as a guide for future growth and development and covers subjects such as land use, economic development, transportation, and others. The Comprehensive Plan will reflect the needs, values, and priorities of the community while safeguarding Bar Harbor's sense of place, history, and natural resources.

As part of the planning process, a number of subjects will be analyzed to develop a clear picture of where Bar Harbor is today and how its changed over the last decade. We invite you to offer comments and feedback on any of these subjects by using the form below. Your knowledge and unique perspective of Bar Harbor will provide the Town with important additional context moving forward.

Sign in to Google to save your progress. [Learn more](#)

* Required

Name *

Your answer

Email Address *

Your answer

Comprehensive Plan Subject *

Choose

Comments *

Your answer

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