



**TOWN OF BAR HARBOR**  
**93 Cottage Street**  
**Bar Harbor Maine 04609**

**Comprehensive Planning Committee Meeting Agenda**  
**Bar Harbor Municipal Building**  
**Town Council Chambers**  
**November 9, 2022, 6:00 PM – 8:00 PM**

**This is an in-person meeting with the ability to participate remotely**

Members of the public may attend the meeting and offer comment in person at the Bar Harbor Municipal Building, Town Council Chambers, 93 Cottage Street; or by joining the Zoom webinar at: <https://www.barharbormaine.gov/517/Comprehensive-Planning-Committee>.

The public may also view the meeting on Town Hall Streams at: [https://townhallstreams.com/towns/bar\\_harbor\\_me](https://townhallstreams.com/towns/bar_harbor_me). Instructions on how

In order to assure your full participation in this meeting, please contact Tammy DesJardin in the Planning & Code Enforcement Department to inform her of any special requirements you might have. Please call 288-3329.

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|-----|---|-------------|
| 1.  | Call to order   | 6:00 – 6:05 |
| 2.  | Excused absences                                      | 6:00 – 6:05 |
| 3.  | Zoom logistic, review of meeting agenda and adoption  | 6:00 – 6:05 |
| 4.  | Adoption of October 12, 2022 minutes                  | 6:00 – 6:05 |
| 5.  | Public comment period                                 | 6:05 – 6:15 |
| 6.  | Other efforts relating to Comprehensive Plan          | 6:15 – 6:30 |
|     | a. Project Status – Timeline and Budget Update        |             |
|     | b. Refresher on Committee Member Roles                |             |
|     | c. Housing Survey, Analysis, and Future Staffing      |             |
| 7.  | Public engagement                                     | 6:30 – 7:10 |
|     | a. Report out on the two Forums                       |             |
|     | b. Online tool still open – keep promoting! Ends 12/1 |             |
|     | c. Determine Major Themes – December Meeting          |             |
|     | d. Draft Outreach Report - January Meeting            |             |
|     | e. Focus Groups – January/February Timeframe          |             |
| 8.  | Next steps  | 7:20 – 7:30 |
|     | a. Refine Focus Group Details at December Meeting     |             |
|     | b. Vision and Themes Work Session at January Meeting  |             |
| 9.  | Public comment period                                 | 7:30 – 7:40 |
| 10. | Adjourn   | By 8:00 PM  |

**TOWN OF BAR HARBOR**  
**Comprehensive Planning Committee**  
**October 12, 2022 — 6:00 PM — Hybrid meeting**  
**MINUTES**

Comprehensive Planning Committee members present were Kyle Shank, Misha Mytar, Greg Cox, Cherie Galyean, Jacquie Colburn, Jim Mahoney, Allison Sasner, Cali Martinez, Kevin DesVeaux, Kristin Murphy, and participating remotely via Zoom were David Woodside, Kristin Murphy, and Mike McKernan.

Excused absences were Elissa Chesler and John Kelly.

Staff present were Planning Director Michele Gagnon, Assistant Planner Steve Fuller, Sustainability Coordinator Laura Berry (via zoom), and Communication Coordinator Maya Caines.

Also participating remotely via Zoom were consultants Steve Whitman and Liz Kelly.

**1. Call to Order**

Chairperson Kyle Shank called the meeting to order at 6:00 PM.

**2. Excused Absences**

Elissa Chesler and John Kelly were excused.

**3. Zoom Logistics, Review of Meeting Agenda and Adoption**

**On a motion by Kyle Shank, seconded by Jacquie Colburn, the agenda was adopted on a roll-call vote (13-0).**

**4. Adoption of September 14, 2022 Minutes**

**On a motion by Greg Cox, seconded by Allison Sassner, the September 14, 2022 minutes were adopted on a roll-call vote (13-0).**

**5. Public Comment Period**

No one from the public offered any comments.

**6. Other Related Efforts**

Michele Gagnon updated the committee on the Examination of the Development Process in Bar Harbor and the memo and action plan that were circulated. This effort is related to implementation of 2019 Housing Policy Framework in an effort to address barriers to housing development in collaboration with the Chamber of Commerce. She explained that she has met with the town staff, the Chamber board, Town Council, Planning Board, and now the Comprehensive Planning Committee. She will also be meeting with the Design Review Board. This report will inform the Comprehensive Plan and department operations going forward. Ms. Gagnon then asked the committee members if they had any questions or comments.

Misha Mytar asked about the comment on the lack of land area available, and commented that it seems relevant to the Comprehensive Plan. Ms. Gagnon explained that this relates to the land required based on dimensional requirements and the cost of land. This presents an opportunity to revise regulations and create partnerships to address the housing need. Kevin DesVeaux added that many people want to add another rental unit, but the regulations and process are complex, and it is expensive. Incentives could be appealing. Going from a duplex to a triplex is a big step in the regulations. Jim Mahoney asked if the reference to dimensional regulations was universal. Ms. Gagnon responded that it is to some degree as this analysis did not focus on specific zones or areas. She added that there may be a need to start with “gentle density,” as this is addressed.

Kyle Shank added that all involved seemed to have concerns about the zoning, and there seems to be distrust in the process. Ms. Gagnon responded that it is hard to hear, but this project is being done because the town is dedicated to changing this situation. Ms. Mytar added that coming up with a plan that has clear priorities is something the Comprehensive Planning Committee can do to help. Laura Berry added the priority setting by the Town Council could be integrated into the Comprehensive Plan as well. Cali Martinez then asked when these priorities can be woven into the actions of the plan. Steve Whitman explained that it will take place later on in the process.

## **7. Public Engagement**

Michele Gagnon updated the committee on several outreach activities that have been completed. The mailer has been sent out, the Police Department message boards are scheduled to be used for advertising the housing surveys and the forums, post cards will be printed for distribution, Facebook posts are underway, and the newsletter is being emailed. Kevin DesVeaux then requested poster-sized announcements to be put in windows. Mike McKernan asked if Public Works knows where to place the variable message signs and it was confirmed by Ms. Gagnon that they do.

Liz Kelly asked everyone to help get the word out about the forums right up to the events using the materials provided. Ms. Kelly then provided an update on the Polco #2 results and Mr. Shank offered to help review and present the results. The housing surveys currently have the following response rates: 381 for the Area Worker Survey, and 53 for the Employer Survey.

Val Peacock suggested that these surveys also be sent to tradespeople. Kevin DesVeaux asked about the deadline which is November 11. Misha Mytar suggested the housing surveys also be advertised at the forums. Kyle Shank confirmed with the group that the School Superintendent and Hospital have received these surveys to share. A question was asked about how long the survey takes to complete and Steve Fuller confirmed that it takes about five minutes.

Liz Kelly then explained the interest in tabling on election day and the need for volunteers to help staff that day. This effort will be coordinated offline, but Kyle Shank clarified that he can attend all day. Val Peacock suggested using the forum posters up the stairs and having forms available. Ms. Gagnon agreed to do what they can while respecting election policies. Maya Caines explained that she will be working on this as well.

## **8. Overview of Forums and Roles**

Steve Whitman shared a short Powerpoint to orient the committee to their role at the upcoming forums. This included the flyer for the events. There will be two public forum sessions, two nights in a row. Mr. Whitman added that they are hoping each member will attend at least one of the sessions. If they can arrive 30 minutes before that will be great. He said it is important that everyone sign up for one of the sessions outside of this meeting, and said someone will email the committee about this. Mr. Whitman explained the roles of the committee members attending:

- Get a "Committee Member" lanyard and name tag when you arrive.
- Raise your hand at the start of the session when we identify the committee members present.
- There is no need to staff a table, but do roam around and talk with people.
- We do not expect anyone to be subject area experts.
- If anyone indicates they need more time to provide feedback, encourage them to provide as much as they can in person and then to go online.
- Participate with enthusiasm and curiosity. Moving around the room completing the station worksheets and interactive exercises with a smile will encourage others to do the same.
- Maya Caines clarified for the committee that the forum announcement was shared with all of the schools for posting in their newsletters and communications.

## **9. Formatted Forum Materials**

Steve Whitman asked for any feedback on the formatted forum materials before they are printed. Jim Mahoney suggested that a land use table be provided by zone and noted that Ms. Gagnon has been working on this. She said that this is across many sheets to help with zoning work in the future. Greg Cox commented on how helpful the infographics on the posters are. Val Peacock suggested that some demographic data be collected. Michele Gagnon responded that this is being discussed several times. It was noted that this should not create a bottleneck at the entrance.

## **10. Public Comment Period**

Although there were no comments it is worth noting that Ruth Eveland, our perennial in-person attendee, was in the audience.

## **11. Next Steps**

None were discussed.

**12. Adjournment**

**On a motion by Mike McKernan, seconded by Kevin DesVeaux, the meeting was adjourned at 7:23 PM.**

**Minutes approved by the Comprehensive Planning Committee on November 9, 2022:**

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**Kyle Shank**  
**Chair, Comprehensive Planning Committee**

**Date**