

TOWN OF BAR HARBOR
Comprehensive Planning Committee
July 13, 2022 — 6:00 PM — Via Zoom

MINUTES

The meeting was held via Zoom, under the provisions of the committee's Remote Participation Policy.

Comprehensive Planning Committee members present were Elissa Chesler, Jacquie Colburn, Greg Cox, Kevin DesVeaux, Cherie Galyean, Jim Mahoney, Calistra Martinez, Misha Mytar, Val Peacock, Allison Sassner, Kyle Shank, and David Woodside.

Absent were John Kelly, Michael McKernan, and Kristin Murphy.

Staff present were Planning Director Michele Gagnon and Assistant Planner Steve Fuller.

Consultants present were Steve Whitman and Liz Kelly.

1. Call to order

Chairperson Kyle Shank called the meeting to order at 6:02 PM.

2. Excused absences

John Kelly and Kristin Murphy were excused.

3. Zoom logistics, review of meeting agenda and adoption

On a motion by Greg Cox, seconded by Kevin DesVeaux, the agenda was adopted on a roll-call vote (12-0).

4. Adoption of June 8, 2022 minutes

On a motion by Greg Cox, seconded by Jim Mahoney, the June 8, 2022 minutes were adopted on a roll-call vote (12-0).

5. Public comment period

No one from the public offered any comments.

6. Other Related Efforts

There were no updates to share.

7. Public Engagement

Liz Kelly explained that she has been busy working with staff, the committee chairs, and the working group on efforts related to outreach and engagement. Ms. Kelly then provided a general overview of the outreach activities that have been completed to date and some ongoing efforts as identified in the meeting memo. Social media has started to be utilized more effectively through some paid marketing. This will raise awareness of the project, get updates

out to more individuals, and should improve visibility of announcements overall. The consultant will also start to share comments from social media (i.e. Polco results).

Pop-up engagement opportunities were then discussed. Liz Kelley went over the draft tabling kit that was created. It was noted that tabling requires volunteers for it to be successful.

The Polco question series was discussed. Additional questions will be launched in early August. Advertising for the Fall forum will also start soon. It is important to finalize the event schedule and to have a presence at a series of public events to advertise for the forum.

All of the feedback received in person and online is being collected and will be part of the outreach report. Ms. Kelley also explained that she has drafted an updated outreach timeline that will soon be shared with the committee.

Kyle Shank encouraged all members to sign up for the pop-up events to help get the word out about the Comprehensive Plan. Steve Whitman added that they are seeking quality over quantity, and hope to do a few events really well. Ms. Mytar agreed and suggested that small teams attend these pop-up events and table together.

Ms. Kelley then explained the logistics related to the community forum, and that the location and date are being identified. In the meantime, the outreach working group has been working to identify the data and questions that should be used on the forum materials. Once a draft has been assembled and edited by staff and the consulting team, it will be shared with the full committee.

Elissa Chesler asked how detailed or specific the materials and questions should be at the event. She said this is a good opportunity to educate the public. Jim Mahoney then suggested that people be asked about their neighborhood, the pluses and minuses. Kyle Shank agreed that a major reason for the open house format is to educate people on how the town works.

The tabling kit and upcoming pop-up events were discussed. Liz Kelley explained the materials it includes and offered to create an FAQ sheet. Ms. Chesler suggested including information on the state requirements for comprehensive planning. Kevin DesVeaux pointed out that the link to the tabling kit in the memo is not working. Liz Kelley explained how the close-out sheet should be used at the end of a pop-up event and what will be captured.

The Polco findings were then discussed. Liz Kelley thanked Kyle Shank for his help working to analyze the responses. Greg Cox was impressed with the responses which included bullets and longer responses. Mr. Shank shared the most significant phrases and top findings that have been identified. David Woodside was pleased with the overall positive responses, and surprised that the parking garage was mentioned. Elissa Chesler was taken by the need for education on what a comprehensive plan can do, how policies work, and what you can have a voice on. Val Peacock added that it is also important to explain how the comprehensive plan is used by the town and to help others understand how to use this plan.

8. Discussion of Existing Conditions Report Revisions

Steve Whitman provided an update on the status of the editing process for the Existing Conditions Report. It was reported that the consultant has reviewed all the edits submitted. The consultant also met with the town staff to review their edits and the proposed style guide. The consultant is working to update the document and create an executive summary. These draft materials will be available ahead of the September meeting, and then for use during the lead up to the October Forum.

9. Public comment period

No one from the public offered any comments.

10. Next Steps

Steve Whitman asked about the status of in-person meetings. Kyle Shank suggested that the committee discuss this and decide how to proceed by consensus. Val Peacock and Steve Fuller explained how the policy works. After a short discussion, and no expressions of concern over in-person meetings, it was decided that the August meeting would be in-person, if possible.

11. Adjourn

The meeting was adjourned at 7:32 PM on a motion by Kevin DesVeaux, seconded by Elissa Chesler and approved on a roll-call vote (12-0).

Minutes approved by the Comprehensive Planning Committee on August 10, 2022:

Kyle Shank
Chair, Comprehensive Planning Committee

Date