



Town of Naples
Comprehensive Plan Committee
Meeting Minutes
Tuesday, November 12, 2024, 5:00 PM-6:30PM

https://us02web.zoom.us/rec/share/uYVy2GxLbB_hIPRAc-N-VyIVYWsnvka2w62qiRcS6P-SEBIntV760Ik4LsvT1Opt.ALSn3R5ImIq9JWOU
Passcode: gWS0a0@h

1. Call to Order- Kathy Tombarelli, Municipal Town Planner called the meeting to order
2. Committee Member Present- Also in attendance were Kate Riggs, Colin Brackett, Lauren Chan, George Klauber, Chelsea McKamy, Martina Witts, Kevin Price with Berry Dunn, and Keri Ouellette with Berry Dunn. Arrived late Kevin Rogers

Committee Members Absent- Tamara Lyn Hunt, Timothy Amoroso

Members of the public- Marty Zartarian
3. Introductions- K Ouellette along with K. Price here to speak about the project overview, what the comprehensive plan is and roles and responsibilities, Community Engagement Approach. K. Price introduced via a slide presentation other members of Berry Dunn that would be playing a part on working on the comprehensive plan.
4. Project Overview
 - a. What is a Comprehensive Plan- It is a long range; high-level document designed to guide the future actions of the community and provides a legal basis for zoning and land use ordinance changes. It presents a vision for the future, long-range goals and objectives, and an implementation strategy for how to achieve the community's vision over time.
 - b. Why is Naples updating it is plan- The last plan was in 2006 and is currently not in compliance with Maine's Growth Management Act. Changes over time and want to make sure it still lines up with what is happening in the town.
 - c. Project Scope- Maine's Growth Management Act outlines requirements of the plan such as vision statement, public participation summary, future land use plan, inventory and analysis of existing conditions, policies and strategies, regional coordination, plan implementation and evaluation measures. In the video at (9:40) into the meeting you will see a list of

required topic areas for the inventory and analysis, policies, and strategies included in Maine's Growth Management Act. You can also go on the State's website and find out all the requirements needed.

- d. Timeline- Phase 1 Inventory and Analysis, Phase 2 Public Engagement and Visioning, Phase 3 Action Plan Development, Phase 4 Final Plan
5. Roles and Responsibilities- Berry Dunn to develop project deliverables and content, facilitate meetings and support. Town Staff act as a main point of contact between Berry Dunn and Town, collect background documents, set up meetings, Support engagement activities. CPC provided direction for the project, review and provide feedback on draft documents, engagement materials, and other project materials.
6. Community Engagement Approach- Community Survey, Targeted outreach to specific groups, Focus group meetings with community leaders, Outreach at community events, Schedule Next CPC Meeting, Board and Committee meetings, Social media posts, Email and newsletter updates, mailings, and printed materials.
7. Reviewed the possible template for the survey and what questions might be on the form for the residents to answer. They will have a copy of this survey once done in both electronic set up and paper copies for the residents to complete for the plan.
8. Future Meetings- K. Tombarelli stated that we need to discuss the future meeting. This is an 18-month process and would not likely be able to make it to all the meetings. The meeting will be available to view they are not recorded live however we will be posting them on-line. The meeting will be 90-minutes long that all agree with as for a specific day of the week that will need to be addressed later, will get some dates that the meeting space is available and send out a message to all and see what would work best for all to set a day that would be regular for the meeting.
9. Adjourn

Kathleen Eddy

Assistant to Planning and Code Enforcement