

**CITY OF BREWER
COMPREHENSIVE PLAN COMMITTEE MEETING
MINUTES
JUNE 10, 2013**

Vice Chairman McIntosh called the meeting to order at the Brewer City Hall Council Chambers at 8:07 a.m.

The following were in attendance:

Kevin Birch	Absent
Allen Campbell	Absent
Jim Donnelly	Absent
Michael Fitzpatrick	Present
Nicole Gogan	Present
Kevin Gresser	Absent
David Hanna	Present
Frank Higgins	Absent
Linda Johns	Present
D'arcy Main-Boyington	Present
Janet McIntosh	Present
Daniel O'Connell	Present
Bev Uhlenhake	Present
Andrew Varisco	Present
Consultant Rich Rothe	Present

Minutes of the May 20, 2013 Committee meeting were unanimously approved as written.

Public Open House. The Committee made the following comments:

- The public open house is scheduled for next Tuesday, June 18th from 5-7 pm at the Brewer Auditorium.
- Notices will be posted on the City website, facebook, e-list, Auditorium signage, and at City buildings.
- D'arcy, Nicole, and Linda will prepare a press release and contact media.
- The open house should make people aware of what a Comprehensive Plan is (and is not) and let them know where the Committee stands in the process.
- Perhaps a short presentation.
- Public opinion comment sheet to see how people feel about the items listed in the vision statement. Have available at open house and maybe Brewer Days. Rather than a ranking of the items, have a place for comments.
- Possibly have a more in-depth survey (both paper and digital) at a later date – maybe September so that we have more time to prepare a quality survey. Gifts for completing survey can increase the number of responses.

- Potential maps for open house: Beginning with Habitat maps (maybe 2-3), Hatcase Pond watershed map, Open Space/Trails map, Zoning map, Firearms Discharge map, and Archeological map.
- Create a poster board with “What is a Comprehensive Plan” and the State Comp Plan rules.
- Have copies of draft documents available.
- Have light refreshments available.
- Directional signs at Auditorium.
- It may be beneficial to have the city department heads at the open house to answer questions.
- Linda will email a reminder to the Comp Plan Committee and invite the dept heads.

Schools – revised inventory

- Second to last paragraph – don’t capitalize “senior housing.”

Education Goals, Policies, Strategies

- Goal 3 – Revise to read “Implement the Brewer School Department Vision and Mission statements...”
- Add strategy 3A from 1995 city buildings and lands policies/strategies.
- Revise strategy 2B by including concept of continuing partnerships.

City Buildings and Lands Goals, Policies, and Strategies. The items from the 1995 Comp Plan were reviewed. The Committee made the following comments:

- Goal 1 – Remove portion of sentence beginning with “ie”.
- Goal 2 – Change “redevelop” to “maintain”.
- Goal 2 – change “city buildings” to “city buildings and lands.”
- Add a goal on city parks, playgrounds, and facilities and undeveloped land. A policy could be the one currently under “City Lands”.
- Consider making the times city buildings are open more flexible.
- Strategy 1A – Continue/on-going. May not have a “master plan”.
- Strategy 1B – Change “one-stop” to streamlined and/or efficient. Having all permitting in one location may not be best as the person giving permits needs to have the expertise in that area. Should have updated signage and information on where to apply for different permits. All depts. should be able to tell the public where each permit office is located.
- Remove “School” items that pertain to school use as should be under Education goals.
- Move School Policy 3 to Education goals.
- Janet and Dan will research the school reserve account.
- Keep School building Policy 5 and to work with School Trustees.

The next Committee meeting is scheduled for June 24th.
Have an agenda item to debrief the open house.

Rich and Linda will prepare updated copies of the revised documents as discussed at this meeting.

The meeting adjourned at 10:00 a.m.