

Oakland Comprehensive Plan

1996 Review Committee

1.16.2018

4pm

Attendees: Gary Bowman, Paula Callan, Mark Fisher, Robert Nutting, Dale Sturtevant, Chuck Sweigart, and Laura Tracy

Facilitator: Garvan Donegan, CMGC

Agenda

1. Housekeeping and updates
2. Data procurement
3. Process of writing CompPlan
4. Delegate sections of CompPlan
5. Reflection on where we are in the CompPlan process
6. Action steps

1. Housekeeping and Updates

The 1996 CompPlan has been digitized and uploaded to the Google drive.

Motion to approve last meeting's minutes made by Bob, seconded by Dale. All in favor.

Minutes will be sent out earlier than the night before a subcommittee meeting to allow for greater reflection.

2. Data Procurement

The Google drive contains 10 folders, which are updated consistently. On February 6th, we will present relevant data to the entire CompPlan committee.

3. Writing Process

The subcommittee will rewrite the 1996 CompPlan using Google Docs. While this online tool will be the primary means of writing the CompPlan, Garvan is happy to bring a physical copy to meetings if desired.

Google Docs allows us to track changes, suggest edits, and work collaboratively in a quick, easy, and transparent manner. An optional tutorial on how to use Google Docs will be held on **Monday, January 29th at 4:00pm** in the Cascade Room.

Subcommittee members are encouraged to begin looking at their chosen sections (see next agenda item), although the writing process will continue throughout the summer as more data becomes available (e.g. citizen survey feedback, subject matter experts' recommendations, etc.).

Progress on sections

Dale drafted a new summary for the CompPlan which employed a more positive, engaging tone. It will be added to the CompPlan Google Doc.

Town Historian Alberta Porter is currently crafting an update to the History section of the CompPlan. She notes that several historical properties were not mentioned in the 1996 CompPlan.

Notes for all writers:

- In the interest of readability, we suggest that regulations/statutes are footnoted.
- Try to avoid recommending a specific level or quantity (e.g. 4 miles of trails), because any significant deviation from that number would need to be approved by the town.

4. CompPlan Sections

Section	Elements	Writers	Progress
1. History	History of Oakland	Dale, Alberta	Currently updating.
2. Natural Resources	Water, natural resources, agriculture and forestry, marine	Dale, Mark <i>(Friends of Mess. may be interested in assisting)</i>	Have almost all maps, except for soils. Need to analyze the data.
3. Economics, Population & Demographics, Housing, Recreation, Transportation, Public Facilities	See section title. Public facilities include hospitals and schools.	Paula, Laura	Completed: economics, pop. & demo., housing. Transportation is in good shape. Need data and analysis on facilities (service areas, employment, outlook), and need visioning for recreation.
4. Map Analysis	Maps, GIS	Chuck, Bob, Mark	Good shape. Need soils map, plus 2-4 other maps. Will do a mapping exercise and analyze the maps.
5. Capital Investment	Existing budget environment, buildings that need updates.	Gary, Chuck, Bob <i>Will work closely with Budget Advisory Com.</i>	Beginning.

While it is premature to begin writing policies, goals, and strategies, the subcommittee is encouraged to review the policies of the 1996 CompPlan and consider: do they still hold, or should they be changed? What are some recommendations you would propose?

5. Reflection on Timeline

The subcommittee is in line with its proposed timeline. From January to May, it will evaluate data; from May to August, it will finalize its draft CompPlan for a September review.

6. Action Steps

- Review 3 CompPlans; consider how you would like Oakland's to look, to communicate the town's story, and to be used. The Yarmouth CompPlan has a particularly nice layout.
- Review the policies of the 1996 CompPlan and consider your own policy proposals.
- Optional: attend the Google Drive tutorial on January 29th at 4pm