

**Planning and Development Committee
Wednesday August 3, 2016**

6:00 PM

Conference Room

AGENDA

1. Approval of July 20, 2016 Minutes
2. Committee Applications:
3. Updates:
 - A. New Town Planner – Karen Cullen
4. Old Business:
5. New Business:
 - A. Hampden Business Association –
 - a. Discussion of 2016/17 Program Participation
 - b. New Website
 - B. Brief Review of Priorities for FY17
6. Zoning Considerations/Discussion
 - A. Brief Update on ordinance amendments referred to Planning Board for recommendation; before Planning Board Ordinance Committee August 3, 2016
7. Citizens Initiatives:
8. Public Comments:
9. Committee Member Comments:
10. Adjourn

Planning and Development Committee
Wednesday July 20, 2016
6:00 PM
Conference Room
MINUTES – DRAFT

Attendees:

Committee/Council

Ivan McPike-Chair
Greg Sirois
Dennis Marble
Terry McAvoy
David Ryder
Mark Cormier

Staff

Angus Jennings, Town Manager
Resident Mike Levesque
Engineer Jim Kiser
Resident Tom Brann
Resident Bill Shakespeare

Chairman McPike called the meeting to order at 6:00 PM.

1. **Approval of July 6, 2016 Minutes** – *Motion by Councilor Cormier seconded by Councilor Marble to approve the July 6 meeting minutes. Approved 6-0.*

2. **Committee Applications:** *None.*

3. **Updates:** *None.*

4. **Old Business:**
 - A. **Business Park Development Agreement – Town Manager Update** – *Manager Jennings reported on his recent meeting with Chip Laite of Sargent, Noreen Norton the TIF Consultant affiliated with Rudman Winchell, and with David Hughes of Epstein Commercial Real Estate. The purpose of the meeting was to scope out the division of labor and a general timeline for preparation of a proposed TIF District based on the 2014 Development Agreement. Once the new Town Planner gets started she will be leading the Town’s portion of this work, while the TIF Consultant will be working on the projections of future assessed values and revenues. In order to establish original assessed values from 2016 a TIF would need to be approved by late March 2017, but the goal is to get a proposal complete and moving through the local and state approval process by the end of 2016.*

 - B. **Update on MRC/Fiberight local and DEP permitting status** – *Manager Jennings reported that the DEP licenses had been*

issued last week and that the Planning Board had voted unanimously to approve the site plan and conditional use applications at their July 19 meeting. The Committee acknowledged the significant amount of time and effort the Planning Board put in on this matter. Manager Jennings recognized Myles Block and Rosemary Bezanson for their extra efforts during the period that the department has been short staffed.

5. New Business:

- A. Discussion of request for zoning amendment for 17 Dewey Street – James Kiser, P.E., LSE –** *Manager Jennings reported that Mr. Kiser had called him a few weeks ago to discuss the subject property. He had advised Mr. Kiser that the new Town Planner would be initiating a Town Center planning process expected to include zoning amendments and that this would begin in the fall and extend into spring 2017. In his discussion with Mr. Kiser this timeline was workable for consideration of the concept for Dewey Street.*

Mr. Kiser presented regarding his client's property. He noted that it is zoned Residence A but may be more appropriate as Residence B. He said it abuts a Business B District but does not abut Village Commercial. His client would like to build 8 to 9 townhouse style units on about 2 acres of property, and the units could be either condo or rental. He suggested a couple of thoughts regarding how the property could be rezoned to accommodate this use and said he was here to start a discussion.

Councilor Sirois asked if they had spoken with the neighbors but they have not. Councilor McPike asked about their timeframe for development and they said 1 to 2 years, noting that the home on the property is currently occupied. Mayor Ryder asked whether the amendments to the Village Commercial District approved a couple of years ago were correctly reflected on the zoning map and Manager Jennings said he would confirm this. [Note: after the meeting it was confirmed that the zoning district boundaries as presented at the meeting were accurate.]

It was agreed that this matter would be included for consideration within the Town Center planning process.

6. Zoning Considerations/Discussion

- A. Update on ordinance amendments referred to Planning Board for recommendation:**
- a. Off-Premises Signage (referred 5/2/16)**
 - b. Accessory Apartment Ordinance (referred 5/2/16)**

- c. **Threshold for Building Permits, Zoning Ordinance (referred 5/16/16)**
- d. **Shoreland Zoning Ordinance (referred 5/16/16)**

Manager Jennings reported that the Planning Board has scheduled an Ordinance Committee meeting to review the four proposed ordinance amendments that have been referred by the Council. It will take place on Wednesday, August 3 at 6:30 PM.

- 7. **Citizens Initiatives:** *None.*
- 8. **Public Comments:** *None.*
- 9. **Committee Member Comments:** *Councilor Sirois noted that there are a number of good restaurants in Winterport. Manager Jennings said that the Hampden Business Association has had preliminary discussions regarding co-hosting a networking event with Winterport businesses. Councilor McPike asked about the status of getting a market study done. Manager Jennings said he has spoken with the vendor by phone and is awaiting a proposed scope and budget. The cost will vary depending on which market sectors the study would include, and once he has enough information he'll bring this back for review.*
- 10. **Adjourn:** *There being no further business the meeting was adjourned.*

*Respectfully submitted –
Angus Jennings, Town Manager*



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Memorandum

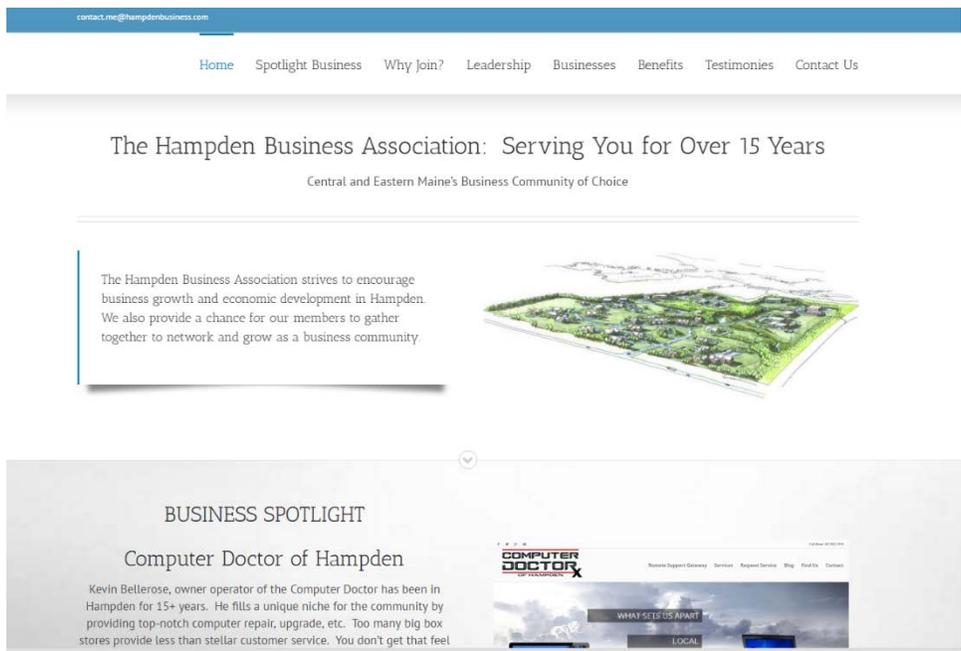
To: Planning & Development Committee

From: Karen M. Cullen, AICP, Town Planner

Date: August 1, 2016

RE: Hampden Business Association Website

The Hampden Business Association has a new website, and they have invited comments and suggestions on it to make it as user-friendly and informative as possible. A screenshot of the top of the site is shown below. Please visit the site at hampdenbusiness.com. You can provide any comments either directly to the Business Association through their website or you can send them to me and I will forward them to the Association.





Karen Cullen <planner@hampdenmaine.gov>

Update of what is going on with the HBA Leadership and for Fiscal Year 2016-2017

1 message

Susan E. Starbird <bdstar@midmaine.com>
Reply-To: bdstar@midmaine.com
To: Undisclosed Recipients <bdstar@midmaine.com>

Wed, Jul 27, 2016 at 8:47 PM

NOTE: This is an updated e-mail to replace the e-mail that was sent out to many of you on Friday, July 22.

This e-mail provides more detail and a better explanation to the message I was trying to convey, so you are all aware of what has been taking place within the HBA over the past few months.

Thank you.

-- Cheryl

UPDATE IN HBA LEADERSHIP

Since the Hampden Business Association's last Monthly Luncheon Educational Meeting for Fiscal Year 2015-2016 was held on Tuesday, May 3, there have been a few unexpected changes and situations that have occurred among our leadership:

Cheryl Gray:

On Wednesday, May 11, I was approached by management for an opportunity to move from my present position at the Hampden Branch to the Brewer Branch of Camden National Bank. This was a great opportunity for me to be able to do what I do best – Business Development.

My last day in Hampden occurred on Friday, May 20 and my first day in Brewer was on Monday, May 23.

I will be in the same capacity that I was in Hampden, but I will be able to go out and do business calls on a more regular schedule than I was able to while working at the Hampden Branch.

This same employment opportunity with Bank was available back in May 2014, but due to the fact that I had become the Association's new President, I decided not to apply for that position at that time.

I hope that everyone understands that I truly felt that I needed to take this position this time around.

I feel that with my move to Brewer, it does not make sense for me to continue in this position and truly feel that it should be passed onto someone who lives or works in the Hampden Area. I am in hopes that someone with considerable influence will consider stepping up to take on this important position in the HBA.

My original plans had been to resign as the HBA President effective June 30, 2016, but at this point, a successor has not been found.

When such a successor is found, I am willing to help with any transition period for the new HBA President.

The HBA Officers and Steering Committee have worked well together in making some great strides in re-inventing the HBA and it is my hope that this progress will continue.

I have truly enjoyed the time I have had representing all of you as HBA President to date. By serving in the Association's President position for past two years has allowed me the opportunity to come out of my comfort zone and has been a wonderful experience.

Susan Starbird:

Since December 2015, Susan has been feeling more overwhelmed in her duties as HBA Secretary, especially since the HBA Officers and Steering Committee Members started the ***“Reinventing the HBA Process”*** with Facilitator Deb Burwell.

From February through April this year, she had some unexpected personal events occur in her life and because of them, Susan felt that it was in the best interest for her and for the HBA that she step down as the Association’s Secretary.

Susan is very proud of the fact that she has been a part of this Association for the past 21 years; served as Secretary for the past two years and looks forward to continuing being a part of it, but in a lower role.

Her original plans had been to resign as the HBA Secretary effective June 30, 2016, but at this point, a successor has not been found.

When such a successor is found, Susan is willing to assist with any transition period for the new HBA Secretary.

John Quesnel:

HBA Steering Committee Member John Quesnel left his position as Vice President, Business Banker at People’s United Bank in Bangor and joined Katahdin Trust’s Hampden Office as Vice President, Managed Assets Officer in mid-May.

In this new position, John will be responsible for managing and directing the collection activity for all retail and commercial loan accounts.

Dean Bennett:

In mid-May, we learned that HBA Steering Committee Member Dean Bennett had been on an extended leave of absence from his position as the Town of Hampden's Community and Economic Development Director and Town Planner.

As you may remember, each of you received an e-mail entitled:

Memorandum from Hampden Town Manager Angus Jennings from the Association's Secretary Susan Starbird on Tuesday Afternoon, June 7 making the business community aware of an attached Memorandum Summarizing the Proposed Organizational Changes for Fiscal Year 2017 Town Budget and Opportunities for Input on the Proposed FY 2017 Town Budget Itself.

One of the proposals that was to be presented before the Hampden Town Council at their June 7 Council Budget Public Hearing was calling for a change in staffing, effective July 1. This reorganization was meant to improve the level of services available from the Town while containing personnel costs. The plan would have support staff responsibilities change in order to provide greater administrative support to the Public Works Director and Finance Director.

The most significant item of this plan would be to restore a full-time Town Planner position that was not funded for Fiscal Year 2016 and eliminate the Community and Economic Development Director's position held by Dean Bennett for the past eight years.

Town Manager Jennings stated to Bangor Daily News Staff Reporter, Dawn Gagnon that: As a manager, recommending the elimination of a position held by a current employee is one of the most difficult decisions I need to make. Dean Bennett has worked hard during his eight-year-tenure with

the Town of Hampden and has contributed substantially to many town success stories during that time.

Dean resigned his position effective on June 30 and worked closely with the Town to ensure a successful transition.

With that being said, our new Hampden Town Planner – Karen Cullen AICP – will be starting her new position TODAY -- Monday, July 25.

PLANS FOR FISCAL YEAR 2016-2017

The HBA Officers and Steering Committee Members held a meeting on Tuesday Evening, June 21 to:

- Discuss the future of the HBA;
- How to entice more of the Hampden Business Community to become more involved with the Association and
- Coming up with some names of individuals that might be willing to serve as HBA President and HBA Secretary

The major decision that was made at that evening's meeting was as follows:

- To forgo the “*traditional*” Monthly Educational Luncheon Meetings for the coming fiscal year and to try something new:

Hold “*Business After Hours*” social events

to help promote networking opportunities
and make it more social.

The first “*Business After Hours*” will be hosted by the Hampden Business Association at Anglers Seafood Restaurant sometime this Fall.

With this new approach, the Association is hopeful that more of our business community will become involved and with us “*the Association*” hosting the inaugural one, other local businesses will want to “*step up*” and continue this event by sponsoring future “*Business After Hours*” at their establishments.

I (Cheryl) know that all of us are busy with work; family and giving time where we can and so many have good intentions to help – with that being said, the HBA would welcome some help from the Hampden Business Community. Please give some thought on how you could possibly make a difference and assist the HBA to become a great resource for our community.

Any feedback, thought or ideas are encouraged and welcomed. Such items can be shared at either our Facebook Page, which is **Hampden Business Association** or e-mail HBA Secretary, Susan Starbird at: bdstar@midmaine.com.

The Association’s new website is up-and-running, but keep in mind that it is in the beginning stages. The new website is: hampdenbusiness.com.

I personally want to thank our Town Manager, Angus Jennings for taking time out of his busy schedule to attend our Association’s meetings, as well as providing us with ideas to help keep the HBA heading in the right

direction – it would be nice if more of you would consider getting involved too.

This Association will only be what the community of Hampden is willing to put into it.

I hope that everyone is enjoying this beautiful summer weather that we all wait for each year.

Sincerely,

Cheryl

Cheryl Gray, HBA President

Cheryl Gray | Assistant Banking Center Manager

NMLS # 1036928

Brewer Branch

[207-991-9547](tel:207-991-9547) (p)

[207-230-5251](tel:207-230-5251) (f)



Town of Hampden
106 Western Avenue
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Phone: (207) 862-3034
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Email:
townmanager@hampdenmaine.gov

TO: Planning & Development Committee

FROM: Angus Jennings, Town Manager

DATE: August 1, 2016

RE: FY17 Work plan and priorities

Following on last month's discussions, I have conveyed to the Town Planner the following three priority items for FY17:

1. Town Center Planning and Zoning Amendments
2. Bring Business Park TIF proposal forward based on 2014 Development Agreement, including consideration of potential expansion of TIF District to include "front parcels"
3. Ordinance Recodification

The Planner is also working with the Planning Board and its Ordinance Committee to carry several pending ordinance amendments over the finish line.

She has been made aware, preliminarily, of other ordinance amendments that have been discussed by P&D in the past year but which have not yet advanced to a draft that is suitable for referral. This includes flag lots; home occupations; mineral extraction ordinance; harbor ordinance; and fees ordinance.

However, along with overall orientation to the community, including meeting local residents and business owners, it's my intent to keep her initial time focused on the identified priority items, as well as providing excellent service to walk-in customers and other inquiries regarding planning and development. Part of her initial meetings will include gaining familiarity with the riverfront, its landowners, and potential opportunities to inform a future planning process for that area.