**MEMO**

**To: Norway Selectboard**

**From: Dennis Lajoie, Town Manager**

**Date: October 18, 2021**

**Re: Norway’s Visioning and Comprehensive Plan**

Town of Norway’s current ***Comprehensive Plan (CP)*** was last revised in May of 2011. Submitted to the State Planning office and found to be consistent with Maine’s Growth Management Act (See Letter dated July 8, 2011).

A new or updated Comprehensive Plan is due to the State in 2023.

The Goal would be to have the Comprehensive Plan updated and approved by the Town at the Annual Town meeting in June of 2023.

***The Draft plan gets submitted to the State prior to the vote to adopt the updated CP by the Town.***

***THE STATE HAS A MINIMUM DATA REQUIREMENTS TO COMPLY WITH THE COMPREHENSIVE PLAN REVIEW CRITERIA.***

On September 20, 2007 the new Comprehensive Plan Review Criteria Rule became effective. That Rule was amended on August 6, 2011. The Rule replaces the original Rule of 1990. The new Rule is significantly different in the method the Maine Department of Agriculture, Conservation and Forestry Municipal Planning Assistance Program (MPAP) will review comprehensive plans for consistency with the Growth Management Act.

The following check list has been prepared to identify the minimum information/data requirements as contained in the Rule and to allow a comprehensive plan to be developed. To assist the comprehensive plan committee space has been provided to indicate who is responsible to obtain the information that will be used in the development of the Comprehensive Plan.

This check list contains the minimum information/data requirements and in no way is intended to limit the inclusion in the plan of information/data that would enhance the comprehensive plan.

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| **Historic and Archeological Resources Information/Data** | Where to find it\*\*(past C-Plans may have info that can be reused if still relevant) |
| 1. The community’s Comprehensive Planning Historic Preservation Data Set prepared and provided to the community by the Historic Preservation Commission and the Office, or their designees.
 | MPAP data pack |
| 1. An outline of the community's history, including a brief description of historic settlement patterns and events contributing to the development and character of the community and its surroundings.
 | Historical society, local historian, existing comprehensive plan (c-plan) |
| 1. An inventory of the location, condition, use, of any historical or archaeological resources that is of local importance.
 | MPAP data pack has National Register places, town may have local listing, existing c-plan (Oxford Co: “Architectural History of Oxford County” by Randall Bennett – ask AVCOG to send relevant pages, town to review to determine relevance). |
| 4. A brief description of threats to local historic resource and to those of state and national significance as identified by the Maine Historic Preservation Commission.  | Historical society, local historian, existing comprehensive plan (c-plan) |

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| **Population and Demographics Information/Data** | Where to find it |
| 1. The community’s Comprehensive Planning Population and Demographic Data Set (including relevant local, regional and state-wide data) prepared and provided to the community by the State Planning Office or its designee.
 | State economist website: <https://econ.maine.gov/index/comprehensive> |
| 1. Information on natural population change (births and deaths).
 | Town Clerk |

| **Economy Information/Data** | Where to find it |
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| 1. The community’s Comprehensive Planning Economic Data Set prepared and provided to the community by the Office or its designee.
 | MPAP data pack (limited) |
| 1. A brief historical perspective on how and why the current economy of the community and region developed.
 | Local historian? (“Oxford County Maine: A Guide to Its Historic Architecture” by Randall Bennett – ask AVCOG to send relevant pages, town to review to determine relevance) |
| 1. A list of local and regional economic development plans developed over the past five years which include the community.
 | Town or AVCOG |
| 4. Where does the community’s population work and where do employees in your community reside? A description of the major employers in the community and labor market area and their outlook for the future.  | American Community Survey:<https://www.census.gov/programs-surveys/acs/data.html> |
| 5. A description of any economic development incentive districts, such as Tax Increment Financing Districts, in the community. | Town Clerk |

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| **Housing Information/Data** | Where to find it\*\*(past C-Plans may have info that can be reused if still relevant) |
| 1. The community’s Comprehensive Planning Housing Data Set prepared and provided to the community by the Maine State Housing Authority and the Office, or their designees. | MPAP data pack |
| 1. Information on existing regional affordable/workforce housing coalitions or similar efforts.
 | Not aware of any. Could check with Community Concepts. |
| 3. A summary of local regulations that affect the development of affordable housing. | Consider if there are alternatives to large lot sizes, whether multi-family is allowed, are there any incentives for affordable housing? |

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| **Transportation Information/Data** | Where to find it\* \*(past C-Plans may have info that can be reused if still relevant) |
| 1. The community’s Comprehensive Planning Transportation Data Set prepared and provided to the community by the Department of Transportation and the Office, or their designees. | MPAP Data Pack; Town Road Commissioner |
| 1. Location and overall condition of roads, bridges, sidewalks, and bicycle facilities, including any identified deficiencies or concerns.
 | Town; AVCOG may be able to help; [www.maine.gov/dot/bridges](http://www.maine.gov/dot/bridges); [www.mdotapps.maine.gov/MaineCrashPublic/](http://www.mdotapps.maine.gov/MaineCrashPublic/) |
| 1. Identify potential off-road connections that would provide bicycle and pedestrian connections to neighborhoods, schools, and other activity centers.
 | Town; AVCOG may be able to help |
| 1. Identify major traffic (including pedestrian) generators, such as schools, large businesses, public gathering areas/activities etc. and related hours of operation.
 | Town; AVCOG may be able to help |
| 1. Identify policies and standards for the design, construction and maintenance of public and private roads.
 | Town and Ordinances |
| 1. Identify airports within or adjacent to the community and describe applicable airport zoning and airspace protection ordinances in place.
 | Town; AVCOG; [www.maine.gov/mdot/aviation/](http://www.maine.gov/mdot/aviation/) |
| 1. Identify bus or van service.
 | Town; AVCOG |

| **Recreation Information/Data** | Where to find it\*\*(past C-Plans may have info that can be reused if still relevant) |
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| 1. The community’s Comprehensive Planning Recreation Data Set prepared and provided to the community by the Department of Conservation and the State Planning Office, or their designees.
 | MPAP data pack |
| 1. A description of important public and private active recreation programs, land and water areas (including hunting and fishing areas), and facilities in the community and region, including regional recreational opportunities as appropriate, and identification of unmet needs.
 | C-Plan committee |
| 1. An inventory of any water bodies in the community determined locally to have inadequate public access.
 | Town |
| 1. A description of local and regional trail systems, trail management organizations, and conservation organizations that provide trails for all-terrain vehicles, snowmobiling, skiing, mountain biking or hiking.
 | Town; clubs; AVCOG |
| 1. A map or list of important publicly-used open spaces and associated facilities, such as parking and toilet facilities.
 | Town |

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| **Water Resources Information/Data** | Where to find it\*\*(past C-Plans may have info that can be reused if still relevant) |
| 1. The community’s Comprehensive Planning Water Resources Data Set prepared and provided to the community by the Department of Inland Fisheries and Wildlife, the Department of Environmental Protection, and the Office, or their designees.
 | MPAP data pack |
| 1. A description of each great pond, river, surface drinking water supply and other water bodies of local interest including:

a. Ecological values;b. Threats to water quality or quantity;c. Documented water quality and/or invasive species problems. | Local lake associations, Volunteer Lake Monitor program; Maine DEP (Jeff Dennis); existing c-plan |
| 1. A summary of past and present activities to monitor, assess and/or improve water quality, mitigate sources of pollution, and control or prevent the spread of invasive species.
 | Town; Local lake associations, Volunteer Lake Monitor program; Maine DEP (Jeff Dennis) |
| 1. A description of the location and nature of significant threats to aquifer drinking water supplies.
 | Water Company/District (get a copy of wellhead protection plan if available) |
| 1. A summary of existing lake, pond, river, stream and drinking water protection and preservation measures, including local ordinances.
 | Town |

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| **Natural Resources Information/Data** | Where to find it\*\*(past C-Plans may have info that can be reused if still relevant) |
| 1. The community’s Comprehensive Planning Critical Natural Resources Data Set prepared and provided to the community by the Department of Inland Fisheries and Wildlife, Department of Environmental Protection, and the Office or their designees.
 | MPAP data pack |
| 1. A map or description of significant scenic areas and scenic views of local importance, and regional or statewide importance if available.
 | AVCOG has a methodology for doing an assessment they can provide to the committee who can do the field work to develop a map |

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| **Agriculture and Forestry Information/Data**  | Where to find it\*\*(past C-Plans may have info that can be reused if still relevant) |
| 1. The community’s Comprehensive Planning, Agriculture, and Forestry Data Set prepared and provided to the community by the Department of Agriculture, the Maine Forest Service, and the Office, or their designees.
 | MPAP data pack |
| 1. A map and/or description of the community’s farms, farmland and managed forest lands, and a brief description of any that are under threat.
 | Town; existing c-plan |
| 1. Information on the number of farms and acres of farmland in the community enrolled in the state's farm, tree growth and open space law taxation program, including changes in enrollment over the past 10 years.
 | Bureau of Maine Revenue Service’s municipal statistical summary has acres in programs; MPAP has annual report on timber harvesting done |
| 1. A description of any community farming and forestry activities (e.g. street tree program, community garden, farmer’s market, or community forest).
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| **Public Facilities and Services Information/Data** | Where to find it\*\*(past C-Plans may have info that can be reused if still relevant) |
| Identification of the following as applicable for the public facilities and services in a through i. |  |
| 1. Location of facilities and service areas (mapped as appropriate).
 | Town |
| 1. General physical condition of facilities and equipment.
 | Town; Department Heads |
| 1. Capacity and anticipated demand during the planning period.
 | Town; Department Heads |
| 1. Identification of who owns/manages the systems.
 | Town |
| 5. Estimated costs of needed capital improvements to public facilities. | Town; Department Heads |
| 6. The following information related to each of these public facilities and services: | Town (identify sources and whether they are sufficient for anticipated future demand/goals) |
| a. Septage – Identify any community policies or regulations regarding septage collection and disposal.b. Solid Waste – Describe the community’s solid waste management system. Identify types and amounts of municipal solid waste and recycled materials for the past 5 years.c. Power and Communications – Availability of electricity (including 3-phase power), telephone, Internet (including broadband), and cable within the community.d. Emergency Response System – Average call response times for fire, police and emergency/rescue. e. Education – Identify school administrative unit. Include primary/secondary school system enrollment for the most recent year information is available and for the 10 years after the anticipated adoption of plan. f. Health Care - Describe major health care facilities (hospitals, clinics) and other providers serving the community. Identify public health and social services supported by the community through municipal subsidy.g. Municipal Government Facilities and Services – Describe facilities and staffing for municipal administrative, enforcement, and public works operations.h. Street Tree Program- Describe the community's street tree program. |  |

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| **Fiscal Capacity and Capital Investment Plan Information/Data** | Where to find it |
| 1. Identify community revenues and expenditures by category for last 5 years and explain trends.
 | Town Clerk/Treasurer (annual audit report) |
| 1. Describe means of funding capital items (reserve funds, bonding, etc.) and identify any outside funding sources.
 | Town Clerk/Treasurer (annual audit report) |
| 1. Identify local and state valuations and local mil rates for past five (5) years.
 | Town Clerk/Treasurer (or Maine Municipal Statistical Summary from state Revenue Services) |
| 4. How does total municipal debt (including shares of county, school and utility) compare with the statutory and Maine Bond Bank recommended limits on such debt?  | Town Clerk |

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| **Land Use Information/Data** | Where to find it\*\*(past C-Plans may have info that can be reused if still relevant) |
| 1. An existing land use map, by land use classification (such as mixed-use, residential, commercial, institutional, industrial, agricultural, commercial forests, park/recreational, conserved and undeveloped land).
 | MPAP data pack; existing c-plan. This can be a bubble diagram, not detailed. |
| 1. A summary of current lot dimensional standards.
 | Code Officer or Planning Board |
| 1. A description or map identifying the location of lots and primary structures created within the last ten years. Include residential, institutional, commercial, and industrial development.
 | Code Officer |
| 1. Provide a brief description of existing land use regulations and other tools utilized to manage land use, including shoreland zoning, floodplain management, subdivision, site plan review and zoning ordinances.
 | Town or Code Officer |
| 1. Estimate the minimum amount of land needed to accommodate projected residential, institutional, commercial, or industrial development at least 10 years into the future.
 | Town (make your best guess) |

**Norway’s current Comprehensive Plan contains a Vision Statement**

***“Norway will remain a beautiful rural residential Maine town with a unique and thriving historic downtown, beautiful views and clean water, with ample employment opportunities. Growth will be orderly and in areas where services are available to accommodate it; growth will not detract from the existing rural character of the town and will enhance the character of the downtown”.***

**Norway’s current Comprehensive Plan contains a Sections on:**

* **Population**
* **Economy**
* **Downtown**
* **Housing**
* **Transportation**
	+ **Roads**
	+ **Sidewalks**
	+ **Parking**
	+ **Transit**
* **Public Facilities and Services**
	+ **Water Supply**
	+ **Wastewater Treatment**
	+ **Stormwater Management**
	+ **Solid Waste**
	+ **Fire Department**
	+ **Police Department**
	+ **Highway Department**
	+ **Ambulance and Rescue**
* **Town Government and Fiscal Planning**
* **Recreation**
* **Natural Resources**
* **Soil and Topography**
* **Groundwater**
* **Surface water**
* **Wetlands**
* **Floodplains**
* **Wildlife Habitat**
* **Rare, Endangered and significant areas**
* **Historic and Archaeological Resources**
* **Scenic Resources**
* **Agriculture and Forest Resources**
* **Future Land Use**
	+ **Density Concept**
	+ **Downtown Village and Gateway Areas**
	+ **Historic District**
	+ **General Residential Area**
	+ **Special Commercial Area**
	+ **Rural Village Areas**
	+ **Lake Area**
	+ **Open Space/Wildlife Areas**
	+ **Aquifer and Wellhead Protection Areas**
	+ **Shoreland Zones**
	+ **Stream Protection Areas**
	+ **Critical Natural Resources and Critical Rural Areas**
* **Next Steps:**
	+ **Hire and retain a consultant**
		- **Craig Freshley**
	+ **Vision & Comp Committee:**
		- **Dennis Lajoie**
		- **Dennis Gray**
		- **Scott Tabb**
		- **Joan Beal**
		- **Dennise Whitley**
		- **Ryan Lorrain**
		- **Sarah Carter**
		- **Others**
	+ **Community Partners:**
		- **CEBE -**
		- **Norway Downtown -**
		- **Lakes Associations**
		- **Western Foothills land trust**
		- **Others**
	+ **Timeframe – December 2021 to December 2022 for draft to be submitted to the State for review and comments. Two meetings per month.**