

Town of Yarmouth

Per M.G.L.: All town and school boards, committees, commissions, and authorities shall post a notice of every meeting at least 48 hours prior to such meeting, excluding Saturdays, Sundays, and legal holidays. Notice shall contain a listing of topics/agenda that the chair reasonably anticipates will be discussed at the meeting.

Notice of Meeting

Name of committee, board, etc.:	Planning Board
Date of Meeting:	Wednesday – September 2, 2020
Time:	5:30 PM
Place:	Virtual Meeting

The meeting will be held by remote participation pursuant to Massachusetts Governor Charles D. Baker's Order Suspending Certain Provisions of the Open Meeting Law dated March 12, 2020. No in-person attendance of members of the public will be permitted, but every effort will be made to ensure that the public can adequately access the proceedings in real time, via technological means. An audio or video recording, transcript, or other comprehensive record of proceedings will be posted on the town's website as soon as possible after the meeting.

JOINING THE VIRTUAL MEETING: Members of the public can join the meeting using one of the following methods:

- To attend the meeting online, click <https://us02web.zoom.us/j/89946411937> and follow the prompts or navigate to <https://zoom.us/join> and enter meeting/webinar ID **899 4641 1937** and follow the prompts.
- To attend the meeting by dial-in phone, call +1 301 715 8592 and enter meeting ID **899 4641 1937**. The dial-in number can also be used to access the audio while watching the online meeting (if you don't have speakers and/or a microphone).
- Please plan to join the virtual meeting at least five minutes before the start of the meeting to troubleshoot any issues you may have joining.
- The virtual meeting will also be live streamed and uploaded to the Town of Yarmouth YouTube Channel. This live feed will not be monitored for public comment.

APPLICANTS:

- Applicants will be called upon by the Chair to present their request. Applicants can use the "Raise Hand" button to identify themselves (all participants will be muted, you must be recognized by the Chair to participate).
- Applicants attending by dial-in should press *9 to notify the Chair of their presence when called upon. The meeting Moderator will un-mute applicants when they are called upon to speak.

PUBLIC PARTICIPATION: During the Public Comment period for Public Hearings, or at the discretion of the Chair for Public Meetings, the Chair will invite the audience to comment:

- Online audience members wishing to participate during the public comment section can use the "Raise Hand" button to notify the Chair. Dial-in audience members should press *9 on their phone to notify the Chair. All audience members will be muted until you are recognized by the Chair to participate.
- As an alternative to making comments via the online audio or phone, you may also submit comments to the Moderator via the virtual meeting "chat" function. To do this click on the "chat" icon and type your message. When prompted, the Moderator will read comments and questions into the record.

MEETING MATERIALS:

- Meeting materials will be displayed at the online meeting and are attached to this agenda (available at <http://www.yarmouth.ma.us/AgendaCenter>).

PLANNING BOARD AGENDA (Topics to be discussed):

1. **Approval Not Required (ANR) Plan #2935:** Jacqueline Rivero, 555 Route 6A, Yarmouth Port, MA, Assessor Map 124, Parcel 111.1, R40 Zoning District with the majority of parcel also in the Aquifer Protection District (APD). The ANR Plan divides the existing lot into four lots.
2. **Discussion and Updates on Community Visioning:**
3. Meeting Minutes
4. Board of Appeals Agenda & Decisions
5. Committee Updates from Board Members
6. Board Member Items
7. Correspondence
8. Staff Updates
9. Upcoming Meetings:
 - a. September 16, 2020
 - b. October 7, 2020
10. Adjournment

Posted By (Name):	Kathleen D. Williams
Signature:	<i>Kathy Williams</i>

Town of Yarmouth

YARMOUTH TOWN CLERK

'20AUG28PM2:17 REC

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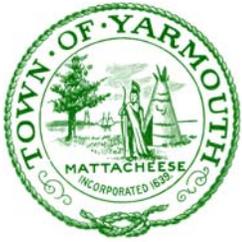
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YARMOUTH TOWN CLERK

'20AUG28PM2:17 REC

Posted By (Name):	Kathleen D. Williams
Signature:	<i>Kathy Williams</i>



TOWN OF YARMOUTH

1146 ROUTE 28, SOUTH YARMOUTH, MASSACHUSETTS 02664-4492
Telephone (508) 398-2231, Ext. 1276, Fax (508) 398-2365

Planning
Division

MEMORANDUM

To: Planning Board

From: Kathy Williams, Town Planner

Date: August 28, 2020

Subject: Planner Report for ANR Plan #2935
Jacqueline Rivero – 555 Route 6A, Yarmouth Port, MA

Please find attached application Form A and ANR Plan #2935. The ANR Plan proposes to create four lots (Lot 1, and Parcels A, B & C), out of the existing lot at 555 Route 6A, Yarmouth Port, MA. Lot 1 contains the existing house and garage. Parcels A, B & C are denoted as unbuildable lots and contain significant wetland resource areas. It is my understanding that the property owner wishes to donate Parcels A, B & C to the Native Land Conservancy with the Yarmouth Conservation Trust holding a conservation restriction on Parcel A. The parcel is located in the R40 zoning district with the vast majority also being in the Aquifer Protection District (APD).

The submission was complete and included the required fee, Form A, ANR plan, and the appropriate number of copies. The ANR Plan is entitled, "*Approval Not Required Plan of Land in Yarmouth Port, Massachusetts prepared for Jacqueline Rivero 555 Route 6A Yarmouth Port, MA*". The Plan was prepared by John M. O'Reilly, PLS of J.M. O'Reilly & Associates, Inc. and is dated August 14, 2020 and stamped August 17, 2020. Lot 1 has adequate frontage and means of access off both Route 6A and Weir Road. Parcels A, B & C are clearly noted as not being building lots. The ANR Plan appears to contain all the required information.

This application was received on August 20, 2020, and a decision is required by September 9, 2020 to remain within the 21-day statutory requirements. This project has been placed on the Planning Board Meeting Agenda for September 2, 2020.

Planner Suggestion: Recommend the Planning Board make a motion to endorse ANR Plan #2935, dated August 14, 2020.

Attachments:

- Form A
- 2935 ANR Plan



**PLANNING BOARD
TOWN OF YARMOUTH,
MASSACHUSETTS**

**APPLICATION FOR ENDORSEMENT
OF PLAN
APPROVAL NOT REQUIRED**

<i>For Office Use Only</i>	
Reference No.	<u>2935</u>
Hearing Date:	<u>9/2/20</u>
<input checked="" type="checkbox"/> 3 signed copies of Form A	
<input checked="" type="checkbox"/> Fee (\$250 <= 3 lots, then \$75 per lot)	
<input type="checkbox"/> Original plan and digital file	
<input checked="" type="checkbox"/> 10 copies of plan	

FORM A

YARMOUTH TOWN CLERK

Date: July 27, 2020

'20AUG20AM10:43 REC

To the Yarmouth Planning Board:

The undersigned, believing the accompanying plan of property in the Town of Yarmouth does not constitute a subdivision within the meaning of the Subdivision Control Law, requests a determination and endorsement by the Planning Board that approval under the Subdivision Control Law is not required.

Deed to the property is recorded in the Barnstable County Registry of Deeds, Book 25687/981, Page 304/283 or registered in the Barnstable Land Court Certificate of Title _____ as shown on the Town of Yarmouth Assessor's Map number 124, parcel 111.1.

Owner:

Jaqueline Rivero

Print name

Signature

Address

Surveyor:

John O'Reilly, P.L.S.

Print name

J.M. O'REILLY & ASSOCIATES, INC

P.O. BOX 1773

BREWSTER, MA 02631

508-896-6601

Address

Applicant:

Same as Owner

Print name:

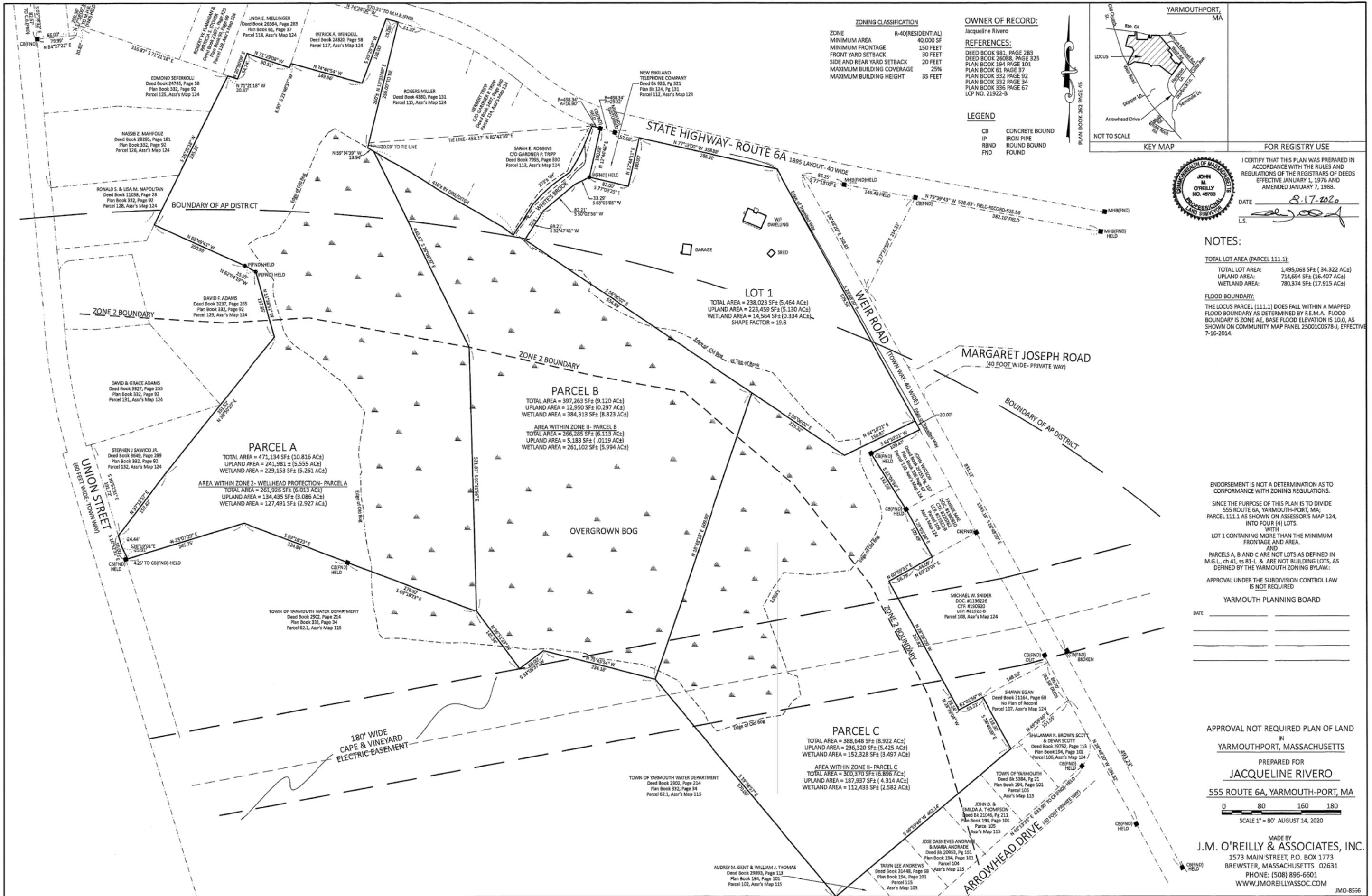
Signature

Address

MA PLS #46733

Registration No.

Continued



ZONING CLASSIFICATION

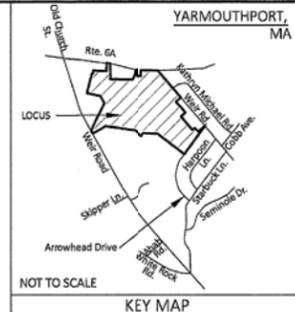
ZONE	R-40 (RESIDENTIAL)
MINIMUM AREA	40,000 SF
MINIMUM FRONTAGE	150 FEET
FRONT YARD SETBACK	30 FEET
SIDE AND REAR YARD SETBACK	20 FEET
MAXIMUM BUILDING COVERAGE	25%
MAXIMUM BUILDING HEIGHT	35 FEET

OWNER OF RECORD:
Jacqueline Rivero

REFERENCES:
DEED BOOK 981, PAGE 283
DEED BOOK 26088, PAGE 325
PLAN BOOK 194 PAGE 101
PLAN BOOK 61 PAGE 37
PLAN BOOK 332 PAGE 92
PLAN BOOK 336 PAGE 34
LCP NO. 21922-5

LEGEND

CB	CONCRETE BOUND
IP	IRON PIPE
RBND	ROUND BOUND
FND	FOUND



FOR REGISTRY USE



I CERTIFY THAT THIS PLAN WAS PREPARED IN ACCORDANCE WITH THE RULES AND REGULATIONS OF THE REGISTRARS OF DEEDS EFFECTIVE JANUARY 1, 1976 AND AMENDED JANUARY 7, 1988.

DATE 8-17-2020
L.S. [Signature]

NOTES:

TOTAL LOT AREA (PARCEL 111.1):
TOTAL LOT AREA: 1,495,068 SF± (34.322 AC±)
UPLAND AREA: 714,694 SF± (16.407 AC±)
WETLAND AREA: 780,374 SF± (17.915 AC±)

FLOOD BOUNDARY:
THE LOCUS PARCEL (111.1) DOES FALL WITHIN A MAPPED FLOOD BOUNDARY AS DETERMINED BY F.E.M.A. FLOOD BOUNDARY IS ZONE AE, BASE FLOOD ELEVATION IS 10.0, AS SHOWN ON COMMUNITY MAP PANEL 25001C0578-J, EFFECTIVE 7-16-2014.

ENDORSEMENT IS NOT A DETERMINATION AS TO CONFORMANCE WITH ZONING REGULATIONS.

SINCE THE PURPOSE OF THIS PLAN IS TO DIVIDE 555 ROUTE 6A, YARMOUTH-PORT, MA; PARCEL 111.1 AS SHOWN ON ASSESSOR'S MAP 124, INTO FOUR (4) LOTS. WITH LOT 1 CONTAINING MORE THAN THE MINIMUM FRONTAGE AND AREA. AND PARCELS A, B AND C ARE NOT LOTS AS DEFINED IN M.G.L., ch 41, ss 81-L & ARE NOT BUILDING LOTS, AS DEFINED BY THE YARMOUTH ZONING BYLAW.

APPROVAL UNDER THE SUBDIVISION CONTROL LAW IS NOT REQUIRED

YARMOUTH PLANNING BOARD

DATE _____

APPROVAL NOT REQUIRED PLAN OF LAND IN YARMOUTHPORT, MASSACHUSETTS PREPARED FOR **JACQUELINE RIVERO** 555 ROUTE 6A, YARMOUTH-PORT, MA



MADE BY **J.M. O'REILLY & ASSOCIATES, INC.**
1573 MAIN STREET, P.O. BOX 1773
BREWSTER, MASSACHUSETTS 02631
PHONE: (508) 896-6601
WWW.JMOREILLYASSOC.COM

PARCEL A
TOTAL AREA = 471,134 SF± (10.816 AC±)
UPLAND AREA = 241,981 ± (5.555 AC±)
WETLAND AREA = 229,153 SF± (5.261 AC±)

AREA WITHIN ZONE 2 - WELLHEAD PROTECTION- PARCELA
TOTAL AREA = 261,926 SF± (6.013 AC±)
UPLAND AREA = 134,435 SF± (3.086 AC±)
WETLAND AREA = 127,491 SF± (2.927 AC±)

PARCEL B
TOTAL AREA = 397,263 SF± (9.120 AC±)
UPLAND AREA = 12,950 SF± (0.297 AC±)
WETLAND AREA = 384,313 SF± (8.823 AC±)

AREA WITHIN ZONE II - PARCEL B
TOTAL AREA = 266,285 SF± (6.113 AC±)
UPLAND AREA = 5,183 SF± (.119 AC±)
WETLAND AREA = 261,102 SF± (5.994 AC±)

PARCEL C
TOTAL AREA = 388,648 SF± (8.922 AC±)
UPLAND AREA = 236,320 SF± (5.425 AC±)
WETLAND AREA = 152,328 SF± (3.497 AC±)

AREA WITHIN ZONE II - PARCEL C
TOTAL AREA = 300,370 SF± (6.896 AC±)
UPLAND AREA = 187,937 SF± (4.314 AC±)
WETLAND AREA = 112,433 SF± (2.582 AC±)

LOT 1
TOTAL AREA = 238,023 SF± (5.464 AC±)
UPLAND AREA = 223,459 SF± (5.130 AC±)
WETLAND AREA = 14,564 SF± (0.334 AC±)
SHAPE FACTOR = 15.8

OVERGROWN BOG

180' WIDE CAPE & VINEYARD ELECTRIC EASEMENT

TOWN OF YARMOUTH WATER DEPARTMENT
Deed Book 2902, Page 214
Plan Book 332, Page 34
Parcel 62.1, Assr's Map 115

AUDREY M. GENT & WILLIAM J. THOMAS
Deed Book 29893, Page 113
Plan Book 194, Page 101
Parcel 102, Assr's Map 115

TARYN LEE ANDREWS
Deed Book 31448, Page 68
Plan Book 194, Page 101
Parcel 115, Assr's Map 103

JOSE DASNEVES ANDRADE & MARIA ANDRADE
Deed Bk 20953, Pg 151
Plan Book 194, Page 101
Parcel 104, Assr's Map 115

JOHN D. & EMILDA A. THOMPSON
Deed Bk 21046, Pg 211
Plan Book 194, Page 101
Parcel 105, Assr's Map 115

TOWN OF YARMOUTH
Deed Bk 5984, Pg 21
Plan Book 194, Page 101
Parcel 106, Assr's Map 114

SHAWAN EGAN
Deed Book 31164, Page 68
No Plan of Record
Parcel 107, Assr's Map 124

MICHAEL W. SNIDER
DOC. #1136226
CTF #190920
LCP #21922-5
Parcel 108, Assr's Map 124

JOHN WOODS JR.
Deed Bk 20242, Pg 124
Plan Book 124, Page 124
Parcel 110, Assr's Map 124

DAVID & GRACE ADAMS
Deed Book 3927, Page 255
Plan Book 332, Page 92
Parcel 131, Assr's Map 124

STEPHEN J. SAWICKI JR.
Deed Book 3649, Page 289
Plan Book 332, Page 92
Parcel 132, Assr's Map 124

DAVID & GRACE ADAMS
Deed Book 3927, Page 255
Plan Book 332, Page 92
Parcel 131, Assr's Map 124

RONALD S. & LISA M. NAPOLITAN
Deed Book 11038, Page 28
Plan Book 332, Page 92
Parcel 128, Assr's Map 124

MASSIB Z. MAHFOUZ
Deed Book 28285, Page 181
Plan Book 332, Page 92
Parcel 126, Assr's Map 124

EDMOND SEFERKOLLI
Deed Book 24745, Page 58
Plan Book 332, Page 92
Parcel 125, Assr's Map 124

JINDA E. MELLINGER
Deed Book 26364, Page 283
Plan Book 61, Page 37
Parcel 118, Assr's Map 124

TRICK A. WENDELL
Deed Book 28820, Page 58
Parcel 117, Assr's Map 124

ROGERS MILLER
Deed Book 4380, Page 131
Parcel 133, Assr's Map 124

SARAH E. ROBBINS
C/O GARDNER P. TRIPP
Deed Book 7995, Page 330
Parcel 113, Assr's Map 124

NEW ENGLAND TELEPHONE COMPANY
Deed Bk 926, Pg 521
Plan Bk 124, Pg 131
Parcel 112, Assr's Map 124

HENRY NEWP
C/O GARDNER P. TRIPP
Parcel 114, Assr's Map 124



Yarmouth Community Visioning

Setting Our Course • Charting Our Future

Updated: August 28, 2020

Many of you may have heard about the Town wide Visioning process being initiated by the Yarmouth Planning Board. Although COVID-19 impacted the original process and timeline, the Planning Board has now devised a modified **Visioning Process** and **Implementation Schedule** supported by the Board of Selectmen to move forward with Visioning while addressing social distancing and COVID-19 precautions.

The Visioning process was designed to identify high level goals and overall community values and viewpoints to ascertain what's important to our community and what we want Yarmouth to be like in the future. To garner the necessary input, the original Visioning Process relied heavily on Surveys (both on-line and hard copy) and in-person Workshop Meetings. The Surveys remain a good avenue for obtaining input from the public, but in-person Workshops would be difficult during COVID-19 restrictions due to the number of people we hope would want to participate. To address this the Planning Board has proposed the use of Virtual Workshops which allow for "break-out" rooms to create the smaller group setting originally envisioned for the in-person Workshops. Although not as ideal as the face-to-face Workshops, conducting Virtual Workshops in conjunction with Surveys would allow us to move forward sooner.

The Planning Board will be scheduling the first series of Virtual Workshops and launching the first Survey this fall. Please visit our **Visioning Webpage** and sign up for regular updates via e-mail to have access to the latest information, including dates and times for Workshops and access to Surveys. Opportunities for public participation throughout the entire visioning process are highlighted in the **Public Participation Schedule**. The Planning Board has also developed a robust **Public Participation/Engagement Plan** which will soon begin in earnest now that we have a clear path forward.

We encourage everyone to get involved with the Visioning process and participate in the upcoming Surveys or Workshops. Public participation is crucial to making this Visioning project a success.

Additional Information:

- *What is Visioning?*
- *Public Participation Schedule, updated August 28, 2020*
- *Visioning Process Outline, updated August 26, 2020*
- *Visioning Implementation Schedule, updated August 25, 2020*
- *Public Participation/Engagement Plan, updated August 20, 2020*

What is Community Visioning?

Visioning is a community driven process to discover what residents want Yarmouth to be like in the future.

- **What do you like about Yarmouth and want to preserve or enhance?**
- **What is missing from our Town or impacting our ability to be our best?**
- **What untapped opportunities are out there to strengthen our community?**

Through strong public engagement and participation, we can identify high level goals and overall community values and viewpoints which will serve as the basis for the creation of a community Vision Statement. The Vision Statement embodies the overarching goals and objectives of the community and outlines what we want the community to look and feel like in the future.

The Vision Statement will serve as an important guide to the development of action items and implementation steps for updating our Local Comprehensive Plan (LCP), which serves as the Town's long-term master plan. It will also help the Board of Selectmen in establishing their goals, initiatives and resource allocations that are consistent with our community values and best serve our residents.



Yarmouth Community Visioning

Setting Our Course • Charting Our Future

PUBLIC PARTICIPATION SCHEDULE

UPDATED AUGUST 28, 2020

*Tentative dates subject to change and meetings may be virtual or in person. For up to date information on the project, please visit our [Visioning webpage \(http://www.yarmouth.ma.us/1838/Community-Visioning\)](http://www.yarmouth.ma.us/1838/Community-Visioning) and sign up for regular updates via e-mail.

2020

October

Virtual Kickoff
Informational Mtg

Public Survey

November/December

Virtual Community
Workshops (3-seperate
dates/times)

2021

June

Vision Survey

Community Workshops
(2-seperate dates/times)

November

Review Draft Vision Plan

Final Community
Workshop



Yarmouth Community Visioning

Setting Our Course • Charting Our Future

VISIONING PROCESS OUTLINE:

Updated August 26, 2020 (COVID-19 Revisions)

1. **Local Planning Committee:** The Planning Board was appointed as the Local Planning Committee by the Board of Selectmen (BOS) at their January 7, 2020 BOS meeting. The Planning Board is formally charged with long-term planning and will actively engage other Committees and Boards throughout the LCP process to garner their expertise on various topics. Planning Board members will also be trained to serve as Facilitators during the Workshops (Virtual or possibly in-person for later Workshop Series).
2. **Visioning Process Plan:** To be sure the process remains on track, develop and follow an outline of the whole visioning process which identifies preliminary dates for completion of milestones, especially the Workshops to move forward with securing locations (if held in-person), and training Facilitators/note takers. See attached Implementation Schedule. The visioning process plan was coordinated with the Cape Cod Commission and deemed compliant with the Local Comprehensive Plan (LCP) Regulations.
3. **Public Participation/Engagement Plan:** A robust community engagement process is needed to garner input from a wide range of stakeholders. The process also needs to maximize a variety of opportunities and methods for participating in the project including Workshops (Virtual and in-person if possible for later Workshops) and Surveys. Develop a Public Participation Plan to ensure strong participation through broad outreach to Civic Groups and Organizations, Neighborhood Associations, Chamber of Commerce, Churches, Committees/Boards, Library & Recreation Newsletters, Flyers, School Notices, Channel 18 public access TV, QR Codes, Community Information Boards/transfer station, Newspaper Articles and Press Releases. A **Community Visioning** page (<http://www.yarmouth.ma.us/1838/Community-Visioning>) has been created on the Town Website with sign up through Constant Contact to keep the public informed of the process via e-mail. Make provisions for those who do not get their information electronically.
4. **Background Data & Staff Input:** Providing concise, relevant information to stakeholders allows for informed decision-making to better guide the planning process. Tap into the extensive knowledge of Town Staff through a series of interviews to develop a better understanding of where we are now, how trends/issues are impacting our community, and what recent or on-going projects are being conducted that help to address these issues. Utilizing input from Town Staff, develop summaries of background data on larger topics (i.e. Community Design & Character, Water Resources, Housing, Infrastructure, Community Services, Open Space, Local Economy, etc.) Review background summaries with Town Staff for accuracy and to obtain input on questions for the Workshop Survey and Workshop Format. Prior to the First Community Workshops and launch of the Survey, upload the Background Data summaries on the Community Visioning webpage and encourage review of these documents prior to the First Community Workshop/Survey.

5. **Virtual Kick-Off Informational Meeting:** Develop and conduct a Visioning Kick-off/Informational meeting to explain the overall Visioning process, why we're doing this, and the various ways the Town will be collecting input. The Video can also be put on the Town Website and sent out by e-mail through Constant Contact. The Planning Board may want to consider creating periodic Public Service Announcements (PSAs) throughout the process to give people updates.
6. **Workshop Survey:** Develop an on-line Survey based on the questions developed for the First Community Workshops to provide an additional opportunity for input from those not attending the Workshops. Also provide hard-copies of the Survey at public locations. Launch the Survey concurrent with publicity for the Virtual Workshops and leave open for an extended period.
7. **Workshop Format:** Develop the format for the First Community Virtual visioning Workshops to identify community values, assets, challenges, opportunities and threats to reaching the community vision for Yarmouth. Develop a "script" for the Visual Workshop and break-out room Facilitators to ensure consistent messaging and data collection throughout the Virtual Workshops.
8. **First Community Workshops - Virtual:** Conduct Virtual Series of First Community Workshops to gather public input on what we treasure and value about Yarmouth and makes us want to live here; what are the untapped opportunities that would make our Town better; and what are the areas we need to work on including identifying the threats to our community that could impact what we value or keep us from succeeding. To maximize public participation, the same Virtual Workshop will be held on three different days/times to allow for opportunities for various stakeholders and demographics to participate in the process. After a brief introduction presentation, the Virtual Workshops will be broken up into smaller pre-assigned "breakout rooms" with a Planning Board members serving as Facilitator and note takers in each "room" to lead the groups and record the findings. Workshop participants will be asked to mail in/drop off to Town Hall or e-mail their detailed responses to visioning@yarmouth.ma.us. Registration will be required to keep the numbers manageable and can be used to collect some basic information on participants for pre-assigning the break-out rooms. Additional Workshops may be required depending on the number of registrants who want to participate via a Virtual Workshop rather than complete the Survey.
9. **Stakeholder Round Tables:** Depending upon the level of input and participation obtained through the Workshop Survey and the First Community Virtual Workshops, consider conducting smaller scale Round Tables of the Workshop for specific Stakeholders (i.e. committees, boards, chamber of commerce, etc.)
10. **Workshop Data Processing:** Gather the data identified in the Community Workshops/Survey, analyze the results, and identify the main issues or categories that were raised. Review with the Planning Board to obtain their input and insights. Summarize data to start building general goals and purposes consistent with the Cape Cod Commission Regional Policy Plan (RPP).
11. **Summary Papers & Vision Statement:** Once all major categories have been identified through the first series of Workshops/Survey, Summary Papers will be prepared on each topic to inform the public/stakeholders on the issue and provide a foundation for the second series of Community Workshops. These brief summaries (4-5 pages) will provide general background data; further identify key issues; outline conclusions gleaned from the public input; and identify potential goals and purposes to address these issues that mesh with the RPP. These goals/purposes will be the basis for the development of a Vision Statement.
12. **Second Community Workshops:** The second round of public/stakeholder Community Workshops (Virtual or in-person if feasible) will vet the conclusions reached in the initial round of Workshops/Survey, vet the Goals and Purposes identified in the Summary Papers and work

towards finalizing the Vision Statement. This will be a series of two Workshops at different times/dates.

13. **Vision Survey**: Develop an on-line Vision Survey to vet the Goals and Purposes and determine community support for various concepts. Also provide hard-copies of the Survey at public locations.
14. **Draft Vision Plan**: Utilizing input from the second Workshops and the Vision Survey, prepare a Draft Vision Plan that summarizes the process and details the Vision.
15. **Third Community Workshop**: The final Community Workshop (Virtual or in-person if feasible) would be to vet the Draft Vision Plan.
16. **BOS Presentation**: Present the Vision Plan to the Board of Selectmen along with identification of next steps.
17. **Consultant Assistance**: Some limited funds for Visioning were allocated at the 2019 Annual Town Meeting and will be used to hire a consultant to assist the Planning Board and Town Staff with the first series of Workshops and Survey, and help to process and synthesize the data and input received. Modifications to the originally proposed scope of services will be needed to accommodate changes to the format due to COVID-19. Any additional consultant services would be subject to available funding.



Yarmouth Community Visioning

Setting Our Course • Charting Our Future

PUBLIC PARTICIPATION/ENGAGEMENT PLAN:

Updated August 20, 2020 (COVID-19 Revisions)

General: A robust community engagement process is needed to garner input from a wide cross section of stakeholders and residents including those that may not traditionally participate in town initiatives. Different demographics get their information from different sources and the public participation plan needs to be broad enough to capture these variables. The process needs to maximize a variety of opportunities and methods for participating in the project including Workshops and on-line/hard copy Surveys. Publicity materials need to clearly state the purpose and objective of the Visioning process and emphasize this as a new community driven initiative with no set outcome. Limited changes to the Public Participation/Engagement Plan are needed to address COVID-19.

1. **Town Website:**

- a. Established a new web page on [Community Visioning](#) and included a sign up for “Constant Contact” for people to keep up with edits to the website via e-mail.
- b. Populate and regularly update the Website to include information on the purpose of the Visioning, Surveys, Workshop Details, Background Data Summaries, Workshop/Survey Results; Summary Papers, Draft & Final Vision Statement and Plan, along with links to other resources (i.e. RPP, existing LCP).
- c. Provide regular updates as “News Items” and consider brief Public Service Announcements which are prominently displayed on the Town Website.
- d. The Town website will be a central hub for information and the link and QR Code will be included in all publicity for the Visioning process.

2. **Facebook/Twitter:** Regular updates/reminders will be provided through the Town Facebook/Twitter accounts as well as the Police Facebook which has a significant following. Encourage other groups and individuals to share information on their Facebook pages.

3. **Newspapers:** Newspapers, especially featured stories, can be an important way of getting the word out. Periodically throughout the process reach out to the Newspapers (Cape Cod Times and the Register) with Press Releases and requests for Featured Articles. Featured Articles should include input/interviews with Planning Board members.

4. **Radio:** Radio is a great way to get information out regarding Workshops/Surveys and the purpose of the Visioning through short interviews with radio personalities or press releases.

5. **Newsletters/Brochures:** The Recreation Dept, Senior Center and Library print and distribute electronically their Newsletters and periodic Brochures. Coordinate inclusion of information on the Workshop dates in these Newsletters/Brochures along with where additional information can be found.

6. **Flyers:**

- a. Develop Flyers on the Visioning Process, Workshops and Survey Link and distribute at Town Hall, Libraries, Senior Center and Chamber of Commerce.

- b. Investigate other posting opportunities throughout Town at places people regularly gather such as the Post Offices, Fire Stations, Cultural Center, Churches, Markets, Schools, Businesses, etc.
 - c. Planning Board members to assist in distribution of Flyers.
 - d. Flyers were inserted in the water bills introducing the Community Visioning process and provided the link to the Town Website.
7. **Channel 18 Public Access:** Provide information on Channel 18 regarding the Workshop Dates and where additional information can be found.
 8. **Information Kiosks:** Understanding that not all people obtain their information on-line, consider the development of several information kiosks which include a statement of the purpose of the Visioning, identifies the Workshop dates/locations and on-line resources, but also has physical copies of the Background Data and Survey. These could be placed in the Libraries, Town Hall and the Senior Center. Kiosks may be more limited during COVID-19 precautions when we don't want people to be touching the same copies or congregating around a display.
 9. **Town Meetings:** If distribution of materials is allowed, the STM in November 2020 provides a good opportunity to distribute Flyers on the Workshops (if not held yet), the Survey Link and for the Planning Board members to answer questions from the public. Providing an Information Kiosk with copies of information may be cost prohibitive (and potentially ill-advised during COVID-19 precautions), but we could include additional general information on the backside of the Flyer.
 10. **Community Information Boards/Transfer Station:** Coordinate information on the Workshops with the two stationary and one portable Community Information Boards and investigate ways to showcase this information at the Transfer Station, which most residents regularly frequent.
 11. **Civic Organizations and Neighborhood Associations:** Reach out with Flyers and other information to various Civic/Community Groups and Neighborhood Associations who are often willing to distribute information to their members regarding important Town initiatives. Also reach out to prominent businesses and community leaders with invitations to the Workshops/Surveys. A good list was developed by the Water Resources Advisory Committee (WRAC) for their outreach program that touches on a wide demographic.
 12. **Boards & Committees & Town Staff:** Yarmouth has active and engaged citizens on our Boards/Committees and on our Town Staff who often participate in workshops and meetings on a variety of topics. Send formal invitations to the Workshops to Town Staff and to the various Boards/Committees (i.e. BOS, CEDC, DISUC, ZBA, Recreation Commission, Conservation Commission, DRC, CHC, AHT, OKH, Council on Aging, Finance Committee, BOH, Capital Budget, CPA, etc.). Share information with Town Staff to enable them to respond to questions from the public. Provide updates at the monthly Department/Division Head Staff meetings.
 13. **Chamber of Commerce:** Coordinate distribution of information to the business community through the Chamber of Commerce. The Chamber has a full page article running in the Register on a monthly basis which can be used to get the message out regarding Visioning.
 14. **Schools and Parents:** Engage school administration and parent/teacher organizations on possible ways to engage students and parents in the Visioning process.
 15. **Board of Selectmen (BOS) Updates:** Throughout the process, regular updates to the BOS will keep the public engaged on the process and progress being made. These televised meetings also offer an opportunity to make brief update announcements on the Visioning Process.

Town of Yarmouth

MINUTES OF THE PLANNING BOARD MEETING OF August 19 2020

The Yarmouth Planning Board held a Business Meeting at **5:30** p.m. on Wednesday **August 19, 2020** via a Virtual Meeting pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law in response to the COVID-19 pandemic.

Planning Board Present: Brad Goodwin, Chris Vincent, Liz Hartsgrove, Joanne Crowley, Tom Baron, Susan Brita, and Will Rubenstein

Planning Board Absent: None

Staff Present: Kathy Williams, Town Planner

1. **Meeting Opening:** Vice Chairman Joanne Crowley opened the virtual meeting at 5:33 PM and took a roll call to establish quorum. Kathy Williams, Town Planner, served as the Moderator for the virtual meeting and read the attached statement regarding the reason for the virtual meeting and provided an overview on how remote participation works. All votes were taken by roll call and the meeting was livestreamed to the Town of Yarmouth YouTube Channel.
2. **Community Visioning during COVID-19:** Joanne Cowley gave a brief overview of the packet information related to the Community Visioning process during COVID-19, in preparation for the August 25th Board of Selectmen (BOS) update meeting. Kathy Williams briefly reviewed the attached draft August 14, 2020 Memo to the BOS along with updated versions of the Visioning Process Outline, Implementation schedule and Public Participation/Engagement Plan. This information was updated based on input from the Board from the August 5th meeting. The more significant proposed changes to the Visioning Process were to have Virtual Workshops using pre-registration and break-out rooms rather than in-person meetings and the overall Implementation Schedule.

The Planning Board members discussed the Draft materials, with major topics including: development of a more simplified list of major milestones emphasizing when public input can be provided; inclusion of the Town Website Visioning webpage address in the materials; noting the utilization of the Visioning funds for a consultant; discussion on Horsley Witten's experience with virtual meetings with breakout rooms; ability for virtual meetings to allow for participation by snowbirds if get the word out early; having the Workshops at different times and days to maximize participation; potential for having later Workshop series in person if feasible; and the overall group time and effort that will be needed by the Board for the Visioning process. There was a brief discussion on the presentation before the BOS where Joanne Crowley and Kathy Williams will give a brief update to the Board and then soliciting their questions and input.

Kathy Williams will modify the memo for approval by Vice Chairman Crowley prior to submission for the Board of Selectmen meeting on August 25th.

3. **Meeting Minutes:**
 - a. **August 5, 2020:** On a motion by Liz Hartsgrove, and seconded by Tom Baron, the Planning Board voted (6-0-1) to approve the meeting minutes of August 5, 2020 with Brad Goodwin, Liz Hartsgrove, Joanne Crowley, Susan Brita, Will Rubenstein, and Tom Baron voting in favor, and Chris Vincent abstaining.
4. **Board of Appeals Agenda & Decisions:** The Great Island Plaza project was reviewed by the ZBA at their August 13, 2020 and has been continued to August 27, 2020.

5. **Committee Updates from Board Members:**
 - a. **Community Economic Development Committee (CEDC):** Joanne Crowley noted that the CEDC met on August 6th and discussed the Vacant Storefront Program which provides tax incentives for tenants to move into vacant storefronts. There was enough interest to place the topic on another meeting Agenda for further discussion. The Tourism Revenue Preservation Fund was also discussed and it looks like there will be some extra reserves as some tourism events have not been held due to COVID-19 restrictions on gatherings.
 - b. **Community Preservation Committee (CPC):** Kathy Williams informed the Board that the CPC will be meeting on August 20th to discuss how they would like to proceed regarding projects and possible Articles for the fall Town Meeting.
6. **Board Member Items:**
 - a. Tom Baron inquired about the status of the DPW building project. Kathy Williams noted that they had a small issue with steel fabrication but that they were still on schedule.
 - b. Will Rubenstein inquired about officer elections and committee assignments. Kathy Williams noted that the Planning Board Rules & Regulations schedule officer elections for the third Wednesday in September and she will send out the Committee Assignment Chart so people can start thinking about which Committees they would like to serve on. Ms. Williams also noted that the Annual Report on the Town Website provides a good source of information on what each committee does and the type of projects/initiatives they work on.
 - c. Brad Goodwin inquired as to the date for the fall Town Meeting. Kathy Williams stated the current date is November 17, 2020, but there may be some flexibility to moving it to early December if needed.
7. **Correspondence:** Attachments noted below were sent to the Planning Board via e-mail.
8. **Staff Updates:** Kathy Williams noted that the August 25th Board of Selectmen meeting will be an in-person meeting with a maximum 25 people in the Hearing Room at one time.
9. **Upcoming Meetings:**
 - a. August 25, 2020 with BOS
 - b. September 2, 2020
10. **Adjournment: VOTE:** On a motion by Tom Baron, seconded by Chris Vincent, the Planning Board voted unanimously (7-0) to adjourn at 6:35 PM.

ATTACHMENTS:

- **August 19, 2020 Agenda**
- **Script - Explaining Remote Access Planning Board Meeting**
- **Revised Visioning Process:** August 14, 2020 Draft BOS Memo with the following attachments:
 - Visioning Process Outline, Updated August 12, 2020
 - Implementation Schedule, Updated August 14, 2020
 - Public Participation/Engagement Plan, Updated August 13, 2020
- **Draft VIRTUAL First Community Workshop Format, August 13, 2020**
- **Draft Meeting Minutes:** August 5, 2020
- **Miscellaneous Correspondence:**
 - ZBA Agenda August 13, 2020
 - Conservation Commission Agenda for August 20, 2020
 - Barnstable Zoning Amendment Short Term Rentals Town Council Notice 8/20/20
 - Dennis ZBA Legal Notices for 8/24/20
 - Dennis Zoning Amendment – Renaming the Board of Selectmen to Selectboard 9/14/20
 - Planning Board Committee Assignments Chart

Approved on _____:

On a motion by _____, and seconded by _____, the Planning Board voted (??) to approve the meeting minutes of August 19, 2020.

DRAFT