

Town of Yarmouth

MINUTES OF THE PLANNING BOARD MEETING OF January 15, 2020

The Yarmouth Planning Board held a Business Meeting at 5:30 p.m. on Wednesday January 15, 2020 in the Hearing Room at the Yarmouth Town Offices located at 1146 Route 28, South Yarmouth, MA.

Planning Board Present: Brad Goodwin, Tom Roche, Chris Vincent, Lee Rowley, Joanne Crowley and Tom Baron

YARMOUTH TOWN CLERK

Planning Board Absent: Liz Hartsgrove

Staff Present: Kathy Williams, Town Planner

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Chairman Tom Roche opened the meeting at 5:30 PM.

1. **Visioning Discussion:** The Planning Board held a discussion on various aspects of the Visioning process as outlined below:
 - a. **January 7, 2020 Board of Selectmen meeting:** Kathy Williams gave an overview of comments from the BOS on the draft visioning process and implementation schedule. The BOS were interested in the visioning process to help them establish goals, initiatives and funding allocations to better serve the residents, in addition to helping with the Local Comprehensive Plan. Comments included shortening the time period to maintain interest in the project and making Surveys available in paper form. The BOS also formally voted the Planning Board as the Local Planning Committee.
 - b. **Review Draft Public Participation/Engagement Plan:** Kathy Williams reviewed the attached draft public engagement plan and list of community stakeholders. Some other ideas for engagement included an insert in the water bills, possibly a reverse 911 call with a poem from the Police Chief, creation of a logo to brand the visioning process, and development of a frequently asked questions document. Kathy Williams requested that the Planning Board members provide her with any contact information for additional stakeholder groups not currently identified.
 - c. **Review Draft First Community Workshop Format:** Kathy Williams gave an overview of the attached "script" for the first series of Community Workshops, which will also be the basis for the Workshop Survey. The Workshop was designed to foster input from residents on our community's strengths/assets, our weaknesses/challenges, opportunities to help our community and things that are threatening our success or ability to reach our vision. There was a general discussion on the format, possible additional locations for the Workshops, and overall length of the Workshops (approximately 3 hours).
 - d. **Discuss Consultant Assistance:** Kathy Williams reviewed work tasks that a consultant could help the Planning Board with using the \$20,000 allocated at the 2019 Annual Town Meeting including vetting the plan to date, training the Planning Board members as Workshop Facilitators, serving as Moderator for the first series of meetings and helping to digest the information obtained from the Workshops and Survey. Town Staff will move forward with getting a consultant on board for the visioning process. Additional assistance may be possible depending upon available funding.

2. **Meeting Minutes:**
 - a. **December 18, 2019:** On a motion by Lee Rowley, and seconded by Joanne Crowley, the Planning Board voted (4-0-2) to approve the meeting minutes of December 18, 2019 with Tom Roche, Lee Rowley, Joanne Crowley and Tom Baron voting in favor, and Brad Goodwin and Chris Vincent abstaining.
3. **Board of Appeals Agenda & Decisions:** Attached ZBA Agenda was sent to Planning Board members via e-mail.
4. **Committee Updates from Board Members:**
 - a. **Capital Budget Committee (CPC):** Joanne Crowley indicated that Capital Budget gave a preliminary presentation to the Board of Selectmen on January 7th and will have their formal Public Hearing in February.
 - b. **Community and Economic Development Committee (CEDC):** Joanne Crowley noted that the CEDC discussed a Memo from Kathy Williams regarding short term physical improvements at the former drive-in site to facilitate events. The CEDC has the ability to provide funding for tourism related physical improvements. The CEDC has requested to meet with the Drive-in Site Utilization Committee (DISUC) to discuss further. The CEDC has also been discussing issues related to CEDC grant funds for tourism events going towards police costs, rather than for marketing to promote the event.
 - c. **Water Resources Advisory Committee (WRAC):** Lee Rowley noted that the WRAC gave a presentation to the Board of Selectmen on January 7th and there appears to be some movement towards the DHY regional proposal, but no commitment at this time. The BOS wanted further information from the peer review of the cost data which likely won't be ready until the February 27th tri-town BOS meeting. Lee Rowley noted that the WRAC will be doing educational outreach in advance of the Annual Town Meeting.
5. **Board Member Items:** None
6. **Correspondence:** Attachments noted below were sent to the Planning Board via e-mail.
7. **Staff Updates:** Kathy Williams noted future business items for the Planning Board including a VCOD SPR and Special Permit applications.
8. **Upcoming Meetings:**
 - a. February 5, 2020
 - b. February 19, 2020
9. **Adjournment: VOTE:** On a motion by Chris Vincent, seconded by Tom Baron, the Planning Board voted unanimously (6-0) to adjourn at 6:37 PM.

ATTACHMENTS:

- **January 15, 2020 Agenda**
- **Visioning Discussion:**
 - Visioning Process Outline – Updated January 10, 2020
 - Visioning Implementation Schedule – Updated January 10, 2020
 - Draft Public Participation/Engagement Plan – dated January 10, 2020
 - List of Stakeholder Groups – handed out at the meeting
 - Draft First Community Workshop Format – dated January 10, 2020
 - Town of Yarmouth Vision Statement – adopted May 3, 2010 ATM
 - Regional Vision for Cape Cod and Growth Policy for Barnstable County from Cape Cod Commission Regional Policy Plan
 - Town of Brewster Vision Plan - 2018

- **Draft Meeting Minutes:** December 18, 2019
- **Miscellaneous Correspondence:**
 - ZBA Agendas for January 9, 2020
 - Cape Cod Commission Reporter – December 2019

Approved on February 5, 2020:

On a motion by Chris Vincent, and seconded by Joanne Crowley, the Planning Board voted (6-0-1) to approve the meeting minutes of January 15, 2020 with Brad Goodwin, Tom Roche, Chris Vincent, Lee Rowley, Joanne Crowley and Tom Baron voting in favor, and Liz Hartsgrove abstaining.