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MINUTES
OF THE
LOCAL COMPREHENSIVE PLAN STEERING COMMITTEE
September 8, 2021

16 Jan Sebastian Drive, Sandwich

Present: Jonathan Finn, Jeffrey Picard, David Darling, Lisa Hassler, Nanette Perkins

Staff: Ralph Vitacco, Director of Planning and Development; Leanne Drake, Town Planner

Mr. Finn convenes the meeting at 4:45pm. Draft minutes are not ready.

Ms. Drake arrives at 5pm.

Public Outreach Sessions

Mr. Vitacco provides an overview of the proposed scheduled, workshop options and the community outreach flyers. Before we start our first workshop we are hoping to have the Cape Cod Commission come in. They offered us some words of encouragement and said that we moving further along in the process compared to others. Mr. Vitacco asks for feedback on the workshop schedule. He discusses location and states that once we have a solid timeline it will be easier to schedule a location. Mr. Finn is concerned with starting the workshops the first week of October. That is only three weeks away. I think we should push it out to the week of the 20th. The committee discusses the workshops in late December and worry about participation with the upcoming holidays. Ms. Drake suggest hosting two topics in one workshop, there are similarities between *Preserving Community Character* and *Cultural and Recreational Opportunities*. The committee discuss this briefly and decide to keep the topics separate. The committee discusses the December dates. Mr. Vitacco reminds the committee that we do not have to keep two weeks' in-between meetings we can run the two December meetings closer together. Ms. Hassler is concerned with participation for all meetings in December. Those topics will have less of a turnout. Ms. Drake states that they could host the workshops and of we have a poor turnout we could run them again in January after the holidays; all of the work would already be in place. Mr. Finn likes this idea. Ms. Hassler is concerned with scheduling workshops in January as a lot of resident's head to Florida. She explains to the committee that if we take it out of order and host *Preserving Community Character* October 6th the Historical Commission will be ready to go. A discussion ensues regarding who is facilitating the meetings. Ms. Drake explains that were not planning on having one specific group there to facilitate the meetings. They would like residents to provide response organically without influence. She explains that herself and Ralph would facilitate the meetings with help from this committee. Mr. Picard explains that the Historical Commission should not be facilitating the meeting. It is one of the elements under community character but there are also other elements. Mr. Picard details the type of focus groups he has been a part of. He outlines how we should conduct our focus groups. Mr. Vitacco asks about the start time of each focus group, the committee would prefer 6pm on a Wednesday. Mr. Picard states that it doesn't matter what time you hold it on a Saturday there will always be a conflict. Ultimately they decide to stick to 10am.





Ms. Hassler makes a motion to accept the schedule as discussed starting October 20 - December 11, 2021, meeting Wednesday at 6pm and Saturday at 10am. Ms. Perkins seconds; approved 4-1-0 with Ms. Hassler opposed.

The committee discuss being flexible and changing the frequency of meetings if needed. They will take a look at the schedule after the first set of workshops. Mr. Finn moves onto workshop options. Ms. Drake states that she detailed five options in her handout but from the sounds of things the committee would prefer to go with the focus group option. Mr. Darling discusses the difference between growth and development. Ms. Drake is happy to change the word. The committee are happy to move ahead with a focus group strategy.

Ms. Perkins makes a motion that the board choose the focus group option for their public workshops, Ms. Hassler seconds; all approve 4-0-0.

The committee moves on to discuss the workshop flyers. Ms. Drake asks the committee to look at the fact sheets. She explains that she is not entirely happy with them and asks for feedback. Ms. Hassler thinks that there are a couple of facts missing from community character. She would like to see a fact stating that in addition to the Old Kings Highway District we three regional National Register Districts. Mr. Picard states that he likes the format and thinks we did a great job. It's inviting and captures your interest. Fact sheet is a great idea but we don't want to overwhelm. Mr. Finn likes the fact sheets but wonders if we could make it more inviting. If it was a combination of facts and what to expect. Maybe 3-5 facts and then a section on what would happen at the public forum. Ms. Drake agrees and will make the changes. The committee like the talking points on the flyer. Mr. Finn would like to see some changes made so they are easier to understand. Ms. Perkins would like to see the language in the neighborhood flyer reworded so that its clear we are discussing all neighborhoods in town and not just the village. Mr. Darling suggests we use the word village to depict this. Mr. Picard asks Leanne to add references to the facts. It is important to note the source. Ms. Drake will ask Planning Intern Lexie to add her sources to the fact sheet. She explains that she prepared the front and Lexie prepared the back. The committee discusses the commercial vacancy rate. Mr. Vitacco discusses deliverables for the next meeting, we will have as much set up as we can for the October 20th meeting. The committee will start with the neighborhood topic. Ms. Perkins would like to come up with a list of people to invite to that meeting. The committee agrees and discusses stakeholders. Ms. Drake asks the committee about refreshments. She mentions Dunkin Donuts and coffee. Mr. Picard thinks we should have cookies instead of donuts as they are big and have to be cut. Ms. Hassler states that we should have prepackaged food due to Covid. The committee agrees.

Ms. Perkins motions to adjourn, Ms. Hassler seconds; all approve 5-0-0.
Meeting adjourned at 6:15 p.m.

Respectfully submitted,

Leanne Drake, Town Planner and Special Projects Administrator