



MINUTES  
OF THE  
LOCAL COMPREHENSIVE PLAN STEERING COMMITTEE  
August 12, 2020

TOWN CLERK  
TOWN OF SANDWICH  
AUG 27 2020  
1 H 23 M P  
RECEIVED & RECORDED

**Present:** David Darling, Jonathan Finn, Jonathan Fitch, Judith Holt, Nanette Perkins, Jeffrey Picard, Lisa Hassler, Woody Mitchell

**Staff:** Ralph Vitacco, Director of Planning and Development

Meeting called to order at 4:03 pm by Judith Holt.

**Approval of Minutes:**

Mr. Picard motions to approve the minutes of July 29, 2020, Mr. Fitch seconds; motion passes 6-0

**Bourne LCP Discussion**

Mr. Vitacco speaks to the use of a consultant in the LCP process and he informs the Committee that the Town has appropriated \$25,000 to be used for consulting fees. Mr. Vitacco further informs the Committee of the role of the Planning Office in the LCP process. He states the Planning Office will act on the direction of the Committee with a major function being the organization of an outreach program. Ms. Holt initiates a discussion on the Bourne LCP plan. Mr. Picard expresses concern regarding the size of the document. He believes it should be the goal of the Committee to create a structured, usable document. Mr. Finn comments on the Bourne plan stating he found it text heavy and would suggest the Sandwich LCP introduce visual cues to make a more scan able document that will be easier to use. Mr. Fitch observes the Bourne plan is designed for plan and that the committee reviews departing from Bourne's format to create a document suited to Sandwich's needs. Judith Holt leads a brief discussion on placetypes.

Ms. Perkins joins the meeting at 4:17 pm

**Local Comprehensive Plan Outline Discussion**

Mr. Darling begins discussion with questioning the placetype identification for schools. This is followed with a discussion on school categorization within the Built vs. Community System and the inclusion of public schools, private schools, schools as an economic driver and job training.

The committee engages in a general discussion of placetypes led by Woody Mitchell, Cape Cod Commission Sandwich Representative.

Ms. Holt moves the discussion to Public Meeting strategy and provides an overview public meetings in the age of social distancing and virtual meetings.

Ms. Perkins questions the timetable for the first public meeting; Mr. Vitacco responds potentially October/November timeframe.

The committee engages in a discussion on the preparation and format of the public meetings. Committee debates the merits of three public meetings, each meeting focusing on an identified System type: Natural, Built, Community.





A discussion ensues regarding public survey. Mr. Darling introduces the notion of conducting a survey which measures the public's satisfaction with the Town. The balance of the committee would prefer a survey that focuses on categories within the LCP in order to gather distinctive information to be applied to the planning process.

Mr. Picard summarizes the prior discussion and states a case for creating a vision statement that would help focus the Committee.

### **Mitigating Factors**

Ms. Holt opens a discussion on mitigating factors and how they relate to future planning.

Mr. Picard recommends a structured approach in identifying mitigating factors. Mr. Finn adds to the conversation that mitigating factors may arise through a SWOT analysis. Committee members identify various mitigating factors.

A general but brief discussion on Open Meeting law ensues.

### **Membership Discussion**

Ms. Holt leads discussion on expanding membership to include someone associated with the schools and someone from the business community. Mr. Piccard suggests the committee should agree on a mission statement prior to any expansion. Mr. Finn reiterates Mr. Picard's position and adds that the Committee is free to invite individuals from specific sectors to discuss related issues.

**Nanette Perkins motions to adjourn, Jonathan Finn seconds; all approve 6-0-0.**

Meeting adjourned at 5:35 pm.

Respectfully submitted,

*Ralph Vitacco* <sup>hd.</sup>

Ralph Vitacco, Director Planning & Economic Development