



Local Comprehensive Plan Committee Agenda Remote Meeting Monday, December 20, 2021 – 10:00 am www.truro-ma.gov

Open Meeting

This will be a remote meeting. Citizens can view the meeting on Channel 18 in Truro and on the web on the "Truro TV Channel 18" button under "Helpful Links" on the homepage of the Town of Truro website (www.truro-ma.gov). Click on the green "Watch" button in the upper right corner of the page. Please note that there may be a delay between the meeting and the television broadcast/live stream.

Citizens can join the meeting to listen and provide public comment by entering the meeting link; clicking on the Agenda's highlighted link; clicking on the meeting date in the Event Calendar; or by calling in toll free at **1-877-309-2073** and entering the access code **393-619-397#** when prompted. Citizens joining the meeting will be on mute until the public comment portion of the hearing. Citizens may also provide written comment via postal mail or by emailing the Town Planner and Land Use Counsel at bcarboni@truro-ma.gov.

Meeting link: <https://global.gotomeeting.com/join/393619397>

Public Comment Period

The Commonwealth's Open Meeting Law limits any discussion by members of the Board of an issue raised to whether that issue should be placed on a future agenda. Speakers are limited to no more than 5 minutes.

Planner Update

Survey:

- ◆ Update on Survey participation and preliminary indications
- ◆ Ideas for increasing survey participation
- ◆ Update on Town Manager's video publicizing survey and Local Comprehensive Plan process

Stakeholder Participation:

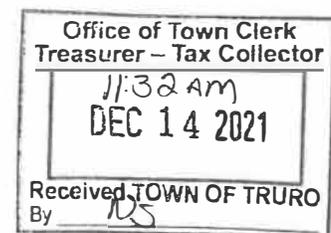
- ◆ Identification of potential Stakeholders. Review revised list.
- ◆ Format for Stakeholder event
- Timeline/Work Plan for full LCP Grant award
- Draft schedule for full LCP process
- Coordination with other Committees

Minutes: (Review and Approval)

- ◆ October 25, 2021
- ◆ November 8, 2021
- ◆ December 6, 2021

Next Meeting Date: Discussion

Adjourn



Local Comprehensive Plan Committee

Draft Stakeholder List for meeting December 20, 2021

The following are Stakeholders as identified by the Committee in previous meetings and as supplemented with additional Town departments, boards and committees. Stakeholders are organized under headings to provide some structure and as may be useful in starting to design public event(s). Note that many entries overlap, either by the entity itself or individuals involved.

Business: this category includes groups and individuals involved in local and/or regional economy

- Chambers of Commerce (Truro; Cape)
- Local business owners/employers
- Employees (resident and nonresident)
- Local farmers
- Representatives of specific industries (e.g., trades)
- Town as employer
- Economic Development Committee

Housing: this category includes groups and individuals involved in creation/management of housing (rental; ownership), with focus on affordable housing

- Truro Housing Authority
- Community Development Partnership
- Housing Assistance Corporation
- Michelle Jarusiewicz (Truro resident; works for Provincetown on housing)
- Ted Malone (Community Housing Resources)
- Highland Affordable Housing
- Tenants of existing developments (e.g., Sally's Way)

Education: this category interpreted broadly and includes all ages/stages of learning

- School Committee representative
- School employee
- Truro Central School family group representative
- Truro Library
- Library Trustees

Friends of the Library
Council on Aging (COA)
Friends of the COA
Early childhood education/licensed daycare provider
High School student or recent grad
Cape Cod Community College
Nauset Regional/other regional/school choice representative
Adult/Continuing Education provider
Payomet Performing Arts Center
Bailey Boyd (community development grant implementation)
Recreation Department

Recreation: this category also interpreted broadly to include active and passive recreation; organized activities; natural resource areas; and activities for all ages/abilities

Recreation and Beach Department
Council on Aging (COA)
Commission on Disabilities
Adult leagues
Cape Cod National Seashore
Open Space Committee
Bikes and Walkway
Beach Advisory Committee
Truro Conservation Trust
Rail Trail (Department of Conservation & Recreation)
Shellfish Advisory Board
Harbor Master
Harbor Commission

Property Owners: this category intended to capture range of ownership interests including operation of commercial uses

Truro Part-Time Residents Association

Second homeowners (see Cape Cod Commission survey)

Year-round population (how to represent?)

Motel owners

Cottage colonies

Short term rental hosts

Owners of beach-front property

Conservation/Environment: this category includes groups and agencies studying, managing, regulating and protecting natural resources, as well as entities involved in the use of resources and resource areas

Climate Action Committee

Energy Committee

Open Space Committee

Conservation Commission

Board of Health

Beach Advisory Commission

Health/Conservation Agent

Shellfish Advisory Board

Harbor Master

Harbor Commission

Truro Conservation Trust

Association to Preserve Cape Cod

Cape Cod National Seashore

Center for Coastal Studies

Atlantic Shark Conservancy

Provincetown Water Department

Cesspool/Septic Loan programs (Barnstable County Health Dept./Cape Cod Commission)

Municipal Vulnerability Preparedness Program (agent?)

Docs for Truro

Local farmers

Community-based/Nonprofit/Cultural/Historical: this category includes groups focused on individual and community wellbeing; historic resources; cultural resources and activities

Truro faith organizations

Truro Community Kitchen

Truro Food Pantry

Helping Our Women

Dexter Keezer Fund

Historical Commission

Truro Historical Society

Community Preservation Committee

Human Services Committee (plus their list)

Commission on Disabilities

Castle Hill (Truro Center for the Arts)

Sustainable Cape

Friends of Cape Cod National Seashore

Friends of the Truro Meetinghouse

Payomet Performing Art Center

Cultural Council

Concert Committee

Truro Library

Library Trustees

Truro neighborhood association (identify - sell stickers for local scholarships)

Intermunicipal/Regional: this category includes mostly, but not exclusively government agencies/partnerships

Cape Cod Commission

Lower Cape Ambulance

Provincetown Water Dept.

Cape Cod Regional Transit Authority (CCRTA)

State senator/representative

Municipal Vulnerability Preparedness agency (Cape Cod Commission lead)

Neighboring towns/Cape towns

Town Departments/Committees: this category includes departments and committees not already listed but relevant

Police Department

Fire Department

Public Works and Transfer Station

Building Department

Assessor

Town Clerk

Finance Director

Finance Committee

Charter Review Committee

Planning Board

Walsh Committee

Individuals: this category was created to accommodate individuals who due to involvement in multiple community/Town organizations may offer valuable input

Hannah King

Susan Howe

Healthcare: this category was added by request at the end of the meeting

Board of Health

Outer Cape Health

Broadband: this category was added by request at the end of the meeting

Cable and Internet Advisory Committee

Local Comprehensive Plan Committee

Meeting Minutes, October 25, 2021, 10:00 a.m.

Members present: Chris Clark, Chair; Sue Areson; Steve Sollog; Ellery Althaus; Mara Glatzel

Members absent: Claudia Tuckey; Eric Jansen

Also present: Barbara Carboni, Town Planner and Land Use Counsel; Sharon Rooney, AICP, Tighe & Bond, Consultant; Bob Panessiti, Chair, Economic Development Committee; Town Manager Darrin Tangeman; Assistant Town Manager Kelly Clark.

The remote meeting access instructions were read.

The Board members present identified themselves.

Opportunity for public comment was explained and offered. Russ Braun, a member of the Walsh Committee (and former Building Commissioner) noted the importance of economic development in the planning process. An upcoming Economic Development Committee meeting was noted.

B. Carboni provided the Planner Update, which included: number of survey participants up to 340; recent and future meetings of the Economic Development Committee.

Discussion of Survey: D. Tangeman noted some community feedback that survey is not scientific and is missing some people. He noted need to inform public that this is just the beginning of public outreach and there will be future opportunities. K. Clark provided some demographic breakdown of survey participants thus far; it skews to older residents (67% in age group 56 to 75; 11% in age group 76+). 64% of respondents full time residents; 29% part time. Gap recognized: business community. There are people who work in community but not accessing survey. Town will do outreach to Chamber of Commerce; challenges associated. Locations for leaving hard copies of survey were discussed. K. Clark noted that she had added email contact info and some tips for people having technical difficulties. Issue with hard copies: need for data entry. S. Areson offered to go to Council on Aging to help people fill out survey. K. Clark noted potential issue of entering multiple surveys from same IP address. Town staff will address. The upcoming Fall Fest (editor's note: sadly, cancelled) was noted as place to reach people with flyer noting survey. Walsh will have a presence calling attention to the survey. Some public confusion was noted with respect to Walsh and LCPC. It was determined that a flier giving simple explanation of the two committees would be most useful. It was determined that the Walsh "community conversation" (several questions intended as a tool for in-person conversations) had unintentionally become an online form filled out by some individuals. S. Rooney noted the value of placing links to survey on Walsh, LCPC and other sites. K. Clark shared the "backpack mail" materials sent home at Truro Central School to explain survey. A similar notice had been sent out in tax bills. S. Rooney suggested that survey remain open through fall and perhaps through holidays. She further noted that the survey results would help LCPC design future outreach tools and LCP goals. D. Tangeman suggested that there be interim assessment of respondents to see what groups needed to be targeted.

Discussion of Additional Outreach Strategies. S. Rooney noted option of ArcGIS Storymap tool. This tool can include maps, photos, history; videos; interviews. It is another way to get the word out about why the LCP is important. It is interactive but not participatory. (There is an additional tool that could provide participation.) It can be started up at any time. Examples: Cape Cod Commission has a Storymap relating to regional centers. Town of Eastham developed a Storymap around the DCPC created. S. Rooney noted focus groups; posters; stakeholder groups as additional options for outreach. It was noted that we are not quite there on having in-person meetings.

C. Clark asked if the Committee could schedule a meeting on a specific topic so as to make more progress; could the meeting be in person or hybrid? D. Tangeman noted that the Select Board would soon be considering a policy on hybrid meetings and LCPC would be part of discussion. Technical/resource issues are present but value appreciated.

S. Sollog asked for definition of stakeholder. How broadly should this be defined? Does use of term exclude people? Mara noted that Housing Authority had been defining stakeholders, which they viewed as representing different parts of community: boards/committees; faith organizations, businesses, COA, School, law enforcement, etc. If you get people to participate as stakeholders, they bring discussion back to their group and generate participation. S. Areson agreed, noting that some people are stakeholders in a number of different areas. B. Carboni expressed concern that a "stakeholder meeting" being announced would appear exclusionary. It was agreed that solution is to invite stakeholders to meeting, but public also invited. D. Tangemen noted that if you are impacted by outcome of LCPC, you are a stakeholder. At the same time, how do these individuals or groups influence the process? It was agreed that the Committee would hold a meeting in a couple of weeks to discuss/plan stakeholder event. D. Tangeman suggested a survey of LCPC members to get ideas for stakeholders prior to the meeting. Staff would aggregate before meeting. S. Rooney offered assistance.

D. Tangeman noted that the Cape Cod Commission is conducting second homeowner survey which would be of value to Committee.

M. Glatzel suggested that a facilitator conduct the stakeholder event. S. Rooney noted this was part of their contract.

M. Glatzel moved to approve the minutes of September 21, 2021. E. Althaus and S. Areson seconded. A roll call vote was taken; all members present voted to approve the minutes. S. Areson noted a set of minutes was still outstanding. B. Carboni stated that she would sort it out.

S. Sollog moved to adjourn. M. Glatzel seconded. A roll call vote was taken; all members voted in favor.

Respectfully submitted,

B. Carboni

LCPC Minutes: November 8, 2021 at 10am—Video Conference

Committee Members attending: Chris Clark, Chair; Claudia Tuckey; Mara Glatzel; Ellery Althaus; Eric Jansen; Susan Areson, Select Board Representative

Also attending: Barbara Carboni, Town Planner; Sharon Rooney, Tighe and Bond consultant; Darrin Tangeman, Town Manager; Kelly Clark, Assistant Town Manager; Bob Panessiti, Chair of Economic Development Committee

Called to order at 10:05

Planner Update:

- Survey is close to 400 respondents
- Brief discussion assigning who will take the minutes

Consultant Update, Sharon Rooney

- Ways to increase outreach: Stakeholders group, Pop Up events, Arc GIS story maps
- Arc GIS story map example presented

Group discussion topics:

- Using Arc GIS
- LCPC website, updating
- Recording video segment explaining why LCPC is relevant
- Bang the table app as alternate or in addition to ARC GIS/website, town manager to organize example for future meeting
- More outreach options, pop-up events at COA, QR code handouts at local businesses
- Comparing survey results to census data to see which groups are underrepresented
- Stakeholders group creation discussed; Town Manager agrees to create stakeholders survey to send to committee members. Results hopefully for next meeting

S. Areson motioned to approve the minutes of September 20, 2021

Second by C. Clark

Voted 5-0-1

In Favor: Chris Clark; Claudia Tuckey; Mara Glatzel; Susan Areson; Ellery Althaus

Abstained: Eric Jansen, did not attend meeting in question

S. Areson motioned to adjourn

Second by E. Althaus

Voted 6-0-0

In Favor: Chris Clark; Claudia Tuckey; Mara Glatzel; Susan Areson; Ellery Althaus; Eric Jansen

Adjourned at 11:16

Next meeting: November 22, 2021 10:00am

Submitted by Ellery Althaus, Committee Member

LOCAL COMPREHENSIVE PLAN COMMITTEE

Minutes

December 6, 2021 meeting called to order 10:05 AM

Attendees: E. Althaus, S. Sollog, R. Panessiti, C. Clark, C. Tuckey, S. Areson, S. Rooney, B. Carboni, M. Glatzel, D. Tangeman

Absent: E. Jansen

C. Clark read public access/comment information.
Introduction of attendees.

Planner update, B. Carboni:

- \$75K grant received
- \$305K grant to help fund Cloverleaf project
- essentials received
- 566 surveys received to date

S. Areson commented on good participation by older residents, wondering about how to reach younger groups.

M. Glatzel suggested creating a video on town website, explaining LCP, requesting participation in survey. Members of LCPC and possibly Town Manager to take part. B. Carboni will send email to D. Tangeman and S. Rooney to help with process.

Lengthy discussion re: stakeholders list. B. Carboni to provide updated stakeholders list with minutes.

S. Areson and B. Carboni voiced need to set up stakeholder event. Consider doing groups of 8-10 participants at Community Center, engaging stakeholders in planning process. Also coordinate participation of existing committees so as not to duplicate efforts.

Approved minutes 11/22/21 meeting.

Next meeting date: Monday 12/20/21 10:00 AM

Move to adjourn.

Adjourned 12:05 PM