

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 – August 19, 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/87395812042> and follow the prompts or navigate to <https://zoom.us/join> and enter meeting/webinar ID **873 9581 2042** and follow the prompts.
- To attend the meeting by dial-in phone, call +1 301 715 8592 and enter meeting ID **873 9581 2042**. 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. **Community Visioning during COVID-19:** Discussions on moving forward safely with the Community Visioning process during COVID-19 and preparation for the Board of Selectmen meeting presentation.
2. Meeting Minutes
3. Board of Appeals Agenda & Decisions
4. Committee Updates from Board Members
5. Board Member Items
6. Correspondence
7. Staff Updates
8. Upcoming Meetings:
 - a. August 25, 2020 – BOS
 - b. September 2, 2020
9. Adjournment

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

Town of Yarmouth

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YARMOUTH TOWN CLERK

'20AUG14AM9:26 REC

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



TOWN OF YARMOUTH

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Telephone (508) 398-2231, Ext. 1276, Fax (508) 398-2365

Planning
Division

MEMORANDUM

To: Board of Selectmen

From: Planning Board
Kathy Williams, Town Planner

Date: August 14, 2020

Subject: Revised Visioning Process due to COVID-19

The Planning Board's 2020 Visioning process has been delayed due to COVID-19 and the strict safeguards put into place limiting in-person gatherings. At the request of the Board of Selectmen (BOS), the Planning Board has evaluated different ways of moving forward at this time with a revised Visioning process that addresses social distancing and COVID-19 precautions.

As you know, the Visioning process was designed to identify high level goals and overall community values and viewpoints to ascertain what's important to our community, what needs improvement and what needs to be preserved. 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. However, the in-person Workshops as originally envisioned would be difficult during COVID-19 restrictions due to the number of people we hope would want to participate. Conducting a modified Workshop via Zoom is possible with some of the more advanced settings and modifications as noted below:

- **Pre-Registration:** Participants can be asked to pre-register to keep each Workshop to a manageable 50 or so people. The registration process can also solicit general information about participants (i.e. area of town they live in, any special affiliations, areas of particular interest, etc). Additional Workshops may be required depending on the number of registrants who want to participate via a Virtual Workshop rather than complete the Survey.
- **Break-Out Rooms:** Participants will be pre-assigned to smaller break-out rooms of 6-8 people, plus a Facilitator. This will help to create diverse groups of participants and offer the smaller group setting originally envisioned for the in-person Workshops.
- **Pre-Meeting Instructions:** Information will be sent to registrants before the meeting to provide an overview of Workshop format, instructions on accessing the meeting using Zoom, and the need to have paper and pen available during the meeting.
- **Staffing:** This format will require a Host to run the overall meeting and move people in and out of the break-out rooms, a Moderator for general presentation, and Facilitators for each break-out room (Planning Board Members supplemented with Planning Staff as needed).

- Participants would be asked to submit the comments they developed during the Workshop to Town Hall or send via e-mail to visioning@yarmouth.ma.us.

This proposed modification would also leave much of the original visioning process in-tact, without the need for major revisions. Although not as ideal as the face-to-face Workshops, conducting Virtual Workshops in conjunction with Surveys would be a way to move forward with Visioning in the near future.

To further expand upon this concept, the Planning Board has revised the attached Visioning Process Outline, the Public Participation/Engagement Plan, and the Implementation Schedule. The Planning Board is looking forward to meeting with the Board of Selectmen on August 25th to further discuss these concepts.

ATTACHMENTS:

- Visioning Process Outline, Updated August 12, 2020
- Implementation Schedule, Updated August 14, 2020
- Public Participation/Engagement Plan, Updated August 13, 2020

DRAFT



Yarmouth Community Visioning

Setting Our Course • Charting Our Future

VISIONING PROCESS OUTLINE:

Updated ~~February 6~~ August 12, 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/~~and~~ 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. ~~The A~~ **Community Visioning page has been created on the** Town Website with sign up through Constant Contact and "Notify Me" or "E-Alert" can also be used to keep the public informed of the process. The Town has also created an email address for people to provide comments or ask questions (visioning@yarmouth.ma.us). 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 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:** ~~Prior to the First Community Workshop, develop an online information page on the Town Website where the Background Data can be viewed prior to the Workshop by interested Participants and access is provided to an on-line Survey.~~ Develop an on-line Survey ~~will be~~ based on the questions developed for the First Community Workshops to provide an additional opportunity for input from those ~~unable to 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.
- 5.7. Workshop Format:** Develop the format for the First Community Virtual ~~the~~-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.
- 6.8. 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 ~~two or~~ 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 set-broken up with-into smaller pre-assigned "breakout rooms" group tables with a Planning Board members serving as Facilitator and note takers ~~at in~~ each ~~table~~-"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.
- 7.9. 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.)
- 8.10. 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).
- 9.11. 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.

- ~~10~~.**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.
- ~~11~~.**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.
- ~~12~~.**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.
- ~~13~~.**15. Third Community Workshop:** The final Community Workshop (Virtual or in-person) would be to vet the Draft Vision Plan.
- ~~14~~.**16. BOS Presentation:** Present the Vision Plan to the Board of Selectmen along with identification of next steps.
- ~~15~~.**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:

February 6 Updated August 13, 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. ~~Develop~~Established a new web page on Community Visioning and included a sign up for “Constant Contact”“e-alert” for people to keep up with edits to the website.
- 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.
 - e.d. Flyers were inserted in the water bills introducing the Community Visioning process and providing 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 ASTM on April 28th in November 2020 (and possibly the Fall STM) 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.

VIRTUAL - FIRST COMMUNITY WORKSHOP FORMAT

August 13, 2020

General:

- **Pre-Registration:** Participants will need to pre-register to keep each Workshop to about 50 people. The registration process can also solicit general information about participants (i.e. area of town they live in, any special affiliations, areas of particular interest, etc).
- **Break-Out Rooms:** Using information from the registration process, participants will be pre-assigned to smaller break-out rooms of 6-8 people, plus a Facilitator. This will help to create diverse groups of participants.
- **Pre-Meeting Instructions:** Information will be sent to registrants before the meeting about reviewing background data sheets, overview of Workshop format, accessing the meeting/computer needs (camera/audio), and the need to have paper and pen available during the meeting.
- **Staffing:** Host to run the overall meeting and move people in and out of the break-out rooms, Moderator for general presentation, Facilitators for each break-out room (Planning Board Members supplemented with Planning Staff as needed), and note takers if staffing allows to pick up any random comments during the break-out groups (Facilitators may need to serve both roles).
- **Materials:** Map of the Town will be provided to the Facilitators with colored sticker dots. All Facilitators and participants will need a pad of paper and pen.

Arrival procedures: (20 minutes prior to start of Workshop)

- Open the Virtual Workshop to allow people time to enter into the meeting.
- Host to track attendees with registrants assigned to break-out rooms. Some reassigning of break-out rooms may be required if some registrants are unable to attend.

Break-Out Rooms:

- Once in the break-out rooms, Facilitators and Participants should introduce themselves and note where they live and any special affiliations they may have.

Welcome and Introduction: (10 min)

Planning Board Chairman welcomes people to the visioning workshop and thanks them for their participation, hands over to the Moderator (Consultant) who provides a brief overview of the Visioning Workshop:

- Purpose of the visioning process and workshop
 - Initial Step in the LCP process and help with BOS Goal Setting
 - Understand local values
 - Identify issues and opportunities
 - Begin looking forward to the future they would like to see
- Format of the Workshop
 - Facilitated Activities within pre-assigned break-out rooms that are timed.
 - Four sets of facilitated activities totally 20 minutes each.
 - Host will inform you when there are 5 minutes left in an activity.
 - At the end of each facilitated activity, Facilitators from each break-out room will be asked to briefly share the highlights from their break-out room.

Facilitated Activities:

A. STRENGTHS OR ASSETS: (20 minutes)

Facilitators to read the following:

In this activity we want you to identify the aspects of the Town you value the most and want to preserve for the future, including why you value them. These could include buildings, places, characteristics, and traditions we have now that we want to be sure we still have in the future.

Tickler Questions:

- a. What are your favorite places in Yarmouth?
 - b. What has Yarmouth as a community been doing successfully?
 - c. What makes Yarmouth a great place to live/work/play?
 - d. What are your favorite programs, events or traditions that happen in Yarmouth?
 - e. Where would you take an out of town visitor?
 - f. What are your favorite buildings in Town and why?
 - g. What is your favorite street and why?
1. Facilitators to ask Participants to write STRENGTHS OR ASSETS at the top of a piece of paper and then proceed to write their answers. Participants can include as many items as they wish, but should identify their top 3 STRENGTHS OR ASSETS (label 1, 2 & 3 on their paper).
 2. When people are done writing (10 minutes maximum or when it looks like people are done), the Facilitator will go around the group and ask each person to share the first thing on their list, OR if an individual's first STRENGTH/ASSET has been given, they should give the next one on their list that has not been given already. The Facilitator will write each suggestion on their own STRENGTHS OR ASSETS Summary Sheet creating a numbered list.
 3. If it is a physical place the Facilitator will put a GREEN dot on their Town map to show its location and write the number that corresponds with the number on their Summary Sheet.
 4. The Facilitator will then ask how many others had this STRENGTH/ASSET on their list, noting the number of Participants who also had that item on their list on the Summary Sheet.
 5. Then ask the individuals to explain why they value this particular STRENGTH/ASSET. Multiple people can contribute to this discussion. The answers are written on the Summary Sheet.
 6. Once you have gone around the entire group, you can ask if people have other items on their top 3 list that have not been mentioned. You don't need to go around the table again, just take the STRENGTH/ASSET still remaining on peoples top 3 list. Ask how many other Participants had these on their list and note it on the Summary Sheet. If there is available time, you can inquire as to why this is a STRENGTH/ASSET to them.
 7. At the completion of the Activity, Participants should retain their individual comment sheets to mail in/drop off at Town Hall addressed to the Town Planner or sent via e-mail to visioning@yarmouth.ma.us with the Subject Line: Visioning Workshop Comments – [Date].

Report out: (5 min)

The Moderator will ask the Facilitators to briefly share the highlights of their discussion on STRENGTHS AND ASSETS. Depending on time limitations, the Moderator may select 3-4 break-out rooms at random.

B. WEAKNESSES OR CHALLENGES: (20 minutes)

Facilitators to read the following:

In this activity we want to identify those conditions that you feel present a challenge or limitation to the Town and why you feel that way. These can include things we don't have now, but would like to have in the future or areas that could be enhanced. These can be physical, environmental, social, political or an economic conditions or challenges we face now or anticipate facing in the future.

Tickler Questions:

- a. What is missing in our Town?
 - b. What population is being underserved?
 - c. What areas need to be improved?
 - d. What did we use to have that we liked?
 - e. What things do other Cape Towns do better than us?
 - f. Where can we improve?
1. Facilitators to ask Participants to write WEAKNESSES OR CHALLENGES at the top of a piece of paper and then proceed to write their answers. Participants can include as many items as they wish, but should identify their top 3 WEAKNESSES OR CHALLENGES (label 1, 2 & 3 on their paper).
 2. When people are done writing (10 minutes maximum or when it looks like people are done), the Facilitator will go around the group and ask each person to share the first thing on their list, OR if an individual's first WEAKNESS/CHALLENGE has been given, they should give the next one on their list that has not been given already. The Facilitator will write each suggestion on their own WEAKNESSES OR CHALLENGES Summary Sheet creating a numbered list.
 3. If it is a physical place the Facilitator will put a RED dot on their Town map to show its location and write the number that corresponds with the number on their Summary Sheet.
 4. The Facilitator will then ask how many others had this WEAKNESS/CHALLENGE on their list, noting the number of Participants who also had that item on their list on the Summary Sheet.
 5. Then ask the individuals to explain why they think this is a WEAKNESS OR CHALLENGE. Everyone at the Table can contribute to this discussion. The answers are written on the Summary Sheet.
 6. The Facilitator continues going around the group as was done in the first Activity asking people for other items on their top 3 list, noting how many other Participants also had that item on their lists, and if time allows ask why.
 7. At the completion of the Activity, Participants should retain their individual comment sheets to mail in/drop off at Town Hall addressed to the Town Planner or sent via e-mail to visioning@yarmouth.ma.us with the Subject Line: Visioning Workshop Comments – [Date].

Report out: (5 min)

The Moderator will ask the Facilitators to briefly share the highlights of their discussion on WEAKNESSES AND CHALLENGES. Depending on time limitations, the Moderator may select 3-4 break-out rooms at random.

C. Opportunities: (20 minutes)

Facilitators to read the following:

In this activity we want you to identify opportunities, favorable circumstances or conditions that could be seized or built upon to address our challenges and improve our community, and why you feel that way. These can include external factors, trends or untapped resources that could contribute to our success or add to our strengths. They can also include physical, environmental, social, political or economic conditions.

Tickler Questions:

- a. What opportunities exist that we want to use or build upon to make our community better?
 - b. Do we have underutilized resources, facilities, or assets that could be better used?
 - c. How do we leverage our strengths or opportunities to reduce or eliminate our weaknesses?
 - d. What external factors outside Yarmouth are likely to contribute to our success or add to our strengths?
 - e. Are there State/Federal Government programs we could tap into?
1. Facilitators to ask Participants to write OPPORTUNITIES at the top of a piece of paper and then proceed to write their answers. Participants can include as many items as they wish, but should identify their top 3 OPPORTUNITIES (label 1, 2 & 3 on their paper).
 2. When people are done writing (10 minutes maximum or when it looks like people are done), the Facilitator will go around the group and ask each person to share the first thing on their list, OR if an individual's first OPPORTUNITY has been given, they should give the next one on their list that has not been given already. The Facilitator will write each suggestion on their own OPPORTUNITY Summary Sheet creating a numbered list.
 3. If it is a physical place the Facilitator will put a BLUE dot on their Town map to show its location and write the number that corresponds with the number on their Summary Sheet.
 4. The Facilitator will then ask how many others had this OPPORTUNITY on their list, noting the number of Participants who also had that item on their list on the Summary Sheet.
 5. Then ask the individuals to explain why they think this is an OPPORTUNITY. Everyone at the Table can contribute to this discussion. The answers are written on the Summary Sheet.
 6. The Facilitator continues going around the group as was done in the first Activity asking people for other items on their top 3 list, noting how many other Participants also had that item on their lists, and if time allows ask why.
 7. At the completion of the Activity, Participants should retain their individual comment sheets to mail in/drop off at Town Hall addressed to the Town Planner or sent via e-mail to visioning@yarmouth.ma.us with the Subject Line: Visioning Workshop Comments – [Date].

Report out: (5 min)

The Moderator will ask the Facilitators to briefly share the highlights of their discussion on OPPORTUNITIES. Depending on time limitations, the Moderator may select 3-4 break-out rooms at random.

D. THREATS: (20 minutes)

Facilitators to read the following:

In this activity we want you to identify trends, conditions or external factors that pose potential problems or risks to our Town and why you feel that way.

Tickler Questions:

- a. What could keep us from reaching our vision?
 - b. What economic/market trends impact Yarmouth?
 - c. What are the external environmental factors?
 - d. What State or Federal level (regulations/legislation/politics) activities are impacting Yarmouth?
1. Facilitators to ask Participants to write THREATS at the top of a piece of paper and then proceed to write their answers. Participants can include as many items as they wish, but should identify their top 3 THREATS (label 1, 2 & 3 on their paper).
 2. When people are done writing (10 minutes maximum or when it looks like people are done), the Facilitator will go around the group and ask each person to share the first thing on their list, OR if an individual's first THREAT has been given, they should give the next one on their list that has not been given already. The Facilitator will write each suggestion on their own THREATS Summary Sheet creating a numbered list.
 3. If it is a physical place the Facilitator will put a YELLOW dot on their Town map to show its location and write the number that corresponds with the number on their Summary Sheet.
 4. The Facilitator will then ask how many others had this THREAT on their list, noting the number of Participants who also had that item on their list on the Summary Sheet.
 5. Then ask the individuals to explain why they think this is a THREAT. Everyone at the Table can contribute to this discussion. The answers are written on the summary Sheet.
 6. The Facilitator continues going around the group as was done in the first Activity asking people for other items on their top 3 list, noting how many other Participants also had that item on their lists, and if time allows ask why.
 7. At the completion of the Activity, Participants should retain their individual comment sheets to mail in/drop off at Town Hall addressed to the Town Planner or sent via e-mail to visioning@yarmouth.ma.us with the Subject Line: Visioning Workshop Comments – [Date].

Report out: (5 min)

The Moderator will ask the Facilitators to briefly share the highlights of their discussion on THREATS. Depending on time limitations, the Moderator may select 3-4 break-out rooms at random.

Closing Remarks & Next Steps: (5 min)

What to do with your summary sheets:

- Participants should feel free to add to their comments and the mail in/drop off their individual comment sheets at Town Hall addressed to the Town Planner or send via e-mail to visioning@yarmouth.ma.us with the Subject Line: Visioning Workshop Comments – [Date].
- Moderator will ask everyone to include in their submission to the Town, a short statement to describe how they envision Yarmouth ten years in the future.

The Moderator will briefly let people know what will happen next:

- Feedback from the Workshops and the on-line Workshop Survey will be digested and evaluated to identify the main issues or categories that were raised. Summarize data to start building general goals and purposes for the Vision Statement.
- Summary Papers on Key Categories will be developed with background information, key issues, challenges and opportunities and potential goals and purposes.
- Second Community Workshop Series – Spring 2021 to vet conclusions from initial workshops, Goals and Purposes identified in the Summary Papers.
- Workshops may be Virtual or in-person depending on safety precautions related to COVID-19,
- Second Vision Survey will be launched.

The Planning Board Chairman will make closing remarks.

- Thank everyone for their participation
- Thank the Facilitators.
- Suggest that they encourage their neighbors and friends to participate in the on-line Survey (Town Website) or register for one of the remaining Workshops (if any remain).

Material Collection:

Facilitators should organize and submit their workshop materials to the Town Planner. Be sure to include your name and date of the Workshop on all Summary Sheets and Maps.

Town of Yarmouth

MINUTES OF THE PLANNING BOARD MEETING OF August 5, 2020

The Yarmouth Planning Board held a Business Meeting at **5:30** p.m. on Wednesday **August 5, 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, Liz Hartsgrove, Joanne Crowley, Tom Baron, Susan Brita, and Will Rubenstein

Planning Board Absent: Chris Vincent

Staff Present: Kathy Williams, Town Planner

1. **Meeting Opening:** Vice Chairman Joanne Crowley opened the virtual meeting at 5:31 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. **New Planning Board Members:** Joanne Crowley introduced the two new Planning Board members, Susan Brita and Will Rubenstein, who both provided a brief introduction.
3. **Community Visioning during COVID-19:** The Planning Board held a discussion on ways to move forward safely with the Community Visioning process during COVID-19. Kathy Williams, Town Planner, reviewed the attached July 30, 2020 Memo outlining the existing process and how amendments might be made to accommodate limitations related to COVID-19. Ms. Williams reviewed the earlier Visioning Process Outline, Draft First Community Workshop Format, the Public Participation/Engagement Plan, Implementation Schedule and the consultant Scope of Services, noting areas which would need to be amended. The greatest change would be related to the in-person Workshops which would need to be conducted remotely.

The Planning Board members had a lengthy discussion on the process, with an in depth discussion on how best to conduct Zoom Workshops. Incorporating "breakout rooms" in the Zoom Workshops with Planning Board members facilitating these breakout rooms would allow for the smaller group setting as originally envisioned for the in-person Workshops. Registration would be required to keep the numbers manageable with the overall number of Workshops being a function of the number of people wishing to attend a Workshop versus completing the Survey. The Board also discussed whether the Workshops should be topic based or more general as originally proposed. As the visioning process is looking at the larger picture, with the Local Comprehensive Plan (LCP) getting into the specifics, the Board leaned towards the original general SWOT Analysis (Strengths, weaknesses, opportunities and threats). It will be up to the Planning Board to take in the input and sort it into categories for general visioning concepts. These concepts could be used to help the Board of Selectmen (BOS) with their goals.

Other public engagement ideas including using QR Codes on documents that direct people to the Town Website which is being utilized as the main hub for information including the use of Constant Contact which already has over 50 people signed up. The Board also discussed having a kick-off remote Workshop to let people know what we are doing, how they can provide their input and where to go to get information.

Kathy Williams will use this input from the Board to modify the original proposals for discussion at the August 19th Planning Board meeting in preparation for a presentation to the Board of Selectmen at their August 25th meeting.

4. **Meeting Minutes:**
 - a. **July 1, 2020:** On a motion by Tom Baron, and seconded by Liz Hartsgrove, the Planning Board voted (3-0-3) to approve out of necessity the meeting minutes of July 1, 2020 with Liz Hartsgrove, Joanne Crowley and Tom Baron voting in favor, and Brad Goodwin, Susan Brita and Will Rubenstein abstaining.
5. **Board of Appeals Agenda & Decisions:** The ZBA meeting of August 13, 2020 will include review of the Great Island Plaza project. The attached ZBA decisions were sent to the Planning Board via e-mail.
6. **Committee Updates from Board Members:**
 - a. Tom Baron noted that a consultant is working on revising the Housing webpage on the Town Website to improve the format with more information and make it easier to understand.
 - b. Joanne Crowley noted that she currently has two committees (Community & Economic Development Committee (CEDC) and Capital Budget Committee (CBC)) which will need to be reduced to one when committee assignments are done in September.
7. **Board Member Items:**
 - a. Tom Baron noted that many projects around town which have been reviewed and approved haven't moved forward yet and inquired as to how the Planning Board might help to move these projects along or get project updates. Kathy Williams noted that staff is often aware of reasons why a project has been delayed, but if not, staff could contact the developers to get a status update should the Board request one.
 - b. Joanne Crowley noted that the Yarmouth Committee Handbook provides a lot of important information and serves as a good operating manual for Committee and Board members.
 - c. Will Rubenstein noted that the DY School Committee has announced virtual meetings to discuss the DY School Reopening plan, and would send the meeting announcement to the Planning Board for informational purposes.
8. **Correspondence:** Attachments noted below were sent to the Planning Board via e-mail.
9. **Staff Updates:** Kathy Williams noted that the Town Hall is open from 10-2 for limited items such as stickers, paying bills, etc. Other Town Hall Departments are available for in-person meetings by appointment.
10. **Upcoming Meetings:**
 - a. August 19, 2020
 - b. August 25, 2020 with BOS
11. **Adjournment: VOTE:** On a motion by Tom Baron, seconded by Liz Hartsgrove, the Planning Board voted unanimously (6-0) to adjourn at 6:55 PM.

ATTACHMENTS:

- **August 5, 2020 Agenda**
- **Script - Explaining Remote Access Planning Board Meeting**
- **Revised Visioning Process:** July 30, 2020 Planner Memo with the following attachments:
 - Visioning Process Outline, February 6, 2020
 - Draft First Community Workshop Format, January 10, 2020
 - Public Participation/Engagement Plan, February 6, 2020
 - Implementation Schedule, February 6, 2020
 - Horsley Witten Scope of Services

- **Draft Meeting Minutes:** July 1, 2020
- **Miscellaneous Correspondence:**
 - ZBA Decisions 4840, 4842, 4843, 4844, 4845 & 4448
 - Barnstable Decision Notice
 - Barnstable Zoning Amendment Short Term Rentals Planning Board Notice 7/13/20
 - Dennis ZBA Legal Notice for 7/27/20
 - Conservation Commission Agenda for August 6, 2020
 - Cape Cod Commission Reporter – June 2020

Approved on _____:

On a motion by _____, and seconded by _____, the Planning Board voted (??) to approve the meeting minutes of August 5, 2020.

DRAFT