

*Approved September 12, 2019*

**Wellfleet Local Comprehensive Planning Committee Meeting  
Thursday, June 13, 2019 at 4pm  
Wellfleet Town Hall Hearing Room**

**LCP Members Present:** Town Administrator Dan Hoort; Assistant DPW Director Jay Norton; Jan Plaue; Jay Horowitz; Library Director Jennifer Wertkin; Director of Human Services Suzanne Grout Thomas; Mac Hay; Janet Lesniak

**Also Present:** Executive Assistant Courtney Butler; Martha Hevenor with the Cape Cod Commission

Hoort called the meeting to order at 4:00 p.m.

***Discuss Our Plan Update with Martha Hevenor of the Cape Cod Commission***

Hoort said he will request that the Selectboard appoint Plaue and Norton.

Hoort introduced Hevenor to the group. Hevenor is a Wellfleet Resident who works with the Cape Cod Commission in the Planning and Development Department.

Hevenor said the timing is really good because the Commission is in the process of updating the regulations for Local Comprehensive Plans (LCPs). These regulations will be more streamlined, Hevenor said. The Commission is revising the regulations to make it easier for towns to have their plans certified. Hevenor said the intent is to produce a guidance document to provide to communities as a companion piece to the regulations.

Hevenor said that there will be a hearing on June 27<sup>th</sup> to approve the new regulations. Hevenor said the most important piece to discuss the required content, found on page 3 of the draft regulations. The guidance document will detail what towns should do to meet those requirements in their plans.

Hoort said he has read the LCPs from Brewster and Chatham which ranged from 14 pages to 140 respectively. Hevenor said that each town's plan varies, but to be certified by the Commission there are certain requirements that must be met. She said if the community feels it is important to include other information, they may do so as long as the other elements are included.

Plaue noted that 6 elements are included and that the group could probably accomplish them fairly quickly. She said the group wants to meet the requirements to get the plan certified. Plaue said she felt encouraged that the group can accomplish this.

Hoort asked the Committee what help they wanted from the County and asked Hevenor what help the County can provide. Hevenor said she could take the plan back to her staff to figure out what assistance is needed and can be provided. Grout Thomas said she would like help brining the discussion to which categories they'd like to focus on, as well as work on the vision statement. She said a skilled facilitator will help greatly.

Hay asked what the purpose of the certification of the plan was. Hevenor said the certification, along with other benefits, provides the ability for priority funding. Hay asked about impact fees. Hevenor

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said this is the ability of the community to set up a fee structure from impacts of development. She said this has not been done on Cape Cod, or in the Commonwealth, questioning its legality.

There was further discussion about the components of the plan.

Hevenor said the Town's Housing Needs and Action Plan will suffice for the housing component.

***Recap of Past Work to Determine the Status of The Update.***

Horowitz noted that Mayo Creek and Herring River Restoration Projects could be included under Natural Resources. He noted Brewster's plan, which Hevenor pointed out was a Vision Plan, not an LCP.

Hoort asked where the group goes from here. Lesniak said creating a vision will inform the group on how to incorporate the work that has already been done. Grout Thomas agreed that this was a good first step.

Hoort asked if we could create a vision from the work already done. Hay said he felt the group could move forward with the information they already have that focuses on what the community finds important.

Hoort asked Hevenor what the vision statement should look like. Hevenor said it can be very succinct and the other pieces of the plan can follow. She suggested drafting a growth policy and vision statement, noting that public meetings are important to hold during the process.

There was discussion about the components of the vision statement.

Hay asked about the requirements to hold public meetings. Hevenor read from the regulations which said that Towns should include public participation throughout the development and once the draft is completed, must have a formal public hearing. Hevenor said these meetings, which are recorded and open to the public, count as part of the public information process.

Norton asked when the last public meeting was. Hoort said November 2017.

***Discuss the Format of the Local Comprehensive Plan Including the Various Segments.***

Hoort asked if the group felt they had enough information to get to a draft vision and LCP to bring to the public in November. The group's consensus was yes.

***Plan Our Process to Reaching A Final Plan.***

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Hoort asked if the group wanted to delegate certain topics, such as Climate Change, to groups and have them bring back their piece to the group. Horowitz said it is important to include the younger generation. Wertkin noted that a resident, Elsbeth Hay, asked that Climate Change be in the Plan and that a representative for that interest is on the group.

Grout Thomas agreed that Climate Change was an integral part of the Plan. She suggested giving the groups a framework to work from. Grout Thomas noted that the document should have one voice and saw the group as an editorial group after the information is collected from groups working on certain topics. She suggested condensing the lists of topics and prioritizing them.

Hevenor said a lot of work has already been done in other documents. She suggested looking at them to make sure they are consistent in what the group wants for the LCP. Hoort noted that these documents could be referenced in the LCP.

Plaue asked about getting a part-time Planner. Hoort said he had breakfast with the Truro Town Manger about sharing a Planner, which she was interested in doing.

There was further discussion about the process to reach the final plan.

Horowitz asked if the Town had to conform to the Regional Policy Plan (RPP). Hevenor said the RPP sets the vision/growth policy for the County and LCPs align themselves with this vision.

***Set Tentative Schedule That Will Allow Us to Present Updated Local Comprehensive Plan at April 2020 Annual Town Meeting***

Hay asked about bringing this to the April 2020 meeting. Hoort said he was not sure if it was feasible. Hay agreed but said a deadline would be helpful.

Hoort said he wants to meet with business owners and people interested in economic vitality. Plaue noted this is not a good time for business owners. Hoort said he would hold another session in the fall.

The group discussed future meeting times, settling on 8:30 am as a good time for all. The next meeting date will be Thursday, June 27 at 8:30 am in the basement hearing room.

***Adjournment***

The meeting adjourned at 5:20pm.

Respectfully submitted,

Courtney Butler,  
Secretary