



Town of Provincetown
Meeting of the
LOCAL COMPREHENSIVE PLANNING COMMITTEE
Wednesday, January 5, 2016, 4:30pm
Caucus Room, Provincetown Town Hall
260 Commercial Street, Provincetown, MA

Committee members present: Steve Katsurinis (Health, Airport), Max Cliggott-Perlt (Bike), Polly Burnell (Historic), Lynn Martin (Conservation), Steven Latasa-Nicks (Economic Development), Ryan Campbell (Planning), Jim Woods (Planning), Dennis Minsky (Open Space), Judy Cicero (Cultural Council), Anna Meade (Recycling and Staff), Laura Ludwig (Harbor).

Committee members absent: Donna Szeker (Cultural Council)

Other attendees: David Gardner (Staff) and Melissa Yeaw (PTV). Gloria McPherson (Staff) was unable to attend.

Recording Secretary: Laura Ludwig

1. Members all introduced themselves.
 - 1.a. Election of chair and vice-chair – It was suggested to have a rotating chair. That was discussed and found to be not preferable to a permanent chair and vice-chair. Chair should be someone from the planning world. Laura made a motion to elect Jim as chair. A vote was taken and all members were in favor. Steve moved to elect Anna as vice chair; Steven seconded and all were in favor.
2. Update on Community Visioning
We discussed how to update the public on our planning process. Committee members have all had a chance to read the input from Wayne and Joel, and agree w/ their recommendation to hold the forum on one day (a Saturday). The forum would be facilitated by the American Institute of Architects (AIA) volunteers.

Timing the forum was discussed. Town Meeting will pull the focus from residents and committees so we want to avoid conflicting with it; and planning anything in February is difficult. A suggestion was made to hold the forum the week after Year-Rounder's Fest (YRF) in March. That would allow for enough notification time and we could use the YRF to promote it. March 19th is the target date; needs to be cleared with the AIA volunteers.

We will meet in advance of the forum to develop the visioning for the plan and identify the high-level priorities.

Two possibilities to involve the public at the forum: develop priorities ahead of time to give them something to react to; or solicit their concerns/priorities at the visioning forum. Our preparation should focus on previous Comprehensive Plans, to discover what's relevant and applicable and what has been accomplished. It will be important to give the public a history to inform the visioning process. Preparation should include listing the features of Provincetown, which are 1) unique, 2) compelling, 3) valuable.

Forum could commence by presenting the history we compile in advance of introducing the moderators.

Steve suggested to form a sub-committee to prepare the format of the public forum. Meetings for the sub-committee would need to be posted but the quorum requirements would be easier to meet. Jim moved to convene a sub-committee of interested members; motion was seconded and then discussed. Some elements will be mandated as part of a Comprehensive Plan; other components would be based on what is deemed important by the committee with input solicited from all members. Motion passed unanimously. A meeting will be set and any interested members of the LCPC can attend. Dennis, Steven, Polly, Anna volunteered to be the core sub-committee.

3. Review and Overview of the Local Comprehensive Planning process
 - a. 1st Public Forum will solicit town input. 2nd Public Forum will be to present a draft of the Visioning and Community Goals and chapter outline. Discussed timing of 2nd meeting - early May is the likely timeframe.
 - b. Work sessions would benefit from a distillation of previous Comprehensive Plans and will create content for the final product.
 - c. Implementation will involve review at next spring's Town Meeting and may involve review by the state. Town staff will help craft the final product within their purviews.
4. Discussion of outreach strategies for the planning process to help the general public understand HOW and WHY to participate in the process. Stakeholders in the process, and target audience for the plan, include residents, part-time residents, and visitors. We want to welcome all interested parties.

Outreach avenues:

- Year-Rounder's Fest will be used to promote the public forum; we will have a booth and snacks.
- Mail out a flyer in a piece of town mail in February or March; we will check with Doug/Gloria about what the next mailing will be. If there is nothing going out before our next meeting we will push the other outreach avenues harder.
- The Community Space, Town Talk and Voice Facebook pages will be used to describe visioning process and help get the word out.
- Issue a press release (Banner, Cape Codder, PTV, WMOR)
- Town website
- Our respective town committees

At our next meeting we will discuss the wording of the press release, flyer, and other public info. Also we will think about a logo design and possibly an interesting public forum meeting title.

Steven made a motion that the chair and vice-chair of the LCPC approve any public outreach before it goes out. Dennis seconded and all were in favor of the approach.

5. Review and approve Minutes of the November 18th meeting. Polly moved to accept the minutes as-is; Lynn seconded and all were in favor.
6. Discussion of regular meeting date and time and set next meeting. Jim will ask Gloria to help arrange a time for the sub-committee that doesn't conflict w/ other meetings. The full committee will meet next on Tuesday, February 9th, 4:30pm.
7. Laura moved to adjourn; Steven seconded and were in favor. Meeting adjourned at 5:35pm.