



Town of Brewster Vision Planning Committee

2198 Main St., Brewster, MA 02631

brewplan@brewster-ma.gov

(508) 896-3701

VISION PLANNING COMMITTEE MEETING AGENDA

2198 Main Street Room A

Monday, November 6, 2023, at 3:30 pm

COMMITTEE NAME

Sharon Tennstedt
Chair

Amanda Bebrin
Vice Chair

Andi Genser

Patricia Hess

Suzanne Kenney

Fran Schofield

Alex Wentworth

Town Planner
Jon Idman

Administrative
Assistant
Ellen Murphy

Select Board
Liaison
Kari Hoffmann

This meeting will be conducted in person at the time and location identified above. This means that at least a quorum of the members of the public body will attend the meeting in person and members of the public are welcome to attend in person as well. **As a courtesy only, access to the meeting is also being provided via remote means in accordance with applicable law. Please note that while an option for remote attendance and/or participation is being provided as a courtesy to the public, the meeting/hearing will not be suspended or terminated if technological problems interrupt the virtual broadcast or affect remote attendance or participation, unless otherwise required by law.** Members of the public with particular interest in any specific item on this agenda, which includes an applicant and its representatives, should make plans for in-person vs. virtual attendance accordingly.

Members of the public who wish to access the meeting may do so in the following manner:

Phone: Call (929) 436-2866 or (301) 715-8592. Webinar ID:819 3038 8203 Passcode: 317154

To request to speak: Press *9 and wait to be recognized.

Zoom Webinar: <https://us02web.zoom.us/j/81930388203?pwd=VHEvUURMM1ZFdUJNREJlbnEN3SFdOZz09>

Passcode: 317154

To request to speak: Tap Zoom "Raise Hand", then wait to be recognized.

When required by law or allowed by the Chair, persons wishing to provide public comment or otherwise participate in the meeting, may do so by accessing the meeting remotely, as noted above. Additionally, the meeting will be broadcast live, in real time, via **Live broadcast** (Brewster Government TV Channel 8), **Livestream** (livestream.brewster-ma.gov), or **Video recording** (tv.brewster-ma.gov).

Please note that the Vision Planning Committee may take official action, including votes, on any item on this agenda.

1. Call to Order
2. Declaration of a Quorum
3. Meeting Participation Statement
4. **Recording Statement:** As required by the Open Meeting Law we are informing you that the Town will be video and audio taping as well as broadcasting this public meeting. In addition, if anyone else intends to either video or audio tape this meeting they are required to inform the chair.
5. Approval of October 2, 2023, meeting minutes
6. Update on public outreach and education process
7. Discuss Town Meeting presentation
8. Update from Bay and Pond Property Planning Committees
9. Review Action Items from the October 2nd meeting
10. Matters Not Reasonably Anticipated by the Chair
11. Next Meeting: TBD
12. Adjournment

Date Posted:
10/30/2023

Date Revised:

Received by Town Clerk:

'23 OCT 30 9:31AM
BREWSTER TOWN CLERK

TOWN OF BREWSTER
VISION PLANNING COMMITTEE
MEETING MINUTES
Monday, October 2, 2023, at 3:30PM

Sharon Tennstedt, Chair, convened the Brewster Vision Planning Committee in person with members: Amanda Bebrin, Vice Chair, Suzanne Kenney, Patricia Hess, Andi Genser, Fran Schofield, and Alex Wentworth were present. A quorum was determined.

Also present: Kari Hoffmann, Select Board Liaison, Jon Idman, Town Planner and Ellen Murphy, Administrative Assistant

The Chair read the Recording or Taping Notification: This meeting will be conducted in person at the time and location identified above. This means that at least a quorum of the members of the public body will attend the meeting in person and members of the public are welcome to attend in person as well. As a courtesy only, access to the meeting is also being provided via remote means in accordance with applicable law. Please note that while an option for remote attendance and/or participation is being provided as a courtesy to the public, the meeting/hearing will not be suspended or terminated if technological problems interrupt the virtual broadcast or affect remote attendance or participation, unless otherwise required by law. Members of the public with particular interest in any specific item on this agenda, which includes an applicant and its representatives, should make plans for in-person vs. virtual attendance accordingly.

To submit public comment or questions to the Vision Planning Committee, please email: brewplan@brewster-ma.gov.

- **Review and approval of September 5th meeting minutes**

Sharon referred to the minutes sent out to the Committee and not the ones included in the meeting packet. There being no changes, Amanda made a motion to approve the September 5th meeting minutes, Patricia seconded the motion, a roll call was taken, and the September 5th meeting minutes were unanimously approved.

- **Update on draft LCP approval process**

Sharon thanked the Committee for attending the public hearing both in the room and virtually. Both the Select Board and the Planning Board approved the draft LCP to be included in the Town warrant. Amanda thanked Sharon for her excellent work addressing the Select Board and Planning Board. Sharon asked Jon when the article needed to be written for the warrant. It was confirmed that the deadline is October 16th. Sharon will work with Jon to emphasize what is different from last year and stress that it isn't a mandate law or regulation. Suzanne suggested Sharon use the news article that was included in the meeting packet and abbreviate it to fit the article for the warrant. Sharon informed the Committee prior to a Town meeting, the Town films an explanation of all the articles in the warrant and holds a community forum.

- **Update on public outreach and education process, including draft of newsletter article**

Sharon provided an update from her meeting with the Brewster Chamber of Commerce. She indicated it was a very positive presentation and the audience was engaged. She stressed the importance of Brewster business in the LCP. Feedback after the meeting from Kyle Hinkle, Executive Director of the Brewster Chamber of Commerce was very positive.

Sharon referred to the news article in the meeting packet. It is a combination of writing styles from both Sharon and Amanda which seems to work quite well. The goal is to use this article to reach out to organizations to be included in their newsletters and Homeowners Associations email distribution. A condensed version of the news article was submitted to the COA. Sharon asked the Committee if there were any comments. The Committee reviewed the news article and discussed the high points. Sharon suggested Committee members reach out to the organization assigned to them and let them know the news article is coming. Sharon also suggested Committee members send the organizations both the full version and the condensed version of the news article and let them choose which is appropriate. Jon suggested some minor changes to the news article. Fran suggested adding a hyperlink to the new article so readers could access the Town website and bolding the

highlights. Andi informed the Committee that she will reach out to people she knows with a personal note about the LCP.

The Committee reviewed the outreach list updating it along the way. A public service announcement will be scheduled in October. Sharon and Amanda will work with Suzanne Bryan on staff at the Town Hall. As the Town meeting gets closer Sharon strongly suggested the Committee members take a shift or two at the transfer station, the post office, and the library to hand out the FAQs and answer questions. The Committee discussed posting the FAQs on bulletin boards in common gathering places. Fran will add the Town Meeting and voting reference to the top of the FAQs.

- **Update from Bay and Pond Property Planning Committees**

Suzanne provided an update on the Bay Property. There has been a push for residents to see the property. Last weekend's walk was cancelled due to rain and rescheduled for the end of October. On Wednesday, October 4th both property planning committees and the Select Board will be meeting with Hilderbrand the consulting firm to come up with one option for each property which is based on the community forums and the survey and cost associated with each option. This will be presented at a third community forum on November 30th with the goal to represent at Spring Town Meeting. Kari informed the Committee this is an opportunity for the public to provide input as well. Amanda stated ultimately both property planning committees are working on one plan for both properties. They are still in the process of defining the priorities. Amanda provided an update on the Volunteer Fair held at the Bay property. Approximately 30 out of 40 Boards and Committees attended, it was very successful.

- **Review Action items from the September 5th meeting**

Everything is on track

- **Matters Not Reasonably Anticipated by the Chair:**

Kari informed the Committee the warrant closes on October 16th. Patricia asked about an interview with the Chronicle. Sharon informed the Committee Rich Eldred has been writing articles about Brewster, Kari confirmed Allan Pollock is now the contact at the Chronicle. Sharon will get in touch with him.

- **Next Meeting Monday, November 6th**

Amanda made a motion to adjourn the meeting, Alex seconded the motion, a roll call vote was taken, and the meeting was unanimously adjourned at 4:38 pm.

LCP OUTREACH ACTIVITIES TIMELINE

APPROACH	SCHEDULE	CONTACTS	ASSIGNED	COMPLETED
MATERIALS				
FAQs	June-July		Fran, Sharon, Amanda	√
Flyers and Posters				
COMMUNITY EVENTS				
Ponds Summit	6/16/2023		Sharon	√
Conservation Day	7/8/2023		Committee Members	√
Brewster Men's Club	7/13/2023		Sharon	√
DJ Dance Party	7/27/2023		Suzanne	√
Brewster Part-time Resident Association	8/26/2023		Sharon	√
Brewster Chamber of Commerce	9/22/2023		Sharon	√
Brewster Volunteer Fair	9/30/2023		Sharon, Amanda, Jon	√
Town Meeting Info Session	10/30/2023		Sharon and Amanda	√
MEDIA				
Cape Cod Chronicle article	10/12/2023		Sharon and Amanda	√
Letters to Editor	11/9/2023		Committee Members	√
Town website announcements	N/A		Jon and Conor	Ongoing
Announce posting of LCP draft on Town Website	July		Jon and Conor	√
Announce/Post Public Hearing	early September		Jon	√
Town Facebook and Twitter posts	October-November		Suzanne Bryan	√
Town Meeting Warrant Article Video	10/25/2023		Sharon	√
Brewster PSAs	October-November	Suzanne Bryan	Sharon, Amanda, Jon	√
GROUP OUTREACH -Presentations and/or emailed materials				
Select Board Update	9/11/2023		Sharon and Amanda	√
Chamber of Commerce	9/21/2023	Kyle Hinkle	Sharon	√
Town Committee/Board Chairs	October		Sharon	√
FinCom discussion of warrant article	10/11/2023	N/A	Sharon, Amanda, Jon	√
Rec Department (email list)		Mike Gradone	Sharon	√
Brewster Historical Society		Sally Gunning	Patricia	√
Brewster Conservation Trust		Amy Henderson	Sharon	√
Brewster Ponds Coalition	6/23/2023 and 11/1/2023	Susan Bridges	Sharon	√
Brewster Association of Part-time Residents		Greg Jones	Sharon	√
Brewster Chamber of Commerce		Kyle Hinkle	Sharon	√
Elementary Schools - PTO, Parent Square, digital whiteboard		Christie Peterson	Alex	√
Democratic Town Committee	10/14/2023	Katie Jacobus	Sharon	√
GROUP NEWSLETTER ARTICLES				
COA		Elton Culter	Sharon	√
Friends of Brewster Seniors		Marilyn Dearborn, Meg Morris	Sharon	√
Brewster Ladies Library		Brittany Taylor	Suzanne	√
Brewster Conservation Trust		Amy Henderson	Sharon	√
Brewster Ponds Coalition		Susan Bridges	Andi	√
Homeowners Association (separate list)			Committee Members	
Our Lady of the Cape		Tracey Konecnik	Sharon	
Brewster Baptist Church			Fran	
Bible Alliance Church		Paula Peden	Sharon	√
Trinity Lutheran Church			Sharon	

LCP OUTREACH ACTIVITIES TIMELINE

APPROACH	SCHEDULE	CONTACTS	ASSIGNED	COMPLETED
First Parish Church			Fran	
Northside Methodist Church			Sharon	



Brewster Planning Board
2198 Main Street
Brewster, MA 02631-1898
(508) 896-3701 x1133
brewplan@brewster-ma.gov
MEETING MINUTES

Approved by Select Board: 10/16/23
Vote: 4-0-0

Approved by Planning Board: 10/25/23
Vote: 7-0-0

Wednesday, September 27, 2023 at 6:30 pm
Brewster Town Office Building

Chair Amanda Bebrin convened a meeting of the Planning Board at 6:30 pm with the following members participating: Charlotte Degen, Madalyn Hillis-Dineen, Tony Freitas, Rob Michaels, Elizabeth Taylor, and Alex Wentworth. Also participating: Jon Idman, Town Planner, and Lynn St. Cyr, Senior Department Assistant. Bebrin declared that a quorum of the Planning Board was present. The Meeting Participation Statement and Recording Statement were read.

6:32 PM PUBLIC ANNOUNCEMENTS AND COMMENT

None.

6:33 PM JOINT PUBLIC HEARING WITH SELECT BOARD

The Planning Board and Select Board will review, discuss, and potentially vote on the final revised draft 2023 Local Comprehensive Plan (LCP) prepared and recommended by the Vision Planning Committee. There will be an opportunity for public comment on said LCP.

Documents:

- 09/25/23 Draft Local Comprehensive Plan
- 09/27/23 Presentation: Brewster's Local Comprehensive Plan

Motion by Wentworth to Open Public Hearing. Second by Hillis-Dineen. Vote: 7-0-0.

Select Board Chair Ned Chatelain declared that there was a quorum of the Select Board with Cindy Bingham, Mary Chaffee, Kari Hoffmann, and Dave Whitney present. **Motion by Chaffee to Open the Public Hearing. Second by Bingham. Vote: 5-0-0.**

Sharon Tennstedt, Chair of the Vision Planning Committee (VPC), gave an overview of the Local Comprehensive Plan (LCP). She stated that an LCP describes Brewster today and where Brewster wants to go in the future. An LCP provides direction to help guide town decisions particularly related to land use. Tennstedt stated that the LCP is not a law or regulation and does not create any mandates or requirements for the town. Tennstedt stated that the LCP was prepared by the VPC with guidance from the Cape Cod Commission (CCC).

Tennstedt reviewed the status of the LCP. She stated that following the outcomes of the 2022 Fall Town Meeting and 2023 Special Town Meeting, the LCP was sent back to the VPC for further study and drafting related to concerns regarding a proposed Wing Island boardwalk project. In April 2023, following a revised charge from the Select Board, the VPC began work again to review and revise the draft LCP to reflect Town Meeting outcomes. Tennstedt reviewed revisions to the LCP including: updated text and data to reflect events and timelines since Fall 2022; simplified language for improved comprehension; aligned language about proposed Wing Island boardwalk project and Drummer Boy Park master plan with results and actions taken after, and in accordance with, 2022 Fall Town Meeting and 2023 Special Town Meeting; clarified the term "town centers" for consistency with the 2018 Vision Plan; edited the Action Plan for clarity and comprehension and to establish specificity for goals, purposes, and actions; and edited to further emphasize the importance of public engagement/two-way communication between government and residents, businesses, organizations, and other stake holders.

Tennstedt reviewed the public's involvement in the LCP process. She noted that this was not a plan drafted by a consultant but by the VPC. Tennstedt stated that the LCP is based on the 2018 Vision Plan and its Building Blocks provided the framework for the LCP. She stated that the LCP is a product of Brewster residents. The VPC consists of resident volunteers who drafted the plan. In February 2022, the Next Steps public survey was conducted and there was a 25% response rate. She also stated that drafts of the LCP were reviewed by community organizations and town departments and were posted on the town website for public comment. A public hearing was held in 2022 in addition to the current public hearing. The formatted plan was recently posted on the town website for review. Community outreach and education has continued through the Summer and Fall 2023 and will continue through to Town Meeting.

Tennstedt reviewed the composition of the LCP including its various sections. She pointed out Section 4, the Action Plan. Tennstedt stated that the LCP includes a Vision Statement which is a statement of community values based on the Vision Statement from the 2018 Vision Plan with updates based on recent events and trends. Updates include a commitment to address climate change which was not included in the 2018 Vision Statement. She reviewed the Building Blocks which she stated are the framework of the LCP. Two additional Building Blocks have been added since 2018 - climate mitigation & adaptation and solid waste management. The Building Blocks are based on and have been updated from the Vision Plan Summary Papers which provide an overview of existing conditions for each Building Block as well as background, recent actions by the town, and key issues moving forward. Tennstedt stated that the Building Blocks are not silos but complement and reinforce each other. Tennstedt stated that the Action Plan is the heart of the LCP. It lays out goals, purposes, and actions to achieve the community's vision for each Building Block for the next 10+ years. The Action Plan is based on goals and actions from the Vision Plan, results from Brewster's Next Steps survey, recommendations from community stakeholders on current needs, and recommendations from Summary Papers. She stated that the Action Plan must be representative of the will of Brewster residents and circumstances present and going forward. The Action Plan is not binding, exclusive or exhaustive and represents a menu of possible options.

Tennstedt reviewed how the LCP will be used in decision-making. She stated that the LCP has been clarified so residents will have a better understanding of how the LCP will be used. Tennstedt stated that once adopted, the LCP will become an integral part of the town decision-making process and will be implemented through town boards, committees, departments, and community organizations. To date, the Select Board has been using the Building Blocks from the 2018 Vision Plan to organize its Strategic Plan. Tennstedt noted that a Capital Facilities Plan is included in the LCP and that any major capital expenditure will need to go to Town Meeting for approval. There will be annual reporting on LCP implementation. Tennstedt stated that LCP implementation does not change any public decision-making approval processes otherwise required. For example, capital expenditures and bylaw/code amendments will still require Town Meeting approval.

Tennstedt reviewed the next steps of the LCP process. She stated that the VPC voted to recommend adoption of the revised draft to the Select Board and Planning Board on September 5, 2023 subject to staff formatting, editorial corrections, and data and information updates. The formatted LCP has been posted to the LCP project page on the town website. The Planning Board and Select Board's role is to decide whether to endorse the revised draft and recommend it to Fall Town Meeting for possible adoption. The VPC will continue to work on public outreach until Fall Town Meeting in November. Tennstedt thanked the VPC members: Amanda Bebrin, Vice Chair, Andi Genser, Patricia Hess, Suzanne Kenney, Fran Schofield, Alex Wentworth, and Kari Hoffmann, Select Board Liaison. Schofield was present at the hearing. Genser, Hess, and Kenney joined the hearing via Zoom. She also thanked Town Planner Jon Idman and Administrative Assistant Ellen Murphy.

Members of the Planning Board thanked Tennstedt for her presentation and thanked the VPC for all their work on the LCP and their public outreach and engagement efforts. Bebrin, Vice Chair of the VPC, noted a conversation the VPC had with their consultant regarding implementation and requirements to implement certain actions in the plan within a certain time. Bebrin stated that the VPC pushed back because they do not see implementation as prescriptive but open ended and meant to work with the Select Board's Strategic Plan and the Capital Facilities Plan. She stated that the Action Plan is the heart of the LCP and asked residents to review the Action Plan.

Members of the Select Board thanked the VPC for their work on the LCP and for their public engagement efforts. Chaffee noted that the LCP is not a mandate but provides direction. She also stated that the plan was prepared by the VPC based on input from Brewster residents. Hoffmann thanked members of the public who have participated in the LCP process. Hoffmann noted that the VPC is still working on public outreach and education and thanked them for their continued efforts.

Tennstedt thanked Hal Minis, former VPC Chair, for all his work in the vision planning process and on the LCP.

Mark Martino, 337 Lund Farm Way, stated he believes the economy will improve because of the LCP.

Ben McKelway, 1802 Main Street, stated that he wished the Planning Board and Select Board would not endorse the LCP. He sees the plan as pro-growth and pro-development and an attempt to lure more people to Brewster which in his opinion is already busy enough. McKelway stated that he understands the LCP is just guidance, but it is not the type of guidance he wants the Select Board and other town boards to have. He does not support a town center, complete streets program, zoning changes to allow for more multi-family units, or encouraging more business in Brewster.

Motion by Chaffee to Close the Public Hearing. Second by Hoffmann. Vote: 5-0-0.

Motion by Wentworth to Close the Public Hearing. Second by Michaels. Vote: 7-0-0. Taylor noted that Brewster's last Local Comprehensive Plan was is 1970.

Motion by Wentworth to Endorse the Revised Local Comprehensive Plan and Recommend It to Town Meeting for Adoption, subject to Additional Editorial Corrections. Second by Hillis-Dineen. Vote: 7-0-0.

Motion by Hoffmann to Endorse the Revised Local Comprehensive Plan and Recommend It to Town Meeting for Adoption, subject to Additional Editorial Corrections. Second by Whitney. Vote: 5-0-0. Motion by Chaffee to Adjourn the Select Board. Second by Hoffmann. Vote: 5-0-0. Select Board adjourned at 7:08 pm.

7:08 PM APPROVAL OF MEETING MINUTES

Approval of Meeting Minutes: September 13, 2023.

The Board reviewed the September 13, 2023 meeting minutes. **Motion by Wentworth to Approve September 13, 2023 Meeting Minutes. Second by Degen. Vote: 6-0-1 (Freitas abstained).**

7:09 PM COMMITTEE REPORTS

Taylor reported that the Open Space Committee is researching ownership of land in town through the Registry of Deeds. Michaels stated that the Water Quality Review Committee is continuing its discussion on their mission and committee charge. Bebrin announced the First Annual Volunteer Fair scheduled for Saturday, September 30th from 10 am -12 pm.

7:11 PM FOR YOUR INFORMATION

The Planning Board received information on the Brewster Communications Community Survey and a community forum and survey on climate adaptation for Pleasant Bay.

Motion by Wentworth to Adjourn. Second by Michaels. Vote: 7-0-0. The meeting adjourned at 7:13 PM. Next Planning Board Meeting Date: October 11, 2023.

Respectfully submitted,

Lynn St. Cyr, Senior Department Assistant, Planning