



The Town of Barnstable

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To: Barnstable Town Councilors

From: Mark S. Ells, Town Manager

RE: Memo outlining selection for the Local Comprehensive Planning Committee

A Local Comprehensive Planning Committee (LCPC) is to be established in order to facilitate the Town of Barnstable's Local Comprehensive Plan process. The Local Comprehensive Plan will set out a vision for growth and development, land use, infrastructure, and resource protection for our community, as well as a targeted action plan to guide our future work and resource allocation. The LCPC shall steer the development of this plan and process. The Town is approaching the Local Comprehensive Plan update in two phases: Phase I is a community data/existing conditions evaluation and community visioning process; and Phase II is the development of topic-specific goals and a strategic action plan. The Town of Barnstable is seeking to develop its Local Comprehensive Plan in accordance with the Cape Cod Commission Act and Regulations.

The Purpose of the Local Comprehensive Planning Committee

The purpose of the Local Comprehensive Planning Committee is to better facilitate and communicate the planning process, and engage the greater community in the planning effort, the Local Comprehensive Planning Committee shall steer a process intended to unify Barnstable's villages around a publicly-developed, consensus-based, comprehensive plan for future growth, development, and resource protection.

Therefore, the LCPC shall represent and support the community by leading Phase I's development. This will include implementation of a robust civic engagement program, identification of the community's challenges and opportunities, and the shaping of a community vision statement. The LCPC shall provide for the public review of draft products.

Subsequently, the Committee shall bring forward the findings of Phase I's community engagement effort and steer the Phase II process to develop a strategic comprehensive plan for achieving the community's vision to guide the Town of Barnstable's future efforts and resource allocation. Upon its completion, the LCPC shall submit the final draft Local Comprehensive Plan to Town Council for its consideration and adoption of the Plan.

Committee Appointments

The LCPC shall be constituted and appointed by the Town Manager, in accordance with the provisions of the Cape Cod Commission Act. Due to the importance and far-reaching impacts of

the work to be undertaken by the Committee, the Town Manager will request that his appointments to the LCPC be ratified by the Town Council.

The Local Comprehensive Planning Committee shall be comprised of an odd number of members, not less than nine (9) and not more than seventeen (17), appointed by and serving at the pleasure of the Town Manager. A majority of the LCPC shall constitute a quorum; provided that in the event that vacancies reduce the number of committee members to less than nine (9), a quorum shall be five (5) members and the LCPC meetings shall continue while vacancies are being filled if there is a quorum present. Members' first term shall be concurrent with Phase I of the planning process, approximately eighteen (18) months, and may be extended by the Town Manager as deemed necessary. Reappointments for Phase II shall be made upon completion of Phase I, with consideration given to those appointed members who have been engaged and actively participated in Phase I. Repeated lack of attendance at regularly scheduled meetings without express leave from the Chair, non-adherence to applicable codes of conduct or failure to comply with applicable laws may result in a member's removal.

Vacancies shall be filled by the same process as appointments (Town Manager appointment, Town Council ratification). Vacancies shall be filled as soon as practicable.

The Manager shall consider the following when selecting appointees:

1. The LCPC shall include residents from each and all of Barnstable's seven villages.
2. In addition to No. 1 above, resident member representation from Boards/Committees/Commissions, including but not limited to the following will be prioritized for the remaining seats:
 - a. Planning Board
 - b. Conservation Commission
 - c. Historical Commission/Old Kings Highway or Hyannis Historic District Commission
 - d. Housing Committee
 - e. Board of Health
 - f. School Committee
 - g. Airport Commission
 - h. Zoning Board of Appeals
 - i. Youth Commission

Should representatives from any of the above-stated Boards/Committees/Commissions not be identified, consideration shall be given to appointing residents (in addition to No. 1 above) with subject matter expertise in a similar field.

3. The LCPC should include a resident who represents the Town of Barnstable business community.
4. Subject matter expertise or experience, which may include professional or volunteer background, in priority issue areas, including land use, transportation, water quality, public infrastructure, housing, economic development, environmental protection, historic preservation, climate change, public health is preferable.
5. The LCPC should include representation of the various demographic groups present in the Town of Barnstable.

A representative from Town Council may serve ex officio without the right to vote and his/her presence shall not be counted in determining a quorum.

Member Requirements and Expectations

The Local Comprehensive Planning Committee shall be a public body subject to the Open Meeting Law (“OML”). The members of the LCPC shall be “municipal employees” for purposes of the state Conflict of Interest Law, and if so voted by the Town Council, the members shall be “special municipal employees” for purposes of the Conflict of Interest Law. LCPC members will need to be sworn in by the Town Clerk. LCPC members shall be provided educational materials on the OML and the Conflict of Interest Law and shall comply with the training and education requirements of both laws. Members shall be residents or property owners in the Town. The LCPC shall elect a Chair from among its members, who shall conduct meetings and act as point of contact to staff for the scheduling and preparation of meetings. The LCPC shall elect a Vice-Chair from its members who shall perform the duties of Chair in his/her absence. The LCPC shall elect a Clerk from among its members, who will work in cooperation with staff to prepare minutes and post meeting notices in compliance with the OML. Members are expected to attend regularly scheduled meetings and be prepared to discuss materials provided.

Staffing Assistance

The Town Manager shall provide staff support to the Local Comprehensive Planning Committee as deemed necessary. Staff from the Planning and Development Department will provide continuous technical support for development of the plan, along with support and participation from staff in other Town Departments as necessary.

In addition, a local comprehensive planning consultant has been retained to assist the LCPC in its Phase I process. The planning consultant shall provide an evaluation of existing conditions and other data that will guide the Local Comprehensive Plan’s civic discussion. The planning consultant shall also provide their expertise and guidance for an inclusive community engagement program in support of the development of a town-wide vision statement.

Appointment Process

An online application for participation in the Local Comprehensive Planning Committee will be made available to the public. The application shall be distributed through all Town communication channels (media release, website, newsletter, social media, Channel 18, etc.), directly to Chairs of village civic and business associations, and to Chairs and members of relevant Boards/Committees/Commissions. Paper copies of the application will also be printed and made available at Town Hall and all village libraries, along with a printed poster. Applications will be accepted for a minimum of one month from the date of the initial call for members.

Applications will be reviewed by the Town Manager and such other staff as may be designated by the Town Manager, along with the Chair of the Town Council Appointments Committee or another member of the Appointments Committee, as may be designated by the Chair. Candidates will be selected for interviews based on the strength of their application; depending on the volume of applications submitted, some applicants may not receive an interview, but all applicants will be notified in writing regarding the status of their application.

Candidate interviews will be conducted by the Town Manager, Town Council Appointments Committee Chair or designee, and others as the Manager may designate. Interviews will take place via Zoom and will be publicly noticed and recorded.

The Town Manager will present a list of appointments to the Town Council for ratification. Appointments will require one read and ratification shall be by majority vote.