**Meeting Minutes**

**Chilmark Planning Board Subcommittee Meeting**

**July 6, 2023**

**9:00AM**

**Via Remote Participation**

Present: Ann Wallace, Catherine Thompson, Peter Cook, Janet Weidner

Not Present:

Staff: Jennifer Christy, Admin. Asst.

Others: Bill Veno, Adam Turner

At 9:12AM, Tim Carroll discussed the issue of town farms that have farmstands that are offering items that are like stores or restaurants, or provide other activities such as paid tickets for dinners, and the conflicts that may be apparent with zoning bylaws.

Tim Carroll stated he has recommended that the stakeholders approach the Planning Board with a proposal that may be considered.

Janet Weidner inquired about what was permitted by the Board of Health and Select Board last winter. Brief discussion occurred. No action was taken.

**Master Plan:**

* Janet Weidner opened the discussion regarding the Master Plan at 9:19AM.
* Jennifer Christy shared her screen on the draft Town Board/Committee Draft Survey that included a graphic of the sequence of events to develop a working Master Plan.
* Janet Weidner described the process as mapped out by the graphic.
* Adam Turner stated the MV Commission is happy to assist as described in the graphic. He stated he thinks that background data and metrics need to be added to the process and to go with the survey.
* Adam Turner listed important data such as this is how much Chilmark has grown, what the current land use is.
* Adam Turner stated that surveys are tricky and he has concerns about response rates and reaching those who are not involved in Town work.
* Catherine Thompson suggested that current data about the Town is an important piece of a survey element. Adam Turner offered to provide data that is currently being updated to the Town for the purpose of including that data in the survey.
* Adam Turner responded that it would be the Town’s decision of what is the data that is included in the survey to inform the respondents. Adam stated that visioning processes work best when facts are clear and available.
* Janet Weidner asked if the MV Commission hosts visioning events and manages them or is this a job for a consultant. Adam Turner stated that the management of a visioning session is a skill and he committed to helping the Town to do this either with someone in-house or a hired person.
* Adam Turner reiterated that it is important to have data at the point of the start of the visioning process.
* Bill Veno stated he thought that it will be valuable to provide data about the Town for the initial survey as well. He also thought that the survey may inquire about and gather data that Boards/Committees have collected and which is important to them to include in the visioning sessions. He thought that this would be important so that the Master Plan addresses the particular needs of the Town and there is buy-in from the groups. Bill Veno thought that providing an example of the type/format of data would be helpful so that what is gathered is specific and useful.
* Ann Wallace suggested that the Subcommittee work on the data and metrics that is a one-pager that then goes out to the Boards/Committees that sets a baseline of Town data. She thought this may be helpful to understand where the pressures are coming from.
* Janet Weidner suggested that the next time that the Subcommittee will reconnect with the MV Commission is in September. Adam Turner suggested that a couple of meetings earlier may be necessary just to be sure that things are on track. He offered to send some data to be reviewed now.
* Bill Veno thought that Ann Wallace’s idea of a one-page data document would be a good idea. Bill Veno also thought that it may be a good idea to send a survey as a test to one or two Boards/Committees before the mass survey goes out.
* Janet Weidner suggested that the next time the Subcommittee meets a decision will be made on the sequence of events in the development of the data sheet and the survey draft. Adam Turner said that he would provide the data they have now and characterized the survey as a perception inquiry (what has worked, what hasn’t, challenges) and he thought that the data provided would be used to help the Board/Committee develop a more informed response to the survey.
* Adam Turner stated he would be able to provide the list in the next week or two. He suggested that the list could be available on the 24th of July or at a Subcommittee meeting after July 10th.

**Minutes:**

* The minutes from June 26th Planning Board Subcommittee meeting were reviewed and approved as written.

A motion was made to adjourn the meeting. The motion was seconded and passed unanimously by roll call vote.

**Next Meeting(s):**

* Wednesday, July 12, 2023, 9:00AM, Chilmark Town Hall

**Documents:**

* Master Plan draft survey documents

Meeting adjourned at 10:09AM. Minutes respectfully submitted by Jennifer L. Christy