

Town of Yarmouth

MINUTES OF THE PLANNING BOARD MEETING OF
March 4, 2020

'20APR16pm2:31 REC

The Yarmouth Planning Board held a Business Meeting at 5:30 p.m. on Wednesday March 4, 2020 in the Hearing Room at the Yarmouth Town Offices located at 1146 Route 28, South Yarmouth, MA.

Planning Board Present: Brad Goodwin, Tom Roche, Lee Rowley, Joanne Crowley and Tom Baron

Planning Board Absent: Liz Hartsgrove and Chris Vincent

Staff Present: Kathy Williams, Town Planner; and Michael White, Yarmouth Tree Warden

Chairman Tom Roche opened the meeting at 5:30 PM.

1. **JOINT PUBLIC HEARING ON SCENIC ROAD APPLICATION & PUBLIC SHADE TREES:**

Application submitted by Alice and Tom George, 17 Thacher Shore Road, Yarmouth Port, MA, to remove three (3) multi-stem juvenile black oaks of 12-inches in diameter at breast height located on the north side of the Thacher Shore Road right-of-way, across from 17 Thacher Shore Road. Thacher Shore Road is a Scenic Road.

Tom Roche opened the Public Hearing at 5:31 PM and the Public Hearing notice was entered into the record. He then proceeded to read the February 25, 2020 Letter from Alice & Tom George requesting that the Hearing be continued to April 15, 2020.

VOTE: On a motion by Brad Goodwin, and seconded by Lee Rowley, the Planning Board voted (5-0) to continue the Scenic Road Hearing to April 15, 2020 at 5:30 PM in the Town Hall Hearing Room with Brad Goodwin, Tom Roche, Lee Rowley, Joanne Crowley and Tom Baron voting in favor.

2. **Community Visioning Update & Discussion:** Kathy Williams gave an update on the status of the visioning process as follows:

- a. Water Bill inserts were finalized and will be on green paper in the March, April and May water bills.
- b. Town website is up and running with a prominent "Community Visioning" tab on the ribbon at the top of the website.
- c. The scope of services with Horsley Witten to assist with the Visioning process has been finalized and staff is working on executing the contract.
- d. Staff is working on the data sheets which will give some general background on topics of interest.
- e. Town Planner will be going to the Rotary Club on March 20th to give a brief overview of the Visioning Process.
- f. **Workshop Dates:** There was a general discussion with the Planning Board about possible dates for the three Workshops tentatively scheduled for June 2020. Nate Kelly from Horsley Witten will be gone at the end of June, so the Board discussed one meeting each for the first, second and third week in June with one in the morning, afternoon and evening. The evening meeting would be one of the Planning Board's regular meeting nights, either June 3rd or June 17th. Also discussed the possibility of a Workshop in the last week of May. No Board members present had any specific dates they could not make at this time. Kathy Williams will coordinate with Board members not present to identify any black-out dates for the Workshops.

3. **Fundraising/Special Event Sign Policy:** With the approval of the Fall Special Town Meeting Zoning Amendments by the Attorney General, the Board of Selectmen (BOS) Policy on Event Signs needs to be finalized to correspond with the changes made to the sign bylaw. The Board reviewed the attached Draft #4 which included minor edits by the Building Commissioner for clarity. Brad Goodwin suggested a minor rewording to Item A.3 which the Board accepted. Kathy Williams will transmit the revised Policy to the BOS with a cover letter requesting their adoption of the Policy. The BOS had reviewed this Policy last year when reviewing the zoning amendments to the sign bylaw, which they recommended. It is unclear whether this will be a Consent Agenda item, or whether a presentation before the BOS is required.
4. **Meeting Minutes:**
 - a. **2012 Meeting Minutes:** On a motion by Brad Goodwin, seconded by Tom Baron, the Planning Board voted (5-0) to approve the meeting minutes of January 18, 2012; January 25, 2012; February 1, 2012; February 8, 2012; February 22, 2012; February 27, 2012; May 2, 2012; May 30, 2012; and June 13, 2012, out of necessity, with Brad Goodwin, Tom Roche, Lee Rowley, Joanne Crowley and Tom Baron voting in favor.
 - b. **February 5, 2020:** On a motion by Brad Goodwin, and seconded by Tom Baron, the Planning Board voted (5-0) to approve the meeting minutes of February 5, 2020 with Brad Goodwin, Tom Roche, Lee Rowley, Joanne Crowley and Tom Baron voting in favor.
5. **Board of Appeals Agenda & Decisions:** Attached ZBA Agenda was sent to Planning Board members via e-mail.
6. **Committee Updates from Board Members:**
 - a. **Community Housing Committee (CHC):** Tom Baron noted the information session being held March 4th at the Senior Center (same time as the Planning Board meeting) on the Yarmouth Buydown Program Affordable Home Ownership Lottery.
 - b. **Capital Budget Committee (CBC):** Joanne Crowley indicated the CBC gave a presentation to the Board of Selectmen on February 25th with minor adjustments from their previous presentation. She noted the Public Hearing won't be until later in the month to allow time for the school budget to be completed.
 - c. **Community & Economic Development Committee (CEDC):** Joanne Crowley noted that 10 utility pole banners were approved by the BOS for the 4-corners and by the Chamber of Commerce building.
 - d. **Water Resources Advisory Committee (WRAC):** Lee Rowley noted that the WRAC met on March 1st and reviewed the information from the Tri-Town BOS meeting held on February 27th. The peer review by Weston & Sampson offered some suggestions on minor tweaking to the DHY Agreement for Town owned properties being used by DHY (i.e. Bass River Golf Course). Kathy Williams noted that at the Tri-Town BOS meeting there was also a discussion on the peer review of the cost information which appeared to be deemed reasonable for planning purposes and that all Towns benefit financially from the DHY partnership. Lee Rowley stated that the WRAC will be doing additional outreach with two town wide mailers and another public meeting in mid-April. He noted Land Use Control will need to be in place for the 0% loan from the State Revolving Fund (SRF). For Town Meeting, will need to be able to address questions about expansion/growth and that land use controls are necessary. There was a general discussion by the Board on the build-out analysis and other controls. Tom Baron noted that potable water may also be a limiting factor. Lee Rowley indicated the WRAC was hoping for a vote of support from the BOS for the DHY Partnership at their March 16th meeting.
7. **Board Member Items:** None.

8. **Correspondence:** Attachments noted below were sent to the Planning Board via e-mail.
9. **Staff Updates:** Kathy Williams updated the Planning Board on the Bike Study recently completed by the Cape Cod Commission. She also noted the potential VCOD SPR application for the March 18th Planning Board meeting.
10. **Upcoming Meetings:**
 - a. March 18, 2020
 - b. April 1, 2020
11. **Adjournment: VOTE:** On a motion by Tom Baron, seconded by Lee Rowley, the Planning Board voted unanimously (5-0) to adjourn at 6:21 PM.

ATTACHMENTS:

- **March 4, 2020 Agenda**
- **Scenic Road Permit Application:**
 - February 28, 2020 Memo from Kathy Williams, Town Planner
 - Public Hearing Notice
 - February 25, 2020 from Alice & Tom George requesting the Public Hearing be continued to April 15, 2020.
 - Scenic Roadway Permit Application with attachments
- **Visioning Discussion:** Water Bill Insert Visioning Flyer
- **Fundraising/Special Event Sign Policy:** Draft #4, dated February 27, 2020 with edits from the Building Commissioner
- **Draft Older Meeting Minutes from 2012:** January 18, January 25, February 1, February 8, February 22, February 27, May 2, May 30 and June 13
- **Draft Meeting Minutes:** February 5, 2020
- **Miscellaneous Correspondence:**
 - ZBA Agendas for February 27, 2020
 - ZBA Decisions 4835 & 4839
 - Conservation Commission Agendas for February 20, 2020 and March 5, 2020
 - February 12, 2020 Letter from the Attorney General Approving Zoning Amendments
 - CCC Reporter – February 2020
 - February 18, 2020 e-mail from Mary Waygan on CDBG Public Hearing (with Notice) and Needs Assessment Survey
 - Yarmouth Buydown Program Flyer from HAC
 - MassDOT Public Meeting Notice for Route 6 Exit Renumbering

Approved on April 15, 2020:

On a motion by Tom Baron, and seconded by Brad Goodwin, the Planning Board voted (5-0-2) to approve the meeting minutes of March 4, 2020 with Brad Goodwin, Tom Roche, Lee Rowley, Joanne Crowley and Tom Baron voting in favor, and Liz Hartsgrove and Chris Vincent abstaining.