

**MINUTES OF THE PLANNING BOARD MEETING OF
August 5, 2020**

The Yarmouth Planning Board held a Business Meeting at **5:30** p.m. on Wednesday **August 5, 2020** via a Virtual Meeting pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law in response to the COVID-19 pandemic.

Planning Board Present: Brad Goodwin, Liz Hartsgrove, Joanne Crowley, Tom Baron, Susan Brita, and Will Rubenstein

Planning Board Absent: Chris Vincent

Staff Present: Kathy Williams, Town Planner

1. **Meeting Opening:** Vice Chairman Joanne Crowley opened the virtual meeting at 5:31 PM and took a roll call to establish quorum. Kathy Williams, Town Planner, served as the Moderator for the virtual meeting and read the attached statement regarding the reason for the virtual meeting and provided an overview on how remote participation works. All votes were taken by roll call and the meeting was livestreamed to the Town of Yarmouth YouTube Channel.
2. **New Planning Board Members:** Joanne Crowley introduced the two new Planning Board members, Susan Brita and Will Rubenstein, who both provided a brief introduction.
3. **Community Visioning during COVID-19:** The Planning Board held a discussion on ways to move forward safely with the Community Visioning process during COVID-19. Kathy Williams, Town Planner, reviewed the attached July 30, 2020 Memo outlining the existing process and how amendments might be made to accommodate limitations related to COVID-19. Ms. Williams reviewed the earlier Visioning Process Outline, Draft First Community Workshop Format, the Public Participation/Engagement Plan, Implementation Schedule and the consultant Scope of Services, noting areas which would need to be amended. The greatest change would be related to the in-person Workshops which would need to be conducted remotely.

The Planning Board members had a lengthy discussion on the process, with an in depth discussion on how best to conduct Zoom Workshops. Incorporating "breakout rooms" in the Zoom Workshops with Planning Board members facilitating these breakout rooms would allow for the smaller group setting as originally envisioned for the in-person Workshops. Registration would be required to keep the numbers manageable with the overall number of Workshops being a function of the number of people wishing to attend a Workshop versus completing the Survey. The Board also discussed whether the Workshops should be topic based or more general as originally proposed. As the visioning process is looking at the larger picture, with the Local Comprehensive Plan (LCP) getting into the specifics, the Board leaned towards the original general SWOT Analysis (Strengths, weaknesses, opportunities and threats). It will be up to the Planning Board to take in the input and sort it into categories for general visioning concepts. These concepts could be used to help the Board of Selectmen (BOS) with their goals.

Other public engagement ideas including using QR Codes on documents that direct people to the Town Website which is being utilized as the main hub for information including the use of Constant Contact which already has over 50 people signed up. The Board also discussed having a kick-off remote Workshop to let people know what we are doing, how they can provide their input and where to go to get information.

Kathy Williams will use this input from the Board to modify the original proposals for discussion at the August 19th Planning Board meeting in preparation for a presentation to the Board of Selectmen at their August 25th meeting.

4. **Meeting Minutes:**

- a. **July 1, 2020:** On a motion by Tom Baron, and seconded by Liz Hartsgrove, the Planning Board voted (3-0-3) to approve out of necessity the meeting minutes of July 1, 2020 with Liz Hartsgrove, Joanne Crowley and Tom Baron voting in favor, and Brad Goodwin, Susan Brita and Will Rubenstein abstaining.

5. **Board of Appeals Agenda & Decisions:** The ZBA meeting of August 13, 2020 will include review of the Great Island Plaza project. The attached ZBA decisions were sent to the Planning Board via e-mail.

6. **Committee Updates from Board Members:**

- a. Tom Baron noted that a consultant is working on revising the Housing webpage on the Town Website to improve the format with more information and make it easier to understand.
- b. Joanne Crowley noted that she currently has two committees (Community & Economic Development Committee (CEDC) and Capital Budget Committee (CBC)) which will need to be reduced to one when committee assignments are done in September.

7. **Board Member Items:**

- a. Tom Baron noted that many projects around town which have been reviewed and approved haven't moved forward yet and inquired as to how the Planning Board might help to move these projects along or get project updates. Kathy Williams noted that staff is often aware of reasons why a project has been delayed, but if not, staff could contact the developers to get a status update should the Board request one.
- b. Joanne Crowley noted that the Yarmouth Committee Handbook provides a lot of important information and serves as a good operating manual for Committee and Board members.
- c. Will Rubenstein noted that the DY School Committee has announced virtual meetings to discuss the DY School Reopening plan, and would send the meeting announcement to the Planning Board for informational purposes.

8. **Correspondence:** Attachments noted below were sent to the Planning Board via e-mail.

9. **Staff Updates:** Kathy Williams noted that the Town Hall is open from 10-2 for limited items such as stickers, paying bills, etc. Other Town Hall Departments are available for in-person meetings by appointment.

10. **Upcoming Meetings:**

- a. August 19, 2020
- b. August 25, 2020 with BOS

11. **Adjournment: VOTE:** On a motion by Tom Baron, seconded by Liz Hartsgrove, the Planning Board voted unanimously (6-0) to adjourn at 6:55 PM.

ATTACHMENTS:

- **August 5, 2020 Agenda**
- **Script - Explaining Remote Access Planning Board Meeting**
- **Revised Visioning Process:** July 30, 2020 Planner Memo with the following attachments:
 - Visioning Process Outline, February 6, 2020
 - Draft First Community Workshop Format, January 10, 2020
 - Public Participation/Engagement Plan, February 6, 2020
 - Implementation Schedule, February 6, 2020
 - Horsley Witten Scope of Services

- **Draft Meeting Minutes:** July 1, 2020
- **Miscellaneous Correspondence:**
 - ZBA Decisions 4840, 4842, 4843, 4844, 4845 & 4448
 - Barnstable Decision Notice
 - Barnstable Zoning Amendment Short Term Rentals Planning Board Notice 7/13/20
 - Dennis ZBA Legal Notice for 7/27/20
 - Conservation Commission Agenda for August 6, 2020
 - Cape Cod Commission Reporter – June 2020

Approved on August 19, 2020:

On a motion by Liz Hartsgrove, and seconded by Tom Baron, the Planning Board voted (6-0-1) to approve the meeting minutes of August 5, 2020 with Brad Goodwin, Liz Hartsgrove, Joanne Crowley, Susan Brita, Will Rubenstein, and Tom Baron voting in favor, and Chris Vincent abstaining.