

Town of Yarmouth

**MINUTES OF THE PLANNING BOARD MEETING OF
August 19 2020**

The Yarmouth Planning Board held a Business Meeting at **5:30** p.m. on Wednesday **August 19, 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, Chris Vincent, Liz Hartsgrove, Joanne Crowley, Tom Baron, Susan Brita, and Will Rubenstein

Planning Board Absent: None

Staff Present: Kathy Williams, Town Planner

1. **Meeting Opening:** Vice Chairman Joanne Crowley opened the virtual meeting at 5:33 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. **Community Visioning during COVID-19:** Joanne Cowley gave a brief overview of the packet information related to the Community Visioning process during COVID-19, in preparation for the August 25th Board of Selectmen (BOS) update meeting. Kathy Williams briefly reviewed the attached draft August 14, 2020 Memo to the BOS along with updated versions of the Visioning Process Outline, Implementation schedule and Public Participation/Engagement Plan. This information was updated based on input from the Board from the August 5th meeting. The more significant proposed changes to the Visioning Process were to have Virtual Workshops using pre-registration and break-out rooms rather than in-person meetings and the overall Implementation Schedule.

The Planning Board members discussed the Draft materials, with major topics including: development of a more simplified list of major milestones emphasizing when public input can be provided; inclusion of the Town Website Visioning webpage address in the materials; noting the utilization of the Visioning funds for a consultant; discussion on Horsley Witten's experience with virtual meetings with breakout rooms; ability for virtual meetings to allow for participation by snowbirds if get the word out early; having the Workshops at different times and days to maximize participation; potential for having later Workshop series in person if feasible; and the overall group time and effort that will be needed by the Board for the Visioning process. There was a brief discussion on the presentation before the BOS where Joanne Crowley and Kathy Williams will give a brief update to the Board and then soliciting their questions and input.

Kathy Williams will modify the memo for approval by Vice Chairman Crowley prior to submission for the Board of Selectmen meeting on August 25th.

3. **Meeting Minutes:**
 - a. **August 5, 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.
4. **Board of Appeals Agenda & Decisions:** The Great Island Plaza project was reviewed by the ZBA at their August 13, 2020 and has been continued to August 27, 2020.

5. **Committee Updates from Board Members:**
 - a. **Community Economic Development Committee (CEDC):** Joanne Crowley noted that the CEDC met on August 6th and discussed the Vacant Storefront Program which provides tax incentives for tenants to move into vacant storefronts. There was enough interest to place the topic on another meeting Agenda for further discussion. The Tourism Revenue Preservation Fund was also discussed and it looks like there will be some extra reserves as some tourism events have not been held due to COVID-19 restrictions on gatherings.
 - b. **Community Preservation Committee (CPC):** Kathy Williams informed the Board that the CPC will be meeting on August 20th to discuss how they would like to proceed regarding projects and possible Articles for the fall Town Meeting.
6. **Board Member Items:**
 - a. Tom Baron inquired about the status of the DPW building project. Kathy Williams noted that they had a small issue with steel fabrication but that they were still on schedule.
 - b. Will Rubenstein inquired about officer elections and committee assignments. Kathy Williams noted that the Planning Board Rules & Regulations schedule officer elections for the third Wednesday in September and she will send out the Committee Assignment Chart so people can start thinking about which Committees they would like to serve on. Ms. Williams also noted that the Annual Report on the Town Website provides a good source of information on what each committee does and the type of projects/initiatives they work on.
 - c. Brad Goodwin inquired as to the date for the fall Town Meeting. Kathy Williams stated the current date is November 17, 2020, but there may be some flexibility to moving it to early December if needed.
7. **Correspondence:** Attachments noted below were sent to the Planning Board via e-mail.
8. **Staff Updates:** Kathy Williams noted that the August 25th Board of Selectmen meeting will be an in-person meeting with a maximum 25 people in the Hearing Room at one time.
9. **Upcoming Meetings:**
 - a. August 25, 2020 with BOS
 - b. September 2, 2020
10. **Adjournment: VOTE: On a motion by Tom Baron, seconded by Chris Vincent, the Planning Board voted unanimously (7-0) to adjourn at 6:35 PM.**

ATTACHMENTS:

- **August 19, 2020 Agenda**
- **Script - Explaining Remote Access Planning Board Meeting**
- **Revised Visioning Process:** August 14, 2020 Draft BOS Memo with the following attachments:
 - Visioning Process Outline, Updated August 12, 2020
 - Implementation Schedule, Updated August 14, 2020
 - Public Participation/Engagement Plan, Updated August 13, 2020
- **Draft VIRTUAL First Community Workshop Format, August 13, 2020**
- **Draft Meeting Minutes:** August 5, 2020
- **Miscellaneous Correspondence:**
 - ZBA Agenda August 13, 2020
 - Conservation Commission Agenda for August 20, 2020
 - Barnstable Zoning Amendment Short Term Rentals Town Council Notice 8/20/20
 - Dennis ZBA Legal Notices for 8/24/20
 - Dennis Zoning Amendment – Renaming the Board of Selectmen to Selectboard 9/14/20
 - Planning Board Committee Assignments Chart

Approved on September 2 2020:

On a motion by Liz Hartsgrove, and seconded by Tom Baron, the Planning Board voted (6-0) to approve the meeting minutes of August 19, 2020 with Brad Goodwin, Liz Hartsgrove, Joanne Crowley, Susan Brita, Will Rubenstein, and Tom Baron voting in favor.