

Town of Yarmouth

Per M.G.L.: All town and school boards, committees, commissions, and authorities shall post a notice of every meeting at least 48 hours prior to such meeting, excluding Saturdays, Sundays, and legal holidays. Notice shall contain a listing of topics/agenda that the chair reasonably anticipates will be discussed at the meeting.

Notice of Meeting

Name of committee, board, etc.:	Planning Board
Date of Meeting:	Wednesday – January 6, 2021
Time:	5:30 PM
Place:	Virtual Meeting

The meeting will be held by remote participation pursuant to Massachusetts Governor Charles D. Baker's Order Suspending Certain Provisions of the Open Meeting Law dated March 12, 2020. No in-person attendance of members of the public will be permitted, but every effort will be made to ensure that the public can adequately access the proceedings in real time, via technological means. An audio or video recording, transcript, or other comprehensive record of proceedings will be posted on the town's website as soon as possible after the meeting.

JOINING THE VIRTUAL MEETING: Members of the public can join the meeting using one of the following methods:

- To attend the meeting online, click <https://us02web.zoom.us/j/86813375376> and follow the prompts or navigate to <https://zoom.us/join> and enter meeting/webinar ID **868 1337 5376** and follow the prompts.
- To attend the meeting by dial-in phone, call +1 301 715 8592 and enter meeting ID **868 1337 5376**. The dial-in number can also be used to access the audio while watching the online meeting (if you don't have speakers and/or a microphone).
- Please plan to join the virtual meeting at least five minutes before the start of the meeting to troubleshoot any issues you may have joining.
- The virtual meeting will also be live streamed and uploaded to the Town of Yarmouth YouTube Channel. This live feed will not be monitored for public comment.

APPLICANTS:

- Applicants will be called upon by the Chair to present their request. Applicants can use the "Raise Hand" button to identify themselves (all participants will be muted, you must be recognized by the Chair to participate).
- Applicants attending by dial-in should press *9 to notify the Chair of their presence when called upon. The meeting Moderator will un-mute applicants when they are called upon to speak.

PUBLIC PARTICIPATION: During the Public Comment period for Public Hearings, or at the discretion of the Chair for Public Meetings, the Chair will invite the audience to comment:

- Online audience members wishing to participate during the public comment section can use the "Raise Hand" button to notify the Chair. Dial-in audience members should press *9 on their phone to notify the Chair. All audience members will be muted until you are recognized by the Chair to participate.
- As an alternative to making comments via the online audio or phone, you may also submit comments during Public Participation ONLY to the Moderator via the virtual meeting "chat" function. To do this click on the "chat" icon and type your message. When prompted, the Moderator will read comments and questions into the record.

MEETING MATERIALS:

- Meeting materials will be displayed at the online meeting and are attached to this agenda (available at <http://www.yarmouth.ma.us/AgendaCenter>).

PLANNING BOARD AGENDA (Topics to be discussed):

1. **Community Visioning Project Discussion:** Discussion on Community Visioning project including but not limited to feedback from Workshops and publicity for on-going Community Visioning Survey.
2. **Planning Board 2020 Annual Report**
3. Meeting Minutes
4. Board of Appeals Agenda & Decisions
5. Committee Updates from Board Members
6. Board Member Items
7. Correspondence
8. Staff Updates
9. Upcoming Meetings:
 - a. January 20, 2021
 - b. February 3, 2021
10. Adjournment

Posted By (Name):	Kathleen D. Williams
Signature:	<i>Kathy Williams</i>

Town of Yarmouth

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YARMOUTH TOWN CLERK

'21JAN4PM8:16 REC

Posted By (Name):	Kathleen D. Williams
Signature:	<i>Kathy Williams</i>



Yarmouth Community Visioning

Setting Our Course • Charting Our Future

Make a New Year's Resolution

Start the year off right

Look toward a better future for Yarmouth

Take the Community Visioning Survey!

Visioning Survey <https://www.surveymonkey.com/r/M2MZFCW>

(Survey has been extended through January 31, 2021)

Your ideas and feedback are needed to create a community Vision Plan which will guide future goals, initiatives and resource allocations.

So let us know how you want to spend your tax dollars!

Three simple questions, say as little as you want or as much as you want, just let your voice be heard!

- What are Yarmouth's strengths and assets that you value and want to preserve?
- What are our challenges?
- What is your future vision for Yarmouth and what are the opportunities to help us reach that vision?

For more information, go to the *Community Visioning* webpage at:

<https://www.yarmouth.ma.us/1838/Community-Visioning>

Signing up on the webpage for regular updates via e-mail is the best way to stay informed of the latest information.



Community Visioning Webpage QR Code

← Scan with the Camera App on your Smart Phone & click on link to get more info!

Draft E-mail Notifications



Yarmouth Community Visioning Setting Our Course • Charting Our Future

Make a New Year's Resolution to Take the Community Visioning Survey!

Start the year off right by looking toward a better future for Yarmouth and take a few moments to complete the Community Visioning Survey.

Your ideas and feedback will be used to create a Vision Plan which will provide valuable insights to our Town Leaders when identifying future goals, initiatives and resource allocations to better serve our residents and meet our collective vision for Yarmouth.

So let us know how you want to spend your tax dollars!

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(Survey has been extended through January 31, 2021)

The survey asks three simple questions:

- ❖ What are Yarmouth's strengths and assets that you value and want to preserve?
- ❖ What are our challenges?
- ❖ What is your future vision for Yarmouth and what are the opportunities to help us reach that vision?

You can say as little as you want or as much as you want, just let your voice be heard!

The survey is also available in Portuguese and Spanish:

- ***Portuguese*** <https://www.surveymonkey.com/r/YarmouthPortuguese>
- ***Spanish*** <https://www.surveymonkey.com/r/YarmouthSpanish>

For more information on the Community Visioning project and to sign up for direct updates via e-mail, go to the ***Community Visioning*** webpage at:
<http://www.yarmouth.ma.us/1838/Community-Visioning>

PLANNING BOARD

The Planning Board was very active in 2020 and adapted nimbly to the challenges presented by the pandemic and restrictions on in-person meetings. This was most evident when the Board embarked on a Yarmouth Community Visioning project to discover what our community members value about Yarmouth, see as challenges, and how they envision Yarmouth in the future. These insights will help to create a Vision Statement and ultimately a Vision Plan which expresses our community's core values and preferences. These guiding principles will provide valuable insights to our Town Leaders for future decision making regarding Town goals, initiatives and resource allocations to better serve our residents. It will also support the creation of a Local Comprehensive Plan (LCP) which services as our community's master plan and outlines the Town's strategies for making our community better to achieve our collective vision for Yarmouth.

To garner the necessary feedback from the public, the Planning Board developed a comprehensive public engagement plan that included virtual Workshops and a Visioning Survey. Three well attended and enthusiastic virtual Workshops were conducted in November and December using the Zoom platform. This platform allowed for smaller discussion groups facilitated by Planning Board members to encourage participation and open dialogue. To supplement these Workshops, a Visioning Survey was conducted for several months running into January 2021 to allow another avenue for public participation.

In 2021, the Planning Board will be analyzing all these ideas and comments to glean main topics or themes that will be used to develop a Draft Vision Statement which will be further vetted through another Survey and series of Workshops in the spring of 2021, before we Draft the full Vision Plan for public feedback in the fall of 2021. Community members can learn all about the Community Visioning project and stay involved throughout the process by visiting the Community Visioning webpage at <https://www.yarmouth.ma.us/1838/Community-Visioning>



Yarmouth Community Visioning Setting Our Course • Charting Our Future

In addition to long term planning, another of the chief responsibilities of the Planning Board is the development of Zoning Bylaw amendments. With the emphasis on the Visioning project, no zoning amendments were put forth at town meeting in 2020. However, the Board was able to conduct their necessary business items, mostly through remote participation. The Planning Board is responsible for the formal review of Preliminary and Definitive Subdivisions Plans, Lot Releases, Approval Not Required (ANR) Plans, Scenic Roads, Street Names, and Special Permits for certain projects developing under Section 404 – Motel Bylaw, the Revitalization Overlay Architectural District (ROAD) Bylaw and cluster subdivisions. The Planning Board is also responsible for conducting Site Plan Review for all Village Center Overlay District (VCOD) projects. Below is a comparison of the number of Planning Board actions taken in 2020 and in the previous three years:

Planning Board Actions	2017	2018	2019	2020
Business Meetings	20	18	21	17
Workshop Meetings	0	0	0	4
Public Hearings	2	2	5	2
Approval Not Required Plans	0	3	3	4
Preliminary Subdivisions	1	0	1	1
Definitive Subdivisions/Modifications	1	1	0	0
Special Permits	1	0	1	1
R.O.A.D. Projects	0	0	0	0
VCOD SPR	2	0	2	3
Design Review Hearings	0	0	0	0
Scenic Road Hearings	0	0	1	1
Articles Presented at Town Meetings	5	4	6	0

Planning Board members also serve on a variety of other Town committees, with committee assignments being made each September. Outlined in the table below are the members who served on each committee in 2020:

Committee Assignment	Planning Board Member
Affordable Housing Trust (AHT)	Tom Roche/Brad Goodwin
Capital Budget Committee (CBC)	Joanne Crowley/Will Rubenstein
Community & Economic Development Committee (CEDC)	Joanne Crowley
Community Housing Committee (CHC)	Tom Baron/Brad Goodwin
Community Preservation Committee (CPC)	Tom Roche/Liz Hartsgrove
Design Review Committee (DRC)	Chris Vincent
Drive-In Site Utilization Committee (DISUC)	Tom Roche/Susan Brita
Land Disposition Committee	Tom Baron
Water Resources Advisory Committee (WRAC)	Lee Rowley/Tom Baron

This year also saw the resignation of long-time member Tom Roche and member Lee Rowley. Tom Roche has served faithfully on the Planning Board since 2005 and served as Planning Board Chair and Vice Chair for multiple years throughout his tenure. He also represented the Planning Board on other committees including the Affordable Housing Trust, Community Preservation Committee and Drive-In Site Utilization Committee. Lee Rowley served on the Planning Board since 2017 and skillfully represented the Planning Board on the Water Resources Advisory Committee. We thank them both for their service to our community and wish them well in all future endeavors. In August 2020, the Planning Board welcomed two new members Susan Brita and Will Rubenstein to the Board. Both new members bring with them experience on other Town boards and committees and will bring valuable insight to the Planning Board.

The Planning Board would also like to thank all those who participated in the Community Visioning Workshops and Survey, and to encourage everyone to get involved, stay involved and participate in this important on-going community project.

Respectfully submitted,

Joanne Crowley, Chair
Liz Hartsgrove, Vice Chair
Tom Baron, Clerk
Brad Goodwin
Chris Vincent
Susan Brita
Will Rubenstein

Staff: Kathy Williams, Town Planner

DRAFT

Town of Yarmouth

MINUTES OF THE PLANNING BOARD MEETING OF December 2, 2020

The Yarmouth Planning Board held a Business Meeting at **5:30** p.m. on Wednesday **December 2, 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:** 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. **Preliminary Subdivision #2936:** Davenport Realty Trust proposes to create a 14-lot single-family cluster subdivision on a 15.3 acre parcel off Route 6A in Yarmouth Port (across from Hockanom Road), Assessor Map 125, Parcel 39, owned by the Roman Catholic Bishops of Fall River. The property is located in the R40 zoning district.

Prior to the start of this Agenda item, Brad Goodwin noted that he had minor business dealings with the applicant related to selling limited radio advertising and although he did not feel it was a conflict, he wanted to disclose this connection to see if any board members or the applicant wished him to recuse himself. None did and he remained a voting member for this agenda item.

Joanne Crowley briefly introduced the topic and noted e-mail correspondence from Jack Duggan regarding a possible archeological survey for the site, from Tom Baron regarding his comments on water and sewer, and Kathy Williams regarding potential motion amendments.

- a. **Presentation:** Attorney Paul Tardif and John O'Reilly from J.M. O'Reilly and Associates outlined the overall project noting such elements as the 4 bedroom single family homes on 14 lots, large open space, access off Route 6A (across from Hockanom Road), sight distances, road layout and fire access, hydrant locations, roadway grades, lot 1 setbacks, on-site septic systems and reviewed the attached Staff Comments in the Planner Report.
- b. **Planning Board Comments/Questions:** After the presentation, the Chair opened it up to comments and questions from the Planning Board members.
 - **Tom Baron:** Mr. Baron noted the existing 10-inch watermain in the easement in the rear of the property and noted it would be a good opportunity to connect the watermain to avoid dead ends. He also noted that to accommodate future sewerage of the area, it may make sense to place the septic systems for Lots 6-14 in the front rather than rear of the lots. He also noted that the grade of 10% on Miracle Way seemed excessive and could be softened with a longer vertical curve at the top and/or fill at the low point.
 - **Susan Brita:** Ms. Brita had some procedural questions related to affordable housing and the proposal to make a cash payment. Kathy Williams noted that this is allowable under the zoning bylaw based on a formula which is approximately \$114,000 per unit which would go to the Affordable Housing Trust to pool with other funds to create affordable housing. Ms. Brita asked about abutter notification for this meeting. Kathy

Williams noted that as a Preliminary Subdivision abutter notification or legal notice are not required, but they will be required for the Definitive Plan/Special Permit. Ms. Brita inquired about the archeological survey request in Mr. Duggan's e-mail. Kathy Williams noted that it is outside the purview of the Planning Board to require a survey. Attorney Tardif noted that they have not had a chance to discuss this request with the property seller. Ms. Brita agreed with Mr. Baron's comments on sewers.

- **Brad Goodwin**: Mr. Goodwin noted that having a flatter landing at the intersection with Route 6A would allow for cars to queue up as they wait to access Route 6A and suggested softening the grade at this intersection.
- **Liz Hartsgrove**: Ms. Hartsgrove inquired about whether Eileen Road was a Town Road (which it is) and why they did not use this to access the proposed subdivision. Attorney Tardif noted that they thought of it but felt the residents in that neighborhood would not want the added traffic. Ms. Hartsgrove also suggested using a more aesthetically pleasing guardrail alternative.
- **Will Rubenstein**: Mr. Rubenstein also had the same question about connecting to Eileen Road noting the difficulties and safety issues with accessing off of Route 6A. John O'Reilly indicated he felt the chosen location for access off Route 6A was the safest as it was directly across from Hockanom road and they are proposing cutting into the hillside to provide additional sight distance. Tom Baron noted that he felt the proposed location across from Hockanom Road was the most logical place.
- **Chris Vincent**: Mr. Vincent agreed with Tom Baron about the location of the new roadway across from Hockanom, noting the traffic issues with misaligned intersections (i.e. Winslow Gray Road and South Sea Avenue). Mr. Vincent also noted that this is Preliminary and the project will be vetted further during the Definitive Plan process.
- **Joanne Crowley**: Ms. Crowley inquired as to whether these would be rental or home ownership and what the estimated schedule was. Attorney Tardif noted they would be year round rentals, of which the Davenport Company has many in town. It is anticipated the Definitive/Special Permit will be submitted within 7 months.
- **Staff**: Kathy Williams noted that the Rules & Regulations Governing the Subdivision of Land states that sidewalks on minor streets are at the discretion of the Planning Board and inquired as to the Board's preference. After discussion, it was the consensus of the board not to require sidewalks as these are dead end roads.

c. **Public Comments/Questions**: Although not a Public Hearing, the Chair did open up the meeting to comments from the public as noted below:

- **Dick Neitz**: Through the Chat function, Mr. Neitz inquired about the e-mail from Mr. Duggan. Kathy Williams noted that this was related to a request for an archeological survey of the site.
- **Brian Sheehy**: Mr. Sheehy lives on Outward Reach and commented on the issues related to connecting from Eileen Road including the amount of existing cut through traffic through this neighborhood, the steeper road grades and the use of the roads by walkers. He also commented on the lack of sidewalks along Route 6A.
- **Lisa Bartran**: Ms. Bartran noted the steep slope on Eileen Road, the amount of speed on the long straight road, the cut through traffic and visibility issues at intersections as concerns with connecting onto Eileen Road.
- **Craig Holmes**: Mr. Holmes noted the steep hill and that serious grading would be needed to safely connect to Eileen road. He also noted the number of people walking under the powerlines and would this still be allowed. Attorney Tardif indicated he did not know about the legal rights of the public to walk under the lines, but this area will be part of the open space for the subdivision.

- **Rick Bishop:** Mr. Bishop noted that the discharge from the septic systems would be directed towards Mill Pond, adding more nitrogen to an impaired water. Mr. Bishop asked that the use of “Title 6” septic systems be considered. Mr. Bishop noted that these were systems with a separate chamber with wood chips to reduce nitrogen. John O’Reilly noted that he was unfamiliar with Title 6, but that Title 5 does have enhanced and alternative treatment options for reducing nitrogen.
- **Virginia Lewis:** Ms. Lewis had questions regarding the payment for affordable housing. Joanne Crowley explained the requirements of the zoning bylaw and that this type of payment to the Housing Trust is allowed for the Trust to use them to create affordable housing.

d. **Vote:** After the discussion, comments and questions noted above, the Planning Board voted as follows:

VOTE: On a motion by Tom Baron, and seconded by Brad Goodwin, the Planning Board voted 6-1 to APPROVE, in concept, the Preliminary Subdivision plans for Davenport Realty Trust as shown on the plans entitled “Preliminary Subdivision Plan of Land”, “Preliminary Site Plan” and “Preliminary Site Plan – Profile & Details”, dated June 18, 2020, prepared by J.M. O’Reilly & Associates, with Tom Baron, Chris Vincent, Will Rubenstein, Liz Hartsgrove, Brad Goodwin and Joanne Crowley voting in favor, and Susan Brita voting against, subject to the following:

1. Addressing the comments outlined in Table 1 – Summary of Town Staff Comments, dated November 24, 2020.
2. Consideration and approval of requested waivers during the Definitive Plan review.
3. Evaluate options to provide a water main loop to avoid dead end water mains per Section 4.5.1. Coordinate with the Water Department.
4. Consider future municipal sewerage of the area when laying out the location of subsurface disposal systems.
5. Retain the 25’ open space area along the western and eastern property boundaries in their natural state without grading or removal of live trees to provide a natural buffer to existing developments.
6. Re-evaluate the road grade on Miracle Way to soften the grade at the Route 6A intersection for vehicle stacking and to reduce the 10% grade.

3. **Community Visioning Discussion:** The Planning Board briefly discussed the first Community Visioning Workshop. The members felt the workshop went well with a lot of enthusiastic participation and particularly noted the benefit of having note takers for each breakout room. Also discussed sending out the pre-registration link to the board members and encouraging people to use the fillable worksheets if they want to provide comments but are not comfortable speaking in the break-out groups.

Kathy Williams noted additional publicity including a reverse 911 (Code Red) call that is being prepared for Friday night.

4. **Affordable Housing Trust:** Discussion on invitation to Planning Board for a member to sit on the Affordable Housing Trust (AHT). Brad Goodwin expressed interest in serving on the AHT.

VOTE: On a motion by Liz Hartsgrove, and seconded by Tom Baron, the Planning Board voted (7-0) to nominate Brad Goodwin to serve on the Yarmouth Affordable Housing Trust with Liz Hartsgrove, Joanne Crowley, Susan Brita, Brad Goodwin, Will Rubenstein, Chris Vincent and Tom Baron voting in favor.

5. **Meeting Minutes:**
 - a. **October 21, 2020:** On a motion by Will Rubenstein, and seconded by Tom Baron, the Planning Board voted (6-0-1) to approve the meeting minutes of October 21, 2020 with Liz Hartsgrove, Joanne Crowley, Susan Brita, Will Rubenstein, Chris Vincent and Tom Baron voting in favor, and Brad Goodwin abstaining.
 - b. **November 4, 2020:** On a motion by Brad Goodwin, and seconded by Chris Vincent, the Planning Board voted (7-0) to approve the meeting minutes of November 4, 2020 with Liz Hartsgrove, Joanne Crowley, Susan Brita, Brad Goodwin, Will Rubenstein, Chris Vincent and Tom Baron voting in favor.
 - c. **November 10, 2020:** On a motion by Brad Goodwin, and seconded by Chris Vincent, the Planning Board voted (7-0) to approve the meeting minutes of November 10, 2020 with Liz Hartsgrove, Joanne Crowley, Susan Brita, Brad Goodwin, Will Rubenstein, Chris Vincent and Tom Baron voting in favor.
 - d. **November 18, 2020:** On a motion by Brad Goodwin, and seconded by Liz Hartsgrove, the Planning Board voted (6-0-1) to approve the meeting minutes of November 18, 2020 as amended to correct the date with Liz Hartsgrove, Joanne Crowley, Susan Brita, Brad Goodwin, Chris Vincent and Tom Baron voting in favor, and Will Rubenstein abstaining.
6. **Board of Appeals Agenda & Decisions:** No ZBA Agendas or Decisions were available.
7. **Committee Updates from Board Members:**
 - a. **Water Resources Advisory Committee (WRAC):** Tom Baron noted that the Board of Selectmen will have a public forum to discuss the DHY partnership for municipal wastewater on December 10, 2020 in preparation for a vote on the subject in the next couple weeks.
 - b. **School Building Committee:** Will Rubenstein noted that the 90% design plans for the DY Middle School have been submitted to the state and the building project is moving forward.
 - c. **Capital Budget Committee (CBC):** Will Rubenstein noted that the CBC made their recommendations to the BOS and will be meeting with the Finance Committee next week to move towards the 2021 Annual Town Meeting.
 - d. **Community & Economic Development Committee (CEDC):** Joanne Crowley noted that the CEDC has received Tourism Grant applications and will begin their interviews later this week.
8. **Board Member Items:** None.
9. **Correspondence:** Attachments noted below were sent to the Planning Board via e-mail.
10. **Staff Updates:** None.
11. **Upcoming Meetings:** Due to the upcoming visioning process, there may be the need for supplemental meetings. The following meetings are currently scheduled:
 - a. December 7, 2020 at 9 AM – Visioning Workshop #2
 - b. December 15, 2020 at 2 PM – Visioning Workshop #3
 - c. December 16, 2020
12. **Adjournment: VOTE:** On a motion by Brad Goodwin, seconded by Will Rubenstein, the Planning Board voted unanimously (7-0) to adjourn at 7:22 PM.

ATTACHMENTS:

- **December 2, 2020 Agenda**
- **Script - Explaining Remote Access Planning Board Meeting**
- **Preliminary Subdivision #2936:** November 24, 2020 Memo from Town Planner with following attachments and supplemental comments:
 - Table 1 – Summary of Town Staff Comments Preliminary Subdivision Plan 2936, dated 11/24/20
 - Aerial Map
 - Application Package: Form B, June 9, 2020 Letter from John O’Reilly, PE, PLS & Waiver Requests
 - Plans: All plans prepared by J.M. O’Reilly & Associates, Inc., and dated June 18, 2020
 - Existing Conditions Plans
 - Preliminary Subdivision Plan of Land
 - Preliminary Site Plan
 - Preliminary Site Plan – Profile & Details
 - Vehicular Travel Plan
 - December 2, 2020 e-mail from Kathy Williams with suggested modified conditions
 - November 30, 2020 e-mail from Tom Baron with comments on water and sewer
 - December 1, 2020 e-mail from Jack Duggan regarding possible archeological review
- **Affordable Housing Trust:** Invitation to Planning Board for a member to sit on the Affordable Housing Trust along with current Committee Assignments
- **Draft Meeting Minutes:** October 21, 2020, November 4, 2020, November 10, 2020 and November 18, 2020
- **Miscellaneous Correspondence:**
 - Conservation Commission Agendas for November 19, 2020 & December 3, 2020
 - Barnstable Planning Board Hearing Notice for 11/23/20
 - Dennis ZBA Notice for 11/23/20
 - DPW Press Release on resumption of construction on the Parkers River Bridge
 - Flyer on DHY Public Forum for 12/10/20
 - Cape Cod Commission Reporter – November 2020

Approved on _____:

On a motion by _____, and seconded by _____, the Planning Board voted (?-?) to approve the meeting minutes of December 2, 2020.

Town of Yarmouth

MINUTES OF THE PLANNING BOARD MEETING OF December 7, 2020

The Yarmouth Planning Board held a Workshop Meeting at **9:00** a.m. on Monday **December 7, 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, Will Rubenstein, Liz Hartsgrove, Joanne Crowley, Tom Baron, and Susan Brita

Planning Board Absent: Chris Vincent

Staff Present: Kathy Williams, Town Planner; Karen Greene, Director of Community Development; Kyle Pedicini, Economic Development Coordinator and Dawn-Marie Flett, Admin. Assistant.

Guests: Krista Moravec and Nate Kelly from Horsley Witten

Participants: See Attached

1. **Meeting Opening:** Chairman Joanne Crowley opened the virtual meeting at 9:01 AM and took a roll call to establish quorum. Ms. Crowley then read the attached statement regarding virtual meetings. The meeting was livestreamed to the Town of Yarmouth YouTube Channel.
2. **Community Visioning Workshop #2:** Planning Board members and staff facilitated a Virtual Community Visioning Workshop in conjunction with consultant Horsley Witten.

Joanne Crowley welcomed the participants and thanked them for their time prior to introducing the Planning Board members along with Town Staff and Horsley Witten. Kathy Williams gave a brief overview of the visioning process and purpose, background data sheets and an overview of the public participation schedule. Krista Moravec of Horsley Witten explained the topics for the Workshops, how the workshop will be conducted and went over some general ground rules.

The Participants were then randomly assigned to six different breakout rooms facilitated by a Planning Board member along with note-takers for each breakout room, except one. In the breakout rooms, the Participants discussed their views on Yarmouth's strengths, challenges and their overall Vision for Yarmouth's future.

Afterward, everyone came back together and each group reported out on the common themes or shared vision from their group. These included such concepts as:

Fully integrated high quality school system, vibrant community (business, cultural & religious), respectful community (to each other, our natural resources and our neighboring Towns), affordable housing, clean water, year round economy, environmental sustainability, green community, eco-tourism, embrace technology, address infrastructure, create an identity for Yarmouth that could include logo/signage that is easily recognizable, create a focal point/village center along Route 28, provide information to new residents, preserve coastal and water resources and historical assets, create a walkable community, improve Route 28 (streetscape and private properties), generate more businesses/light industry, retain and promote Yarmouth's uniqueness, enhance senior programming, community pool, brand Town as a family friendly destination, and maintain and build the tradition of enjoying a safe, affordable and friendly Yarmouth for current and future generations.

Town of Yarmouth

MINUTES OF THE PLANNING BOARD MEETING OF December 15, 2020

The Yarmouth Planning Board held a Workshop Meeting at **2:00** p.m. on Tuesday **December 15, 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, Will Rubenstein, Liz Hartsgrove, Joanne Crowley, Tom Baron, and Susan Brita

Planning Board Absent: Chris Vincent

Staff Present: Kathy Williams, Town Planner; Karen Greene, Director of Community Development; Kyle Pedicini, Economic Development Coordinator and Dawn-Marie Flett, Admin. Assistant

Guests: Krista Moravec and Nate Kelly from Horsley Witten

Participants: See Attached

1. **Meeting Opening:** Chair Joanne Crowley opened the virtual meeting at 2:04 PM and took a roll call to establish quorum. Ms. Crowley then read the attached statement regarding virtual meetings. The meeting was livestreamed to the Town of Yarmouth YouTube Channel.
2. **Community Visioning Workshop #3:** Planning Board members and staff facilitated a Virtual Community Visioning Workshop in conjunction with consultant Horsley Witten.

Joanne Crowley welcomed the participants and thanked them for their time prior to introducing the Planning Board members along with Town Staff and Horsley Witten. Kathy Williams gave a brief overview of the visioning process and purpose, background data sheets and an overview of the public participation schedule. Krista Moravec of Horsley Witten explained the topics for the Workshops, how the workshop will be conducted and went over some general ground rules.

The Participants were then randomly assigned to six different breakout rooms facilitated by a Planning Board member along with note-takers. In the breakout rooms, the Participants discussed their views on Yarmouth's strengths, challenges and their overall Vision for Yarmouth's future.

Afterward, everyone came back together and each group reported out on the common themes or shared vision from their group. These included such concepts as:

A more walkable, safe and attractive Route 6A and Captains Mile, welcoming community with accessibility for all, workforce and seasonal housing, sewers, fiber optic throughout town, more consistency in town governance and services, create a destination rather than drive-through community, capitalize on mid-cape location with two Route 6 exits, strong police and fire, ensure affordability and environmental sustainability, cultural and arts community, assistance for struggling businesses, invest in ourselves to make Yarmouth better, upgrade and refresh the business corridor along Route 28, ensure redevelopment of Route 28 provides tax revenue to pay for more improvements, multi-generational recreation center, village/town centers, need a more engaged citizenry that votes, develop an identity which will influence many aspects of our community, and economic resiliency.

Joanne Crowley then went over the Next Steps and encouraged participants to fill out their Worksheets and send them to the Town; encouraged people to tell their friends and neighbors about visioning project; and gave an overview of the process noting another Survey and Workshop series planned for the spring of 2021. Ms. Crowley thanked everyone for their enthusiastic participation in the Workshop.

3. **Community Visioning:** After the Workshop, the Board briefly discussed the amount of participation (approximately 90 surveys and 80-90 workshop participants), and discussed ways to increase participation in the Visioning Survey. Kathy Williams briefly reviewed the recent publicity push including constant contact, town-wide news items and website update, e-mail to boards/committees, civic/neighborhood groups, sandwich board at the transfer station, police message board and the recent Code Red reserve 911 call. Kathy Williams provided some suggestions including extending the Visioning Survey through to January 31st, working with the papers/radio to get articles/interviews, possibility of purchasing an ad in the paper similar to the DHY forum, another code red after holidays, another letter to the editor from the Chair emphasizing the survey, and possible update to the Board of Selectmen (BOS).

The Board discussed a number of potential opportunities to get the word out about the survey to get a reasonable sampling of the community. Some ideas discussed include e-mail distribution lists available through town staff, distribute to all town employees including police and fire, ask people to spread the word and forward to at least one other person, Liz Hartsgrove volunteered to give a brief update during public comment at the December 15th BOS meeting, redirect marketing of the survey as opportunity to offer your Resolutions for Yarmouth, coordinate marketing with identifying where you want your money to go, investigate participation from Brewster and Bourne process and how many people they had involved, and further outreach by the individual Planning Board members to different key contacts/organizations to work on the multiplier effect.

4. **Upcoming Meetings:**
 - a. December 16, 2020 – Canceled
 - b. January 6, 2021
5. **Adjournment: VOTE:** On a motion by Tom Baron, and seconded by Will Rubenstein, the Planning Board voted unanimously (5-0) to adjourn at 4:29 PM with Liz Hartsgrove, Tom Baron, Will Rubenstein, Susan Brita and Joanne Crowley voting in favor.
(Brad Goodwin left the meeting prior to the vote to adjourn)

ATTACHMENTS:

- December 15, 2020 Agenda
- List of Participants
- Script - Remote Planning Board Workshop Meeting
- Workshop PowerPoint Presentation

Approved on _____:

On a motion by _____, and seconded by _____, the Planning Board voted (?-?) to approve the meeting minutes of December 15, 2020.

Joanne Crowley then went over the Next Steps and encouraged participants to fill out their Worksheets and send them to the Town; encouraged people to tell their friends and neighbors about the two remaining Workshops and Survey; and gave an overview of the process noting another Survey and Workshop series planned for the spring of 2021. Ms. Crowley thanked everyone for their enthusiastic participation in the Workshop.

3. **Upcoming Meetings:**

a. December 15, 2020 at 2:00 PM – 3rd Visioning Virtual Workshop

4. **Adjournment: VOTE:** On a motion by Liz Hartsgrove, and seconded by Will Rubenstein, the Planning Board voted unanimously (4-0) to adjourn at 10:58 AM with Liz Hartsgrove, Tom Baron, Will Rubenstein and Joanne Crowley voting in favor.

(Brad Goodwin and Susan Brita had left the meeting prior to the vote to adjourn)

ATTACHMENTS:

- December 7, 2020 Agenda
- List of Participants
- Script - Remote Planning Board Workshop Meeting
- Workshop PowerPoint Presentation

Approved on _____:

On a motion by _____, and seconded by _____, the Planning Board voted (?-?) to approve the meeting minutes of December 7, 2020.