

## Town of Yarmouth

MINUTES OF THE PLANNING BOARD MEETING OF  
January 6, 2021

The Yarmouth Planning Board held a Business Meeting at **5:30** p.m. on Wednesday **January 6, 2021** 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, and Will Rubenstein

**Planning Board Absent:** Chris Vincent and Susan Brita

**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.

Joanne Crowley made a brief personal statement regarding public service and her hope that our leaders in our nation's capitol can continue their important deliberations in a safe and secure manner in the near future.

2. **Community Visioning Project Discussion:** The Planning Board discussed a publicity plan to get the message out about the Community Visioning Survey, ways the Planning Board members can help, and reviewed the updated implementation schedule. Currently there are only 106 respondents to the Survey which was extended to January 31, 2021.

The Planning Board members reviewed the attached Flyer and notification announcement to get the word out and Liz Hartsgrove kindly offered to edit the Flyer to make it more eye catching and reduce text.

Kathy Williams, Town Planner went over some addition publicity items including updating the website, social media, e-mail notifications, town employees and department distribution lists, Channel 18 bulletin, another sandwich board at the transfer station, police message board possibly later in the month (busy now with COVID messaging), post cards for library pickups along with hard copies of survey, post cards for senior center brown bag lunches, Register Newspaper willing to do an Article, press releases, and reaching out to the schools for the students to take the Survey.

Joanne Crowley offered to reach out to the Yarmouth Food Pantry and Letter to the Editor. Will Rubenstein volunteered to be interviewed by the Register and outreach to minority groups and Community Police Team. Brad Goodwin to coordinate with the producers/radio team with brief message. Planning Board members to distribute the Flyers. Planning Board members agreed to share the duty of updating the Board of Selectmen (BOS) and the public on the process during the public comment period. Tom Baron volunteered for the January 12<sup>th</sup> BOS meeting.

Reviewed the implementation schedule and possibility of stakeholder roundtables. Discussed the possibility of a Visioning Survey with the business community who has not been well represented so far. Kathy Williams will coordinate with the Chamber of Commerce and Rotary Club about a possible workshop and best time of day for a workshop. Direct individual invitations may work best.

3. **Planning Board 2020 Annual Report:** The Planning Board briefly reviewed the redlined version of the attached Planning Board 2020 Annual Report and supported the submission as written.
4. **Committee Updates from Board Members:** This item was taken out of order as Liz Hartsgrove needed to leave the meeting directly after her committee update. Remaining board member items were discussed later in the agenda.
  - a. **Community Preservation Committee (CPA):** Liz Hartsgrove noted the CPA has been meeting frequently to review the applications with the proposed splash pad at Sandy Pond being a hot topic. She indicated the Planning Board may be asked to weigh in on this issue. Kathy Williams will forward the CPA application to the Board members.
5. **Meeting Minutes:**
  - a. **December 2, 2020:** On a motion by Brad Goodwin, and seconded by Tom Baron, the Planning Board voted (4-0) to approve the meeting minutes of December 2, 2020 with Joanne Crowley, Brad Goodwin, Will Rubenstein, and Tom Baron voting in favor.
  - b. **December 7, 2020:** On a motion by Tom Baron, and seconded by Brad Goodwin, the Planning Board voted (4-0) to approve the meeting minutes of December 7, 2020 with Joanne Crowley, Brad Goodwin, Will Rubenstein, and Tom Baron voting in favor.
  - c. **December 15, 2020:** On a motion by Will Rubenstein, and seconded by Tom Baron, the Planning Board voted (4-0) to approve the meeting minutes of December 15, 2020 with Joanne Crowley, Brad Goodwin, Will Rubenstein, and Tom Baron voting in favor.
6. **Board of Appeals Agenda & Decisions:** Attached ZBA Agenda was sent to the Planning Board via e-mail.
7. **Committee Updates from Board Members:**
  - a. **Land Disposition Committee (LDC):** Tom Baron noted the first meeting for this Committee has been scheduled for January 19, 2021.
  - b. **Water Resources Advisory Committee (WRAC):** Tom Baron noted that the WRAC has no immediate meetings scheduled. Will Rubenstein inquired as to whether Dennis and Harwich have voted for the DHY Partnership. Tom Baron stated that they had, in addition to Yarmouth.
  - c. **Community Housing Committee (CHC):** Brad Goodwin noted that the Davenport Subdivision was on the recent CHC agenda regarding the payment in lieu options, which is allowed by the Zoning Bylaw.
  - d. **Community & Economic Development Committee (CEDC):** Joanne Crowley noted that the CEDC approved most Tourism Grant requests with one outstanding item related to two potential fall parades (Seaside Festival in October and St. Patrick's Day parade rescheduled for September).
8. **Board Member Items:**
  - a. Tom Baron noted that after the December 2, 2020 meeting on the Davenport Preliminary Subdivision off Route 6A, the Planning Board received a copy of a neighborhood petition expressing concerns with safety.
  - b. Tom Baron inquired as to why the Parkers River Bridge construction had stopped. Kathy Williams noted there was a delay while Eversource relocated some overhead wires to ensure adequate distance between the wires and the sheeting installation.
9. **Correspondence:** Attachments noted below were sent to the Planning Board via e-mail.

10. **Staff Updates:** Kathy Williams provided an update on the following:
- a. **Housing Assistance Corp (HAC)/Association to Preserve Cape Cod (APCC) Project:** HAC and APCC are collaborating on a mapping project to identify locations in all cape towns where housing can be built while protecting natural resources. They recently met with Town staff and will be coming before the Planning Board for their input in the future.
  - b. **National Flood Insurance Program (NFIP):** Modifications are needed to the Zoning Bylaw to be in compliance with the requirements of the NFIP program. Looking for these edits for the fall Special Town Meeting.
  - c. **Cape Cod Commission (CCC) Development of Regional Impact (DRI):** There is a CCC DRI that will be submitted soon for a 120' cellphone tower at Our Lady of the Highway (1040 Route 28).
  - d. **Housing Production Plan (HPP) Update:** The HPP will be undergoing its 5-year update soon.
11. **Upcoming Meetings:**
- a. January 20, 2021
  - b. February 3, 2021
12. **Adjournment: VOTE:** On a motion by Tom Baron, seconded by Will Rubenstein, the Planning Board voted unanimously (4-0) to adjourn at 6:25 PM.

**ATTACHMENTS:**

- **January 6, 2021 Agenda**
- **Script - Explaining Remote Access Planning Board Meeting**
- **Community Visioning:** Draft Flyer and e-mail Notification on Visioning Survey and updated Implementation Schedule
- **2020 Planning Board Annual Report:** Draft Report and Refined Version
- **Draft Meeting Minutes:** December 2, 2020, December 7, 2020, and December 15, 2020
- **Miscellaneous Correspondence:**
  - Conservation Commission Agendas for December 17, 2020 and January 7, 2021
  - ZBA Agenda for December 10, 2020
  - December 14, 2020 e-mail from Kathy Williams with Banner Photos
  - Barnstable Zoning Change Legal Notices related to affordable housing - Planning Board on January 11, 2021 and Town Council on January 21, 2021
  - Barnstable Zoning Change Legal Notices related to amending the Zoning Map - Planning Board on January 11, 2021 and Town Council on January 21, 2021
  - Cape Cod Commission Reporter – December 2020

**Approved on March 3, 2021:**

On a motion by Liz Hartsgrove, and seconded by Will Rubenstein, the Planning Board voted (5-0-1) to approve the meeting minutes of January 6, 2021, with Joanne Crowley, Liz Hartsgrove, Brad Goodwin, Will Rubenstein, and Tom Baron voting in favor, and Susan Brita abstaining.