

Town of Yarmouth

**MINUTES OF THE PLANNING BOARD MEETING OF
July 19, 2017**

The Yarmouth Planning Board held a Business Meeting at 5:30 p.m. on Wednesday July 19, 2017 in the Hearing Room at the Yarmouth Town Offices located at 1146 Route 28, South Yarmouth, MA.

Planning Board Present: Brad Goodwin, Tom Roche, Norman Weare, Joanne Crowley and Tom Baron.

Planning Board Absent: Chris Vincent and Ken Driscoll.

Staff Present: Kathy Williams, Town Planner; and Karen Greene, Director of Community Development.

Guests: Mark Forest, Board of Selectmen.

Chairman Norman Weare opened the meeting at 5:30 PM.

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1. **District Local Technical Assistance (DLTA) Program Funding, Urban Land Institute and Growth Incentive Zone (GIZ):** Karen Greene reviewed her attached July 17, 2017 Memo to the Planning Board and Board of Selectmen regarding the extension of the existing Growth Incentive Zone (GIZ) and DLTA funds (\$25,000) being direct to the Town through the Cape Cod Commission (CCC).

The GIZ expires in October 2017 and needs to be extended. There is the opportunity to extend the GIZ as currently written to give the Board time to review modifications and changes they would like to make. Extension of the GIZ will allow for projects currently proposed for the Cavalier and Yarmouth Gardens to move forward without having to go through the CCC Development of Regional Impact (DRI) review process. To help rethink the GIZ, the DLTA funds will be used to fund an Urban Land Institute (ULI) review of a segment of Route 28 on ways to stimulate commercial investment. The ULI will try to answer specific questions related to: how we encourage year-round development and get property owners to invest in their properties, what modifications should be made to the GIZ to foster redevelopment, how can the Town better market itself to investors, and how do we leverage public improvements along Route 28 to spur private investment. One member of the Planning Board will need to be selected to participate in the ULI panel discussions. The DLTA funding will also be used to look at various structures for Redevelopment Authorities, and identify other tools, funding and technical assistance available to the Town spur private investment and economic development.

There was a general discussion from the Board regarding the length of the GIZ extension and the modifications that might be beneficial, such as the boundaries or parcels included in the GIZ and the type of structure (relief to specific parcels or maximum square footage over a larger geographic area). The projects to date that have benefited from the GIZ were noted (Hampton Inn, Capt. Gladcliffe and Appleby Apartments). A more detailed discussion on the GIZ extension will occur at the August 2, 2017 Planning Board meeting as approval from the Planning Board and Board of Selectmen (BOS) is necessary to extend the GIZ. The BOS will be discussing the GIZ extension at their August 8th meeting.

Joanne Crowley noted that the GIZ should be identified in the BOS Goals. Tom Baron noted that Redevelopment Authorities could also be added to the Board's Goal #1. Mark Forest

noted that he would bring this up with the full BOS at their next meeting. As Mark Forest is also the BOS Appointments Chair, Norm Weare took this opportunity to inquiry about progress on selecting a 7th Planning Board member. Mark Forest noted that there were three good candidates and that one was recently interviewed who was highly qualified. Mark encouraged people to complete Talent Bank forms and noted how impressed he was with the highly qualified applicants he has seen. Tom Baron also expressed his concerns about the limited access into the Bakers Path area and that it is a safety issue that could be included in the BOS Goal #4. Mark Forest was unfamiliar with the issue, but invited feedback on the BOS Goals.

2. **Planning Board Annual Report to Board of Selectmen:** The Planning Board discussed the attached draft July 14, 2017 Planning Board Annual Report Memo to the BOS outlining the Boards efforts over the past year and goals for the upcoming year. Norm Weare briefly reviewed the goals and emphasized that the Planning Board is looking for input from the BOS on zoning amendments.

Joanne Crowley noted the recent Special Permit requests for family related apartments and whether there could be criteria in the bylaw to allow this by-right. Kathy Williams noted that the bylaw does include basic criteria related to family related apartments (and affordable accessory apartments), but requires a Special Permit to ensure this additional housing on small lots does not impact neighborhoods. This is certainly something the Board can look at in the future to see if modifications could be made to the bylaw. Tom Baron has been attending the ZBA meetings and noted that each family related apartment is unique and may be difficult to come up with criteria that applies to all situations. Tom Roche noted the importance of family related apartments to help people age in place.

After this discussion, the Board agreed to send the memo to the BOS as presented in the attached draft.

3. **Meeting Minutes:** None
4. **Board of Appeals Agenda & Decisions:** Attached ZBA Agenda for July 13th and July 27, 2017 were distributed via e-mail along with the Decisions #4694, 4685, 4688, 4692, 4693, and 4695.
5. **Committee Updates from Board Members:**
 - a. **Capital Budget:** Joanne Crowley noted that Capital Budget and the Finance Committee were having a joint meeting this evening to discuss the new DPW facility with the Consultant.
 - b. **Drive-In Site Utilization Committee (DISUC):** Tom Roche noted that the DISUC will be meeting on July 31st and should have full membership with two new members recently appointed. Kathy Williams noted that the emphasis of the meeting will be a site visit to review the boardwalk from the east side of Parkers River.
 - c. **Affordable Housing Trust:** Tom Roche noted that the Affordable Housing Trust has been working with a developer to create 40 affordable housing units at Yarmouth Gardens which should be going to Design Review and Site Plan Review soon. Kathy Williams noted that the developer went through Informal Design Review and Informal Site Plan Review on July 18, 2017.
 - d. **Energy Committee:** Although not a formal member, Tom Baron has been attending the Energy Committee meetings and is working on a proposal to that committee.
 - e. **Community and Economic Development Committee:** Norm Weare noted that Ken Driscoll was the CEDC representative from the Planning Board and a new member will need to be designated. Kathy Williams noted that the Planning Board regularly makes

committee appointments in September and perhaps this would be a good opportunity to look at everyone's committee assignments.

6. **Board Member Items:** Brad Goodwin noted the passing of Bob Palmer and expressed his condolences to his family.
7. **Correspondence:** The following miscellaneous correspondence was distributed via e-mail without discussion: July 5, 2017 Cape Cod Commission Enable Act Fee Modifications Memo and Notification of Weed Spraying Along Route 28.
8. **Staff Updates:**
 - a. **Hazard Mitigation Plan:** Kathy Williams noted that the Draft Hazard Mitigation Plan will be presented to the Board of Selectmen (BOS) at their July 25, 2017 meeting.
9. **Upcoming Meetings:**
 - a. July 25, 2017 – Board of Selectmen – Planning Board Annual Report
 - b. August 2, 2017 – Regular Planning Board Meeting
 - c. August 8, 2017 – Board of Selectmen – GIZ Extension
10. **Adjournment: VOTE:** On a motion by Tom Roche, seconded by Tom Baron, the Planning Board voted unanimously (5-0) to adjourn at 6:35 PM.

ATTACHMENTS:

- **July 19, 2017 Agenda**
- **July 17, 2017 Letter from Karen Greene to the BOS and Planning Board**
- **Planning Board Annual Report to BOS:**
 - June 28, 2017 meeting request from the Town Administrator
 - Draft BOS Mission & Goals for FY 2018
 - June 30, 2017 e-mail from Tom Baron
 - July 14, 2017 Draft memo from the Planning Board to the BOS
- **Miscellaneous Correspondence:**
 - ZBA Agendas for July 13, 2017 and July 29, 2017
 - ZBA Decisions #4694, 4685, 4688, 4692, 4693, and 4695.
 - July 5, 2017 Cape Cod Commission Enable Act Fee Modifications Memo
 - Notification of Weed Spraying Along Route 28

Approved on 8/2/2017:

On a motion by Brad Goodwin, seconded by Tom Baron, the Planning Board voted (4-0) to approve the meeting minutes of July 19, 2017.

