

## Town of Yarmouth

**MINUTES OF THE PLANNING BOARD MEETING OF  
April 7, 2021**

The Yarmouth Planning Board held a Business Meeting at **5:30** p.m. on Wednesday **April 7, 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, Susan Brita, Chris Vincent and Will Rubenstein

**Planning Board Absent:** Tom Baron

**Staff Present:** Kathy Williams, Town Planner

**Guests:** Michael Riley, Cape Cod Council Boy Scouts of America; and Dan Ojala, Down Cape Engineering

1. **Meeting Opening:** Chair 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. **Approval Not Required (ANR) Plan No. 2558C:** Cape Cod Council of Boy Scouts of America, and Ralph and Donna DelMonico, 227 & 245 Pine Street, Yarmouth Port, MA, Assessor's Map 105, Lots 6, 7 & 8.1.

Joanne Crowley gave a brief overview of the purpose of this ANR Plan which is to adjust the lot line between three parcels to improve access to Camp Greenough. She also noted that the ANR Plan was previously approved by the Planning Board on October 7, 2015 but was not recorded at the Barnstable Registry of Deeds. Michael Riley of the Cape Cod Council Boy Scouts of America was available for any questions and indicated he would be responsible for recording the ANR Plan.

**VOTE: On a motion by Susan Brita, seconded by Will Rubenstein, the Planning Board voted (6-0) to endorse ANR Plan #2558C, dated May 30, 2015, with Joanne Crowley, Liz Hartsgrove, Brad Goodwin, Will Rubenstein, Susan Brita and Chris Vincent voting in favor.**

3. **Lot Release Request - Definitive Subdivision No. 2427B – Easy Street, Yarmouth Port (located off Summer Street):** Request to release Lot 1 (11 Easy Street) and Lot 3 (16 Easy Street) from the Covenant for the Easy Street Subdivision. Lot 2 (24 Easy Street) would remain under the Covenant.

Dan Ojala of Down Cape Engineering, represented the applicant, and gave an overview of the status of the subdivision, the few items remaining, the need to record the legal documents regarding the maintenance covenant and easements, and noted that the value of Lot 2 far exceeded the cost of the remaining work items.

Kathy Williams noted that copies of the recorded legal documents needed to be provided to the planning office prior to finalizing the Lot Releases and concurred that the value of Lot 2 was sufficient security for the remaining items.

**VOTE: On a motion by Susan Brita, seconded by Will Rubenstein, the Planning Board voted (6-0) to approve the Release of Lot 1 (11 Easy Street) and Lot 3 (16 Easy Street) from the Covenant for Definitive Subdivision Plan No. 2427B, with Lot 2 (24 Easy Street) remaining**

under the Covenant, subject to receipt of copies of all legal documents duly recorded at the Barnstable Registry of Deeds, with Joanne Crowley, Liz Hartsgrove, Brad Goodwin, Will Rubenstein, Susan Brita and Chris Vincent voting in favor.

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4. **Community Visioning:** Discussion on draft concepts for the Vision Statement and Plan.

The Board reviewed the attached Draft Vision/Goals Summary and the Draft Vision/Goals Discussion Ideas which identified 10 potential main themes with Vision, Goal and general Objectives for each: Water & Environmental Resources; Open Space & Natural Areas; Recreation; Transportation & Connectivity; Climate Resiliency & Sustainability; Community Character & Design; Economy; Housing; Municipal Services and Public Health. These were reduced from the original 15 themes developed by Horsley Witten based on public input.

The Board had a robust discussion on ways to consolidate and simplify the goals and objectives and make the document more user friendly to the public.

Ultimately the Board felt the various topics could be included under one of four umbrella items - Live, Work, Play and Educate. The Board also noticed some consistent action words in the draft which could be incorporated beneath the four umbrella items – Preserve, Promote and Provide.

Susan Brita will provide an outline of her notes on how the various goals can be directed under the four umbrella items to Kathy Williams. Will Rubenstein will provide further information related to education goals.

5. **Meeting Minutes:**

a. **March 17, 2021:** On a motion by Will Rubenstein, and seconded by Brad Goodwin, the Planning Board voted (6-0) to approve the meeting minutes of March 17, 2021, with Joanne Crowley, Liz Hartsgrove, Brad Goodwin, Will Rubenstein, Susan Brita and Chris Vincent voting in favor.

6. **Board of Appeals Agenda & Decisions:** The attached Zoning Board of Appeals (ZBA) Agenda was distributed to the Planning Board via e-mail. Joanne Crowley noted her interest in tracking petitions for accessory apartments.

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

- a. **Affordable Housing Trust (AHT):** Brad Goodwin noted that the AHT met recently and discussed two town owned parcels of land, one off Great Western and one off Old Town House Road, for potential affordable housing.
- b. **Middle School Building Committee:** Will Rubenstein noted that the contract for the Middle School has been awarded and construction will begin soon on the Station Ave site.
- c. **Library Planning Committee (LPC):** Will Rubenstein noted that the LPC was looking at town owned land as a potential location for a central Library and will discuss available parcels and restrictions with the Town Planner.
- d. **Community & Economic Development Committee (CEDC):** Joanne Crowley noted that the CEDC met on March 25<sup>th</sup> and allocated additional Tourism Revenue Preservation Funds (TRPF) toward the design of the Event Space at the former Drive-In site. They also funded a new sign at the Chamber of Commerce/Recreation/DNR building at the corner of Higgins Crowell and Route 28.

8. **Board Member Items:**

- a. Susan Brita inquired as to whether the Board of Selectmen heard a request for a cigarette license at the April 6<sup>th</sup> Board of Selectmen meeting. Kathy Williams indicated it was not on the Agenda.

b. Liz Hartsgrove indicated her appreciation for the letter of welcome sent to the new Town Administrator from the Planning Board Chair.

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

10. **Staff Updates:** Kathy Williams noted that Joanne Crowley gave a presentation before the Board of Selectmen (BOS) on the request for a 10-year extension of the Growth Incentive Zone. The BOS unanimously voted to make the extension request to the Cape Cod Commission.

11. **Upcoming Meetings:**

- a. April 21, 2021
- b. May 5, 2021

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12. **Adjournment: VOTE:** On a motion by Susan Brita, seconded by Will Rubenstein, the Planning Board voted unanimously (6-0) to adjourn at 7:12 PM.

### **ATTACHMENTS:**

- **April 7, 2021 Agenda**
- **Script - Explaining Remote Access Planning Board Meeting**
- **ANR Plan 2558C:** Attached April 2, 2021 Memo with Form A and ANR Plan 2558C.
- **Lot Release Request for Definitive Subdivision 2427B:** Attached April 5, 2021 Memo with backup information including a March 30, 2021 certification letter from Dan Ojala, PE, a March 31, 2021 inspection summary Memo from the Yarmouth Engineering Dept, draft legal documents for recording at the Barnstable Registry of Deeds, and information on Utility Service Easements.
- **Community Visioning:** Word Clouds, Draft Vision/Goals Summary, Draft Vision/Goals Discussion Ideas, Regional Policy Plan Goals and Objectives, Outline of Horsley Witten themes, and demographic information.
- **Draft Meeting Minutes:** March 17, 2021
- **Miscellaneous Correspondence since last Planning Board Meeting:**
  - Zoning Board of Appeals Agenda for April 8, 2021
  - Conservation Commission Agenda for April 1, 2021
  - April 6, 2021 welcome letter from Joanne Crowley, Planning Board Chair to Robert Whritenour Jr, new Town Administrator.
  - March 24, 2021 Memo with attachments from Kathy Williams, Town Planner, to the Board of Selectmen requesting an extension of the Growth Incentive Zone (GIZ).
  - March 19, 2021 e-mail from Kyle Pedicini, Economic Development Coordinator, outlining recent business outreach efforts.
  - Cape Cod Commission Reporter – March 2021

### **Approved on April 21, 2021:**

On a motion by Susan Brita, and seconded by Will Rubenstein, the Planning Board voted (4-0-1) to approve the meeting minutes of April 7, 2021, with Joanne Crowley, Brad Goodwin, Will Rubenstein, and Susan Brita voting in favor, and Tom Baron abstaining.