

**Town of Yarmouth**  
**MINUTES OF THE PLANNING BOARD MEETING OF**  
**May 17, 2023**

The Yarmouth Planning Board held a Hybrid in-person/remote access Business Meeting at **5:30** p.m. on Wednesday **May 17, 2023** in the Hearing Room at the Yarmouth Town Offices located at 1146 Route 28, South Yarmouth, MA.

**Planning Board Present:** Susan Brita, Jim Saben, Will Rubenstein, and Peter Slovak

**Planning Board Absent:** Chris Vincent, Joanne Crowley, and Ken Smith

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

1. **Meeting Opening:** Vice Chair Jim Saben opened the hybrid meeting at 5:32 PM. Planning Board members were all in-person. All votes were roll call votes.
2. **Accessory Apartment Bylaw Amendments:** Continued discussions on zoning amendments related to Accessory Apartments/Accessory Dwelling Units (ADUs) with an emphasis on preparation for June 6<sup>th</sup> meeting with the Board of Selectmen (BOS) and format of Listening Session presentation.
  - a. **BOS Memo & Information:** Kathy Williams reviewed the attached Draft Memo and attachments to the Board of Selectmen (BOS) in preparation for the June 6<sup>th</sup> meeting between the two Boards. The memo outlines the status of the Accessory Apartment Zoning Amendments, details the three Listening Sessions, and asks the BOS for input on the draft amendments, especially the issues that have garnered the most input to date including Special Permit vs By-Right, lot size and dimensional restrictions, and parking. The Board had no proposed changes.
  - b. **Listening Sessions Draft PowerPoint Presentation:** The Planning Board reviewed the attached draft presentation in detail and offered proposed changes including providing additional information, graphics, and examples, along with general clarifications and an overall summary at the end. The Board wanted the presentation included in the materials sent to the BOS and for the presentation to be given at the June 6<sup>th</sup> meeting to maximize public exposure to the proposed amendments.
3. **Meeting Minutes:**
  - a. **May 3, 2023:** On a motion by Will Rubenstein, and seconded by Susan Brita, the Planning Board voted (4-0) to approve the meeting minutes of May 3, 2023, with Susan Brita, Jim Saben, Peter Slovak, and Will Rubenstein voting in favor.
4. **Board of Appeals Agenda & Decisions:** The attached ZBA Agenda and Decisions were sent to the Planning Board via e-mail.
5. **Committee Updates from Board Members:**
  - a. **Open Space & Recreation Plan Ad-Hoc Committee:** Will Rubenstein noted that the OSRP committee will be meeting on 5/19 to review draft chapters. The 2<sup>nd</sup> OSRP Survey is still available and open through May 26<sup>th</sup>, which can be accessed on the Town Website.
  - b. **Community & Economic Development Committee (CEDC):** Peter Slovak will not be formally appointed to CEDC until the Board of Selectmen meeting on May 24<sup>th</sup>. He did attend the last meeting where Assistant Town Administrator Bill Scott reviewed opportunities for

CEDC to assist with a study to identify vacant and non-vacant properties within Phase 1 of the municipal sewer which may be ripe for redevelopment.

6. **Board Member Items:** Will Rubenstein noted the efforts of Mary Vilbon at the Yarmouth Chamber of Commerce in helping to open the Cape Cod Welcome Center off Route 6. The welcome center receives 100,000 visitors annually, is open 9AM-5PM 7 days/week, and is staffed with volunteers. Funding has been received for a multi-phase MassDOT improvement project for the visitor's center.
7. **Correspondence:** None.
8. **Staff Updates:** Kathy Williams gave a brief update on the status of the Request for Proposals (RFP) for the Local Comprehensive Plan (LCP) which are due on June 1<sup>st</sup>.
9. **Upcoming Meetings:**
  - a. June 6, 2023: Meeting with Board of Selectmen on Draft Accessory Apartment Amendments
  - b. June 7, 2023: First Listening Session-Hybrid Meeting at Town Hall
  - c. June 14, 2023: Second Listening Session-In Person Meeting at Senior Center
  - d. June 21, 2023: Regular Meeting
  - e. June 26, 2023: Third Listening Session-In Person Meeting at Fire Station #2, Yarmouth Port
10. **Adjournment: VOTE:** On a motion by Susan Brita, seconded by Will Rubenstein, the Planning Board voted unanimously (4-0) to adjourn at 7:30 PM.

**ATTACHMENTS:**

- **May 17, 2023 Agenda**
- **Accessory Apartments:** Draft May 12, 2023 Memo to the Board of Selectmen on status of Accessory Apartment Zoning Amendments, along with attachments; and Draft Listening Session PowerPoint Presentation
- **Meeting Minutes:** May 3, 2023
- **Miscellaneous Correspondence:**
  - Conservation Commission Agenda for 5/18/23
  - ZBA Agenda for 5/11/23
  - ZBA Decisions 5013, 5014 & 5015

**Approved on June 21, 2023:**

On a motion by Jim Saben, and seconded by Susan Brita, the Planning Board voted (5-0) to approve the meeting minutes of May 17, 2023, with Jim Saben, Susan Brita, Ken Smith, Peter Slovak and Joanne Crowley voting in favor

YARMOUTH TOWN CLERK

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