

## Town of Yarmouth

**MINUTES OF THE PLANNING BOARD MEETING OF  
October 7, 2020**

The Yarmouth Planning Board held a Business Meeting at **5:30** p.m. on Wednesday **October 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, Chris Vincent, Liz Hartsgrove, Joanne Crowley, Tom Baron, Susan Brita, and Will Rubenstein

**Planning Board Absent:** None

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

**Guests:** Dan Ojala, Down Cape Engineering and Joan Gonsalves

1. **Meeting Opening:** Chairman Joanne Crowley opened the virtual meeting at 5:33 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 #1142G:** Joan and Robert Gonsalves, 15 Oak Hill Lane, South Yarmouth, MA, Assessor Map 119, Parcel 8, R40 zoning district. The ANR Plan modifies the lot line between two lots that were created by ANR Plan #1142F, which was endorsed by the Planning Board on June 3, 2020 and recorded at the Barnstable Registry of Deeds.

Dan Ojala of Down Cape Engineering gave an overview of the revised ANR Plan noting that the change was made from ANR Plan 1142F by the property owner to improve marketability of the vacant lot. With little discussion, the Board voted as follows:

**VOTE: On a motion by Tom Baron, seconded by Liz Hartsgrove, the Planning Board voted unanimously (7-0) to endorse ANR Plan #1142G, dated September 29, 2020, with Brad Goodwin, Liz Hartsgrove, Joanne Crowley, Chris Vincent, Susan Brita, Will Rubenstein, and Tom Baron voting in favor.**

Kathy Williams noted that she will notify Down Cape Engineering for pick-up once the ANR Plan mylar has been signed by the Chairman.

3. **Community Visioning Discussion:** Discussion on Visioning process, project status and background data sheets on various topics.

Kathy Williams gave an overview of the attached data sheets noting the new Community Design datasheet, redline edits to the Community Services datasheet to add additional information on police/fire/schools, and edits to the remaining datasheets based on additional Town Staff input. Ms. Williams also reviewed the attached text for the Town website which explains the purpose of the data sheets, outlines things to think about in preparing for the Survey/Workshops and provides a brief acknowledgement of the changes related to COVID-19.

In general, the Board was comfortable with the datasheets as presented. Brad Goodwin suggested including information on the current interim use at the drive-in site for drive-in movies/live concerts and how it has benefitted the Town economically. The Board discussed the economic benefits, but also noted that this is a pilot project and this level of activity at the

site may not be permanent post COVID. Kathy Williams will include reference to the current use of the drive-in site in the Local Economy datasheet.

Kathy Williams also gave an overview of a recent conference call with the consultant Horsley Witten and reviewed a proposed schedule for the remainder of the year. After discussion, the following schedule was developed.

1. **10/21:** Survey & Workshop Format – Review input from Horsley Witten on the Vision Process, Participation Plan and draft format for the Virtual Workshop, and review a draft of the Survey.
2. **10/28:** Additional Planning Board meeting if more time is needed to finalize the Survey.
3. **11/4:** Kick Off/Informational Meeting
4. **Tuesday 11/10 at 5 PM:** Facilitator Training
5. **Wednesday 11/18 in Evening:** First Virtual Workshop
6. **Monday 12/7 in Morning:** Second Virtual Workshop
7. **Tuesday 12/15 in Afternoon:** Third Virtual Workshop

Kathy Williams will coordinate with Horsley Witten to confirm their availability and inform the Board.

4. **Meeting Minutes:**
  - a. **September 16, 2020:** On a motion by Brad Goodwin, and seconded by Tom Baron, the Planning Board voted (7-0) to approve the meeting minutes of September 16, 2020 with Brad Goodwin, Liz Hartsgrove, Joanne Crowley, Chris Vincent, Susan Brita, Will Rubenstein, and Tom Baron voting in favor.
5. **Board of Appeals Agenda & Decisions:** ZBA Agendas noted below were sent to the Planning Board via e-mail.
6. **Committee Updates from Board Members:** Although Committee assignments were made at the 9/16/20 meeting and relayed to the Town Administrator's office and Board of Selectmen (BOS), Planning Board members have not been formally appointed by the BOS. Kathy Williams will make further inquiries to get these appointments made.
  - a. **Community Preservation Committee (CPC):** Liz Hartsgrove attended the CPA meeting and noted the CPC will have articles on the Special Town Meeting warrant, including an article for a splash pad at Sandy Pond Recreation Area. The CPC also has opened the FY21 Grant Round for the April 2021 Annual Town Meeting.
  - b. **Community Housing Committee (CHC):** Brad Goodwin noted attending his first CHC meeting which was related to the Yarmouth Gardens which is a 40 unit affordable housing project that should be substantially complete by 2021 with residents moving in by December 2021.
  - c. **School Building Committee (SBC):** Will Rubenstein noted that the 60% design plans for the DY middle school have been sent to the state for review and the SBC hopes to have a vote on the 90% design plans later this month. The next school committee meeting is set for October 5<sup>th</sup>.
  - d. **Capital Budget Committee (CBC):** Will Rubenstein noted that the CBC has a relatively compressed schedule in preparation for the Annual Town Meeting. The CBC will be meeting at the end of this month.
7. **Board Member Items:** None
8. **Correspondence:** Attachments noted below were sent to the Planning Board via e-mail.

9. **Staff Updates:** Kathy Williams noted that signatures are needed from the Planning Board members for the letters to the Registry and Land Court denoting the Chair, Vice Chair and Clerk, and allowing any of them to sign Subdivision/ANR documents. Planning Board members will coordinate coming to Town Hall to sign the documents. Ms. Williams also noted that she was expecting a Preliminary Subdivision for a large parcel of land off Route 6A sometime in the near future which would need to be reviewed by the Board within 45 days.
10. **Upcoming Meetings:** Due to the upcoming visioning process, there may be the need for supplemental meetings. The following meetings are currently scheduled:
- October 21, 2020
  - October 28, 2020 – Tentative
  - November 4, 2020
11. **Adjournment: VOTE:** On a motion by Chris Vincent, seconded by Liz Hartsgrove, the Planning Board voted unanimously (7-0) to adjourn at 6:35 PM.

#### **ATTACHMENTS:**

- **October 7, 2020 Agenda**
- **Script - Explaining Remote Access Planning Board Meeting**
- **ANR Plan #1142G:** October 1, 2020 Planner Memo with Form A and ANR Plan 1142G
- **Visioning Update:** Summary Data Sheet landing page text, draft data sheets for Community Design and REDLINES drafts for Open Space, Local Economy, Community Services, Housing, Climate Resiliency, Water Resources and Infrastructure. October 6, 2020 e-mail from Kathy Williams on tentative Facilitator Training and Workshop dates.
- **Draft Meeting Minutes:** September 16, 2020, 2020
- **Miscellaneous Correspondence:**
  - ZBA Agendas for September 24, 2020 and October 8, 2020
  - Conservation Commission Agenda for September 24, 2020 and October 1, 2020
  - Legal Notice for Community Preservation FY21 Grant Round
  - Barnstable Planning Board Hearing Notice 09/28/20
  - Barnstable Legal Notices for short term rentals Town Council meeting 10/15/20
  - Barnstable Map Change Planning Board Hearing Notice 09/28/20
  - Cape Cod Commission Reporter – Bike Month Special – September 2020
  - Ready Renter Program Notification for Affordable Housing with 9/24/20 e-mail from Mary Waygan, Affordable Housing Administrator
  - Yarmouth Press Release on closure of Willow Street at Railroad Crossing
  - Vineyard Wind Public Comment Hearing Notice 10/7/20

#### **Approved on October 21, 2020**

**On a motion by Chris Vincent, and seconded by Liz Hartsgrove, the Planning Board voted (6-0) to approve the meeting minutes of October 7, 2020 with Liz Hartsgrove, Joanne Crowley, Chris Vincent, Susan Brita, Will Rubenstein, and Tom Baron voting in favor.**