



Town of Barnstable Planning Board



www.town.barnstable.ma.us/PlanningBoard

Board Members

Stephen Robichaud – Chair Robert Twiss – Vice Chair Tim O’Neill - Clerk Mary Barry Michael Mecenas Raymond Sexton Matthew Teague

Mathew Levesque – Town Council Liaison

Planning & Development Dept. Staff Support

Elizabeth Jenkins, AICP, Director

Kaitlyn Maldonado, Assistant Director

James Kupfer, AICP, Senior Planner

Karen Herrand – Principal Assistant - karen.herrand@town.barnstable.ma.us

Town of Barnstable PLANNING BOARD Minutes July 31, 2023

Stephen Robichaud – Chairman	Present
Robert Twiss, Vice Chairman	Present
Tim O’Neill – Clerk	Present
Mary Barry	Present
Michael Mecenas	Absent
Raymond Sexton	Present
Matthew Teague	Absent

Also in attendance were Planning & Development Staff; James Kupfer and Karen Herrand, Principal Assistant.

*Special Planning Board Meeting to be held at 6:00 p.m. by remote participation methods.
Alternative public access to this meeting shall be provided in the following manner:*

1. The meeting will be televised via Channel 18 and may be viewed via the Channel 18 website at <http://streaming85.townofbarnstable.us/CablecastPublicSite/>
2. Real-time access to the Planning Board meeting is available utilizing the Zoom link or telephone number and Meeting ID provided below. Public comment can be addressed to the Planning Board by utilizing the Zoom link or telephone number and Meeting ID provided below:

Link: <https://townofbarnstable-us.zoom.us/j/83812246652>

Phone: 888 475 4499 US Toll-free

Meeting ID: 838 1224 6652

3. Applicants, their representatives and individuals required or entitled to appear before the Planning Board may appear remotely and may participate through the link or telephone number provided above. Documentary exhibits and/or visual presentations should be submitted in advance of the meeting so that they may be displayed for remote public access viewing.

Application materials may be accessed by contacting Karen.herrand@town.barnstable.ma.us or calling 508-862-4064.

Call to Order

Introduction of Board Members and Staff Members

Attendance Roll Call

Bob Twiss
Mary Barry
Ray Sexton
Tim O’Neill
Stephen Robichaud

Notice of Recording This meeting is being recorded and broadcast on Channel 18 and in accordance with MGL Chapter 30A §20. The Chair must inquire whether anyone else is taping this meeting and to please make their presence known.

Public Comment

None.

Approval Not Required Plans

Ropes Farm LLC has submitted a plan entitled “Plan of Land at 135 Putnam Avenue in Barnstable, (Cotuit) Massachusetts”, dated April 24, 2023, for an Approval Not Required

Rich LHeureux, CapeSurv in attendance. Divide into 3 buildable lots, more than minimum acreage and 150 ft. of frontage on Putnam Ave. Meets shape factor.

Jim Kupfer, Putnam Ave. is public paved way.

Chair Stephen Robichaud entertains a motion to approve, moved by Mary Barry to endorse the plan entitled “Plan of Land” at 135 Putnam Avenue, Cotuit, MA prepared for Ropes Farm LLC, by CapeSurv, dated April 24, 2023, as an Approval Not Required (ANR) plan, seconded by Tim O’Neill,

Roll Call Vote:

Bob Twiss - aye
Mary Barry - aye
Ray Sexton - aye
Tim O’Neill - aye
Stephen Robichaud - aye

General Business

Downtown Hyannis Design Guidelines and Regulations Update Presentation

Jim Kupfer, Guidelines and Regulations. He gives an update, Utile had presented about a month ago. Unified Design Guidelines. Both Hyannis Main Street Waterfront Historic District Commission (HHDC) and Planning Board (PB) overlap. New zoning begins to develop design features. This defines even further. Updated draft design guidelines and regulations. Hoping that if PB agrees moving in the right direction will support and then move to HHDC to review and then to the public. Will take in public comment.

Andrea Baena, Utile, in attendance. Exhibit A. She presents the draft. Guidelines have evolved. Overview of. Will open up for discussion. Provide design guidance that complements the existing zoning. Effort to coordinate with the Commission and Town’s efforts in the project. Building considerations. Zoning and Design Guidelines. Site, landscaping. Where guidelines would apply. Structure of the guidelines and regulations. Building form. New pattern for buildings. Fascade treatment. Colors. Materials. Fenestration. Frontage zones. Parking design regulations. Curb cuts. Parking design guidelines and buffers.

Mary Barry confirms distinguishing between regulations and guidelines.

Jim Kupfer, regulations are key when applying to HHDC those are required and HHDC must act on that specific regulation. PB, using whole document as guide for design features. Within the Growth Incentive Zone (GIZ) PB is the Special Permit Granting Authority (SPGA). This replaces the design section.

Ray Sexton, existing building patterns. Some existing right now are pretty bad. How will this interface with new zone ordinance? Use?

Andrea Baena, showing masses and house example, made of more than one, no more than two are oriented. Requiring should be an offset between each massing, 7 ft.

Ray Sexton- asks for clarification. i.e., an old building.

Andrea Baena, doesn't mean has to adapt, but even if larger footprint will break up the mass so new developments are more in tune.

Jim Kupfer, a building, on corner lot that will remain with a gable, the next structure need to set up or back, if existing build off of using these standards, up or back 7 ft. or rotating. Can also start over and use these design features. Meet standards.

Ray Sexton, confirms following form guidelines?

Jim Kupfer, yes, move and build and break up and shift it back, so creating dimension, another layer of features.

Tim Love, Utile, in attendance. Zoning comes first, primary regulation. Will start with the zoning and use these guidelines to fine tune the regulations.

Bob Twiss, enforcement question – Refers to subsection in draft, specifies colors, and then building also addresses colors. Certain things are encouraged, stated in V. If guideline says something is encouraged and builder says don't like and not going to do, where does this leave it if not a requirement and can ignore the guidelines. How will approvals work?

Jim Kupfer, regulations vs. guidelines. HHDC more for them if need to waive. If special permit for Planning Board within rights to reflect back on guidelines and state no and would like the guidelines met. Can definitely request a better product or project by being able to point to this. Now Bldg. Commissioner can state in our guidelines.

Jim Kupfer, if not waived enforcement can be acted on.

Chair Stephen Robichaud, need to have these and refer early on in the process and what are important in order to include in a special permit. Condition as such.

Jim Kupfer, at the conceptual level have brought this to developers. This will pave the way to a quality development.

Ray Sexton, most cases waivers are being asked for. Leverage to encourage developers to do as regulations state.

Chair Stephen Robichaud, we have conditions to state and will be granted as such.

Jim Kupfer, this is really another layer of design for an overall project. By right project can also be referred to, if outside the HHDC but within the GIZ, still asking for these guidelines to be met. This will move things quickly.

Discussion of examples and how conditions would be met.

Tim Love, can the Board make a condition as long as meet all design guidelines?

Jim Kupfer, creating a nexus and a case by case basis.

Bob Twiss, wants to avoid – application not seeking variance, waiver or development agreement and state going to avoid all in regulation/ordinance. Can they build as a matter of right. Would never come to us. No one to enforce a guideline not in the regulations or ordinance.

Jim Kupfer, if met every ordinance, nothing that would say they have to meet further guidelines. If stating not going to do.

Andrea Banea, parking guidelines. Roof types and façade treatments. Incentivize high quality. Shop fronts. Aluminum framing discouraged. Retractable awnings. Avoid tinted glass. These are a few examples.

Discussion re draft document and work put into it.

Tim O’Neil windows and lighting/patterns. Suggestion regarding sizes/divided light. Confirms vote of support tonight? Process from this point?

Jim Kupfer, if PB feels comfortable then time with the public and will come back to PB in near future. A month for review/public and when returned will have conversation with both or joint meeting with HHDC.

Ray Sexton, concerns about the usefulness of guidelines in the permitting process. Good opportunity for HHDC to be in sync with PB.

Chair Stephen Robichaud – terminology. Good balance. Siding, façade treatment, some areas feel like language a little too soft. Review of draft. “preferred materials”. Some areas maybe strengthen a bit. Maybe designate a few only.

Jim Kupfer, could replace with “recommend”. Preferred maybe.

Chair Stephen Robichaud entertains a motion to offer support for the Draft, Ray Sexton moves to support the Draft Downtown Hyannis Unified Design Guidelines and Regulations as presented, seconded by Bob Twiss,

Roll Call Vote:

Bob Twiss - aye

Mary Barry - aye

Ray Sexton - aye

Tim O’Neill - aye

Stephen Robichaud - aye

General Correspondence

Chair Stephen Robichaud explains the Board receives general correspondence in between meetings and staff have put together a link to a general online box for Board members and the public to view these communications.

Chapter 91 Notices

25 Cove Lane, Cotuit Bay – replacement of pier, new ramp and float – Cove Lane Realty Trust II

Staff Updates

Local Comprehensive Plan

Jim Kupfer, LCP has hosted all and final vision statement. Both documents go to August Town Council meeting and then return to phase 2, likely end of September.

Weekly Recap

Chair Stephen Robichaud, this will be for what has taken place for events between meetings.

Jim Kupfer, today at summit, annual event with Cape Cod Commission (CCC). One Cape Summit. Great speakers. He shares screen with the CCC Agenda for this. Zoning and housing information. Senator Markey, great conference.

Ray Sexton, Cotuit Elementary School. Excavators there working. Any update for this. Know that Town transfer going on.

Jim Kupfer, only thing left is to remove the tank from property.

Matters Not Reasonably Anticipated by the Chair

Approval of Minutes

June 26, 2023 draft minutes

Chair Stephen Robichaud entertains a motion to approve, moved by Tim O'Neill, seconded by Mary Barry,

Roll Call Vote:

Bob Twiss - aye

Mary Barry - aye

Ray Sexton - aye

Tim O'Neill - aye

Stephen Robichaud - aye

Tim O'Neill, Wastewater information/plan. Title 5 change going on with septic. Maybe get info for these. DPW up to speed.

Jim Kupfer, yes DPW putting together a document for Title 5 issue. Where Barnstable stands. Can also discuss this.

Tim O'Neill, good to know about that in addition to sewer development.

Future Meetings: August 14, and August 28th, 2023, @ 7:00 p.m.

Adjournment

Chair Stephen Robichaud entertains a motion to adjourn, moved by Bob Twiss, seconded by Mary Barry,

Roll Call Vote:

Bob Twiss - aye

Mary Barry - aye

Ray Sexton - aye

Tim O'Neill - aye

Stephen Robichaud - aye

The meeting adjourned at 7:10 p.m.

Respectfully Submitted
Karen Herrand, Principal
Principal Assistant, Planning & Development

Further detail may be obtained by viewing the video via Channel 18 on demand at
<http://www.town.barnstable.ma.us>

List of Exhibit Documents

Exhibit A - Downtown Hyannis Design Guidelines and Regulations Update Presentation