



# CAPE COD COMMISSION

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## Minutes of

### Cape Cod Commission CCC Member Training Session

February 18, 2010

A CCC member training session of the Cape Cod Commission was held on Thursday, February 18, 2010 at 1:30 pm at the Cape Cod Commission, Conference Room, 3225 Main Street, Barnstable, MA.

Commission Members in attendance: John Harris, Roy Richardson, Lynne Pleffner, Joy Brookshire, Peter Monger, Austin Knight, Sue Pommrehn, Peter Graham, and Roger Putnam.

#### ■ Overview, DRIs, Subcommittees, CCC Communications Policy, Regulatory Toolbox and Standards of Review

Jessica Wielgus, Commission counsel, introduced the regulatory staff and said today's training session would be a basic overview of DRIs, subcommittees and the CCC Communications Policy. She explained the purpose of the Commission and how it was established. She said the Cape Cod Commission Act creates the Commission as a regional planning/land use Commission with the power to prepare and oversee the implementation of a regional land-use policy plan of Cape Cod—the Regional Policy Plan or RPP); review and regulate developments which have regional impacts (DRIs); and recommend for designation Districts of Critical Planning Concern (DCPCs). She said the Commission was established by statute in 1989 and is comprised of a 19-member board—one representative from each of the 15 towns, one County Commissioner, one Native American representative, one minority representative and one Governor's appointee. She said the Commission has three standing committees—planning, regulatory and executive. She outlined the role of Commission members and said their three broad functions are to be representatives/liasons to the 15 Cape towns, to be regional policy makers, and are quasi-judicial board members in review of DRIs. She explained what is a DRI, how a DRI is defined, thresholds, the DRI review process and what documents guide review. Ms. Wielgus outlined the Regional Policy Plan and explained its planning and regulatory sections and minimum performance standards. She explained how a project becomes a DRI; the process once a project is referred to the Commission; the subcommittee selection process, attendance and purpose of subcommittees; the purpose, process and format of public hearings and meetings; staff reports; subcommittee recommendations; and a final hearing before the full Commission.



Ms. Wielgus outlined the Commission's Communications Policy and said it was established in June 2008. She said the purpose of the Communications Policy is to avoid the appearance of prejudgment/bias and said CCC members should think of themselves as jury members—a quasi-judicial role of the Commission. She said the policy applies to all members from the time an application is filed to when the full Commission votes on a project. She said during that time all communication to CCC members must be made during the public process. She explained the elements of the policy in regard to mail/emails and informational updates by CCC members to their Boards of Selectmen/Town Council.

Ms. Wielgus introduced Nancy Hossfeld, the Commission's communications coordinator, and said she would provide additional information on the Commission's Public Relations Policy and explain her role at the Commission.

Nancy Hossfeld said the Commission is in the process of revising its Public Relations Policy. Ms. Hossfeld explained her role as communications coordinator/public relations and outreach; editor of the Commission's newsletter, *The Reporter*, and design/management of the Commission's website. Ms. Hossfeld discussed media relations, conduct with the media, and her role as contact person to the media. She said regarding the Commission's publication, *The Reporter*, she would welcome comments and suggestions from CCC members and said the CCC website would be undergoing revisions.

Kristy Senatori, chief regulatory officer at the Commission, outlined the "Regulatory Toolbox", a compilation of regulations that make up the Code of CCC Regulations of General Application, and described upcoming training sessions and the topics of discussion.

Ms. Wielgus entertained questions from Commission members.

The training session adjourned at 2:45 p.m.

Respectfully submitted,

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Elizabeth Taylor, Secretary