

3225 MAIN STREET • P.O. BOX 226  
BARNSTABLE, MASSACHUSETTS 02630



(508) 362-3828 • Fax (508) 362-3136 • [www.capecodcommission.org](http://www.capecodcommission.org)

CAPE COD  
COMMISSION

## Minutes

### Meeting

#### Cape Cod Commission

Harborview Conference Room • Barnstable County Complex  
3195 Main Street, Barnstable, MA 02630

December 13, 2018

The meeting was convened at 3:00 p.m., and the Roll Call was recorded as follows:

Town	Member	Present
Barnstable	Fred Chirigotis	✓
Bourne	Richard Conron	✓
Brewster	Elizabeth Taylor	✓
Chatham	Vacant	Vacant
Dennis	Richard Roy	✓
Eastham	Joy Brookshire	Absent
Falmouth	Charles McCaffrey	✓
Harwich	Jacqueline Etsten	✓
Mashpee	Ernest Virgilio	✓
Orleans	Len Short	Absent
Provincetown	Cheryl Andrews	Absent
Sandwich	Harold Mitchell	✓
Truro	Kevin Grunwald	✓
Wellfleet	Roger Putnam	✓
Yarmouth	John McCormack, Jr.	✓
County Commissioner	Mary Pat Flynn	✓
Minority Representative	John Harris	Absent
Native American Rep.	David Weeden	✓ ( <i>arrived at 3:13 p.m</i> )
Governor's Appointee	Michael Maxim	✓

The Cape Cod Commission Meeting was called to order on Thursday, December 13, 2018 at 3:00 p.m. in the Harborview Conference Room, Barnstable County Complex, 3195 Main Street, Barnstable, MA. Roll was called, and a quorum was established.

### **SUMMARY OF ACTIONS TAKEN/VOTES:**

- **Approval of Minutes:** The minutes of the November 15, 2018 Cape Cod Commission meeting were approved with 10 votes in favor and two abstentions (Jack McCormack, Charles McCaffrey). The minutes of the October 25, 2018 Regional Policy Plan subcommittee meeting were approved by a unanimous vote. The minutes of the November 29, 2018 Regional Policy Plan subcommittee meeting were approved with 3 votes in favor and one abstention (Jack McCormack).
- **2018 Regional Policy Plan Comment Review:** Commission staff provided an overview of the Draft 2018 Regional Policy Plan (RPP), staff discussed comments received during the RPP public comment period and changes that have been made to the Draft RPP. Following this the Commission voted unanimously in favor to recommend the Draft 2018 RPP to the Assembly of Delegates for adoption by ordinance.
- **Presentation on Technical Bulletins to the 2018 Draft Regional Policy Plan:** The Commission voted unanimously in favor to extend the technical bulletins public comment period from 30 days to 45 days to January 13, 2019.

### **■ MINUTES**

The minutes of the November 15, 2018 Cape Cod Commission meeting were reviewed. Roger Putnam moved to approve the minutes, Richard Roy seconded the motion and a vote called on the motion passed with 10 votes in favor and two abstentions (Jack McCormack, Charles McCaffrey).

The minutes of the October 25, 2018 Regional Policy Plan subcommittee meeting were reviewed. Jack McCormack moved to approve the minutes, Elizabeth Taylor seconded the motion and a vote called on the motion passed by a unanimous vote of the subcommittee.

The minutes of the November 29, 2018 Regional Policy Plan subcommittee meeting were reviewed. Elizabeth Taylor moved to approve the minutes, Kevin Grunwald seconded the motion and a vote called on the motion passed with 3 votes in favor and one abstention (Jack McCormack).

### **■ EXECUTIVE DIRECTOR'S REPORT**

Executive Director Kristy Senatori provided the following report:

- Commission staff presented at the Restore America's Estuaries Summit in California.
- Commission staff presented at the Cape Coastal Conference in Hyannis sponsored by the Waquoit Bay Estuarine Research Reserve (WBNERR) on December 4 and 5.
- Commission staff attended the informational meeting on the Cape Cod Canal Bridge Study sponsored by the Army Corps of Engineers on December 11<sup>th</sup>.
- Ms. Senatori attended the Opportunity Zones Summit at UMASS Lowell.
- Ms. Senatori welcomed Colleen Medeiros who was hired to fill the position of Traffic Engineer/PE in the Commission's Transportation Department on December 4<sup>th</sup>.

### **■ 2018 REGIONAL POLICY PLAN**

Kristy Senatori provided an overview with the use of PowerPoint slides and said the Commission held a 60-day public comment period, the Commission held three sub-regional public hearings, the Commission received over 135 public comments and the Regional Policy Plan (RPP) subcommittee met nine times to review the 2018 Draft RPP. She said the document is organized around three systems—Natural Systems, Built Systems and Community Systems—and new to the Plan is the identification of Placetypes and an emphasis on regional capital planning. She said also new to the Plan are recommended actions and from the beginning staff has gone back to the purpose and goals of the Cape Cod Commission Act. Ms. Senatori said Commission staff will provide a high-level overview of the comments received and the changes that have been made to the Draft RPP. She said the update and re-write have been going on for several years and she complimented Commission staff for their hard work on the RPP Update.

Erin Perry, Special Projects Manager at the Commission, said the RPP is organized into 11 sections and the first section has been expanded upon. She said the Commission received more than 135 comments, staff reviewed the comments that were received, and prepared a summary matrix of the comments. She provided an overview of the summary matrix that identifies comments by different categories for balancing the environment and economy; framework for regulatory review; climate change mitigation; regional, sub-regional and local characterization; Placetypes; and process and support. Ms. Perry said several changes were made throughout the Draft RPP and a new section was added under Actions and Built Systems for climate change.

Chloe Schaefer, Community Design Planner at the Commission, discussed regional, sub-regional and local characterization and said staff included four sub-regional profiles with narrative descriptions for the Upper Cape, Mid Cape, Lower Cape and Outer Cape. The profiles include information on population, total housing units, seasonal housing units, top three employment sectors, median age, median income, town area in flood zone, building square footage and town area protected open space. Ms. Schaefer discussed clarifications made to Placetypes and how they are used in the regulatory review process, she said language has been added for suburban development areas and suburban development areas Placetype strategies, and what changes were made to the framework for regulatory review.

The next step in the RPP adoption process is for the Commission to vote today to recommend the RPP to the Assembly of Delegates (AOD); if so voted, the RPP will be delivered to the AOD on December 19 which would start the AOD's 45-day process; and the AOD would hold a public hearing on the RPP on January 2, 2019.

Chair Harold Mitchell called for a motion to submit the final amended 2018 Regional Policy Plan to the Assembly of Delegates and Barnstable County Commissioners for its adoption as a County ordinance. The motion was moved by Charles McCaffrey, seconded by Roger Putnam and a vote called on the motion passed with a unanimous vote.

Chair Harold Mitchell thanked Commission staff for their work on the RPP.

Kristy Senatori recognized and thanked the RPP subcommittee and Commission staff for their work on the RPP.

#### ■ PRESENTATION ON TECHNICAL BULLETINS TO THE 2018 DRAFT REGIONAL POLICY PLAN

Chair Harold Mitchell said a request has been made for an extension of the technical bulletins public comment period to January 13, 2019. He asked for a motion to extend the technical bulletins public comment period from 30 days to 45 days to January 13, 2019. The motion was moved by Jack McCormack, seconded by Roger Putnam and a vote called on the motion passed with a unanimous vote.

Sharon Rooney, Chief Planner at the Commission, with the use of PowerPoint slides provided an overview of the Technical Bulletins to the 2018 Draft Regional Policy Plan (RPP). She said the purpose of the technical bulletins is to clarify how goals and objectives of the RPP are to be applied and interpreted in Cape Cod Commission Development of Regional Impact (DRI) project review and to present specific methods by which a project can meet these goals and objectives. She said Commission staff have created a new approach to the technical bulletins in that they provide greater sensitivity to project context; some methods have been adapted from existing minimum performance standards (MPSs); some methods are must and others are a menu of options; resource areas underpin the process; and the technical bulletins have been revised or created to align with the 2018 RPP. She explained the regulatory approach and said it consists of goals, objectives, technical guidance, Placetypes and resource areas. Ms. Rooney explained the role of Cape Cod Placetypes and said they provide project context, as defined by the Placetype of the location—natural areas, rural development areas, suburban development areas, historic areas, maritime areas, community activity centers, industrial activity centers, and military and transportation areas—and provides a lens through which the Commission will review the project under the RPP. Ms. Rooney said a new tool, the RPP Data Viewer, provides layers of data by technical bulletin and is available online. She said all the technical bulletins follow the same structure with an introduction, summary of methods, detailed methods, application materials, definitions and references and resources and they are all organized by Natural Systems, Built Systems and Community Systems.

Heather McElroy, Natural Resources/Land Protection Specialist at the Commission, said Natural Systems protect and restore the quality and function of the region's natural environment that provides the clean water and healthy ecosystems upon which life depends. She discussed issue areas under Natural Systems and highlighted the Goal, Objective and Methods for: Water Resources WR1; Ocean Resources OR1; Wetlands WET1; Wildlife and Plant Habitat WPH3; and Open Space Goal OS3.

Steve Tupper, Transportation Program Manager at the Commission, said Built Systems protect and enhance the built environment and infrastructure necessary to support the region and healthy activity centers. He discussed issue areas under Built Systems and highlighted the Goal, Objective and Methods for: Community Design Goal CD1; Coastal Resiliency CR1; Capital Facilities and Infrastructure CAP1; Transportation TR1; Energy EN1; and Wastewater WM1.

Sharon Rooney said Community Systems protect and enhance the linkages between society, the natural environment, and history vital to the way of life on Cape Cod by supporting development of amenities and life opportunities necessary to support vibrant and diverse communities. She discussed issue areas under Community Systems and highlighted the Goal, Objective and Methods for: Cultural Heritage CH1; Historic Resource Areas CH1; Economy EC4; and Housing HOU1.

Ms. Rooney explained the process for adoption and said on November 29 the public comment period started, today the Commission voted to extend the public comment period to January 13, there will be a public hearing on the technical bulletins at the full Commission meeting on January 10 and following the public hearing the Commission votes whether to adopt the technical bulletins in January.

Chair Harold Mitchell said the public hearing will be on January 10 at the Cape Cod Commission meeting.

Elizabeth Taylor thanked the RPP subcommittee and said the work by Commission staff has been exemplary.

Jack McCormack thanked Chair Elizabeth Taylor and other RPP subcommittee members. He said the RPP is a plan; it's a living document that can be adjusted.

Roger Putnam said he feels the document has been made very clear, members have a good understanding of the goals and objectives and he is very proud of Commission staff.

Ernest Virgilio asked how many towns requested the extension of the public comment period. Kristy Senatori said comments were made to staff. She said there is a lot of material to review and towns asked for more time to review the material. She said the extension does not affect the RPP timeline. Jack McCormack said the request came from planners, selectmen and other officials because of the holiday timing. Mr. Virgilio said he supports the comments.

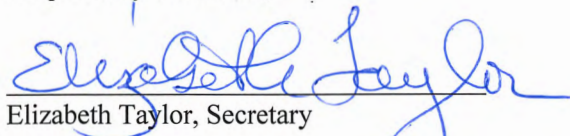
■ **NEW BUSINESS:** *Topics not reasonably anticipated by the Chair more than 48 hours before the meeting.*

Richard Conron said he attended the meeting on the Cape Cod Canal Bridge Study in Bourne and said he has concerns about the focus as neither presenter spoke about transportation or ever acknowledged the Cape Cod Commission as a stakeholder. Mr. Conron said he would like this topic to be on a future Commission meeting agenda.

Chair Harold Mitchell said there has been discussion on this by the Metropolitan Planning Organization (MPO). Chair Mitchell said this can be put on a future Commission meeting agenda.

A motion was made to adjourn at 4:01 p.m. The motion was seconded and voted unanimously.

Respectfully submitted,



Elizabeth Taylor, Secretary

**List of Documents Used/Presented at the December 13, 2018 Commission Meeting**

- December 13, 2018 Cape Cod Commission Meeting Agenda.
- Draft minutes of the November 15, 2018 Cape Cod Commission meeting.
- Draft minutes of the October 25, 2018 and November 29, 2018 Regional Policy Plan subcommittee meetings.
- PowerPoint slide presentation on the Cape Cod Regional Policy Plan prepared by the Cape Cod Commission.
- PowerPoint slide presentation on the Technical Bulletins Review prepared by the Cape Cod Commission.