



Minutes
Cape Cod Commission (CCC) Workshop Meeting
Cape Cod Commission Offices- Ocean Meeting Room
3225 Main Street, Barnstable, MA 02630
August 22, 2019

ROLL CALL

The Chair Harold Mitchell called the Cape Cod Commission meeting to order on Thursday, August 22, 2019, at 3:00 p.m., in the Cape Cod Commission offices, Ocean Meeting Room, 3225 Main Street, Barnstable, MA 02630. Roll Call was recorded as follows, and a quorum of members was established:

| Town | Member | Attendance |
|-------------------------|---------------------|------------|
| Barnstable | Fred Chirigotis | Absent |
| Bourne | Stephen Mealy | Present |
| Brewster | Elizabeth Taylor | Present |
| Chatham | Tom Wilson | Present |
| Dennis | Richard Roy | Present |
| Eastham | Joy Brookshire | Present |
| Falmouth | Charles McCaffrey | Absent |
| Harwich | Jacqueline Etsten | Present |
| Mashpee | Ernest Virgilio | Present |
| Orleans | Len Short | Present |
| Provincetown | Cheryl Andrews | Present |
| Sandwich | Harold Mitchell | Present |
| Truro | Kevin Grunwald | Absent |
| Wellfleet | Vacant | Vacant |
| Yarmouth | John McCormack, Jr. | Absent |
| County Commissioner | Ronald Bergstrom | Present |
| Minority Representative | John Harris | Absent |
| Native American Rep. | David Weeden | Present |
| Governor's Appointee | Michael Maxim | Present |

Approval of minutes:

The minutes of the 7/11/19 & 7/25/19 Cape Cod Commission meetings were reviewed.

Upon a motion by Len Short to approve the minutes of 7/11/19, seconded by Jon Brookshire, the motion was passed unanimously.

Upon a motion by Len Short to approve the minutes of 7/25/19, seconded by Ernest Virgilio, the vote was passed unanimously.



Public Comments

Mr. Mitchell asked for any comments from the public on matters not on the meeting agenda. No members of the public were in attendance, and no one offered comment.

Recognition of Roger Putnam's years of service as a former Wellfleet Representative to the Commission

Roger Putnam's daughter Rebecca Putnam attended the meeting. Chairman Mr. Mitchell presented her with a certificate of appreciation for Roger's years of service on the Cape Cod Commission board. Members mentioned thoughtful memories of Roger and expressed their respect toward him as well as the many friendships established through the years.

Rebecca thanked the Committee for the invitation to the meeting and the kind words expressed. She announced that there would be a Celebration of Life for Roger Putnam on Saturday, October 5, from 1-4pm at the Local Break in Eastham.

Executive Directors' Report – *Kristy Senatori*

- Ms. Senatori thanked the members for attendance at OneCape. She added that feedback is being taken so incorporate into next year's event. The planning has begun for 2020 and it will be the 30th Anniversary of the Cape Cod Commission.
- The Commission applied for a BUILD grant for purposes of transportation improvements along Willow St. This grant has been applied for in the past and at that time was called the TIGER grant. If not awarded the grant the Commission will continue to seek additional funding sources for this planning work.
- The Economic Development Council (EDC) is planning to release a request for proposals for license plate grants. They are also reviewing MassWorks grants as they apply to Cape Cod. CCC has provided Administrative Support to the Economic Development Council and the License Plate Grant Program and ready to submit a request for proposals.
- Chloe Schaefer gave a presentation to Falmouth Planning board re: form-based code framework. CCC will similarly be looking for opportunities to work with other communities on local planning.
- CCC is working on bylaws for Cape & Islands Water Protection Fund Management Board & next meeting in September re: funds to use for wastewater projects on Cape Cod
- Cape Cod Coastal Planner training is being planned for the fall
- Staff has been participating in Cape Cod Climate Change Collaborative meetings. They will be hosting a workshop in the fall and the Cape Cod Commission will participate on panels to discuss work primarily related to Transportation, looking at EV charging stations as well as greenhouse gas emissions. Staff will also be participating in the State of the Water Advisory Board meeting
- Barnstable Village Improvements construction to begin September 3rd through May 2020. The details of this project have been uploaded to member site.

Staff News:



- Introduced Mallory Kender as the new Administrative Assistant and another Administrative Assistant, Siobhan Cavacco will be starting mid-September at the front desk
- CCC is currently advertising/interviewing for a Water Resources Analyst; Natural Resources Analyst; Executive Assistant; and a Community Development Planner with focus on Housing.
- Jen Clinton has been promoted from Special Projects Coordinator to Community Development Planner with a focus on Economic Development.

Ron Bergstrom indicated that he saw a presentation on the Willow Street Corridor several years ago. Ms. Senatori stated that components from that original project have been incorporated into the current planning.

Mr. Bergstrom also asked for an update on the organization that was set up to oversee the water protection funds coming from the short-term rentals and the Commission. Ms. Senatori stated that the legislation names the board members (e.g. town manager, BOS Representative, Municipal employee) and participating communities must have a 208 Plan certification. The Commission is named in the legislation as providing administrative and technical support. CC staff is also in consultation with Martha's Vineyard Commission about similar and shared issues.

Using the 2018 Regional Policy Plan (RPP) and Technical Bulletins in the Development of Regional Impact (DRI) Review

Mr. Idman stated that this agenda item is more of a discussion and opportunity to ask questions that are not specific to any project. He said that Section 13 of the Cape Cod Commission Act requires that CCC review Development of Regional Impacts for consistency with the Regional Policy Plan (RPP) and that if the Commission is to approve a DRI it must be consistent with the RPP. In the past this meant compliance with all the RPP minimum performance standards; under the 2018 RPP, it means consistency with RPP goals and objectives deemed applicable, material and regionally significant to a given project. In the 2018 RPP, 14 goals were established with corresponding objectives related to various regional concerns from the CCC Act. This standard allows the Commission to 'scope' relevant RPP concerns during DRI review. DRI's are presumed to have an impact on one or more town – but may not have regional impact under all regional concerns in the Act. He added that the technical bulletins provide guidance to fill in gaps of the objectives.

In closing he stated the inter-relationship between RPP analysis and the determination whether the probable project benefit is greater than the probable detriment. The determination about RPP consistency is meant to inform the benefits/ detriment analysis. Mr. Idman asked for questions and comments about previous DRI reviews as it relates to the topic.

Chair opened the floor for questions.

Tom Wilson commented on the True Storage Redevelopment project in Bourne that was recently reviewed. He stated that there were no recognized detriments to the project. One of the key benefits on



the project was that the developer hooked up to sewer system that was available on the property. He asked if the developer was unable to hook up to the sewer system would that be a detriment significant enough to affect the approval of the project. Mr. Idman stated that even without that recognized benefit, the project met the relevant objective. This was a redevelopment project and the proposed use would be less intense than the former supermarket in terms of water use.

Joy Brookshire asked how we package this information. Kristy stated that the Regional Policy Plan has been printed and distributed, copies are available in the front office and are also available online.

Ernie Virgilio mentioned benefits and detriments. When a project is close in decision-making can the CCC consider benefits and detriments that could take place in the presence or absence of certain aspects of the project? Mr. Idman stated that alternatives can be considered in the analysis if likely; the word used in the CCC Act is "PROBABLE" detriment and "PROBABLE" benefit. Through decision making the CCC is determining the likelihood, not something with absolute certainty.

Mr. Bergstrom asked if the CCC is using FEMA Maps for flood plains. Mr. Idman stated that this was a great technical bulletin question and yes, the CCC used the most recent FEMA maps, which requirement is specifically referenced in the technical bulletin. Ms. Senatori added that Technical Bulletins and technical staff can give you the recommendation through the technical bulletins. Staff will help specific details. Members should consider in their decision-making the relative harm to those applicable flood plain or other resources in the context of the given project.

Jackie Etsten stated that when you are dealing with planning review there are two aspects. One is that you address the legal aspects of a review and that there is a qualitative site plan and design review process. She feels that more attention needs to be paid to the site plan and design review aspects by members. She mentioned the True Storage Redevelopment project showed buildings within 4 feet of a sidewalk, with a contiguous fence, which she feels is not good design.

Ms. Etsten asked about impact fees. Mr. Idman stated that there was shift in the 2009 RPP with focus and incentivization on redevelopment which is a concept carried into the 2018 RPP. When you are redeveloping a property mitigation fees often aren't required for redevelopment, which is what the CCC has been seeing more of in DRI review. Technical Bulletins reference situations where fees are appropriate. It's the nature of the projects that we have seen that don't require fees. Mr. Idman stated that we don't want to be a body for the sake of imposing fees which can be contrary to the regional goals that the CCC wants to achieve.

Stephen Mealy commented on the Canal Street Project. He stated that there was an identified impact to traffic, and a physical mitigation work was required as a condition of the DRI decision to resolve that issue. Mr. Idman stated that collecting mitigation funds money is not always the only or most desirable way to addressing project impacts. Mr. Mitchell stated that there is an annual report that lists DRI mitigation funds and what is available to the individual towns.



Mr. Wilson asked how early on does a developer come to the Commission for guidance. Mr. Idman responded that most successfully permitted projects are discussed with the CCC staff for months before they are referred to and filed with the CCC.

Chairman, Mr. Mitchell thanked Mr. Idman for his presentation and moved to the next agenda item.

Introduction to the updated Commission website

Ms. Clinton reviewed the goals considered when updating the website, indicated that the Commission worked with bluehouse group in Vermont to design the new site (power point attached). She stated that integration with SharePoint was an interictal part of this process. She reviewed the features of the new website, the resource center, search functions, areas of focus and how they all relate to staff. She reviewed the "Get Involved" explaining that this is where all meetings and events will be shown along with the resource library where you can gain access to information such as calendar items and meeting material. She reviewed the home page and the different search functions. She also reviewed examples of topic pages relative to what you would like to look at and when you select staff members that are working on the topic item will be displayed below. Featured filters include search by town, dates, committee, etc. also reviewed the Cape Cod Commission member page along with the staff reference page.

Elizabeth Taylor asked if there would be an Integration with calendars items and Ms. Clinton stated that yes, they will be. Ms. Senatori asked that members still check their email and website as that is the primary location for receiving information about Commission meetings as well as more specific information about projects.

Ms. Brookshire asked how we could encourage the public to look at our website as it shows that we are transparent, all our information is available. David Still stated that individuals that use our site are generally purpose driven and they are looking for specific information. Ms. Senatori added that we want to be a resource to the public and we will do a press release upon the release of the new site.

Chairman Mr. Mitchell thanked the Commission for their presentation and asked when we planned to launch the new site. Ms. Clinton indicated that it will be in September and she will keep everyone informed.

NEW BUSINESS: *Topics not reasonably anticipated by the Chair more than 48 hours before the meeting.* No new business was taken up.

Ms. Brookshire complimented staff on the ONECAPE she felt that overall it was amazing.

Chairman announced the next meeting is September 5, 2019

Adjourn



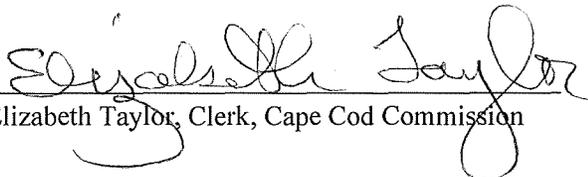
CAPE COD
COMMISSION

Upon a motion to adjourn the meeting at 3:40 p.m. by Ernest Virgilio, seconded by Tom Wilson the motion passed unanimously.

List of Documents Used/Presented at the August 22, 2019 Cape Cod Commission Workshop

- August 22, 2019 Cape Cod Commission Workshop Agenda.
- Draft Minutes of the July 11 and July 25, 2019 Cape Cod Commission meetings
- PowerPoint regarding New CCC Website

Respectfully submitted,


Elizabeth Taylor, Clerk, Cape Cod Commission

9-19-19
Date