



**Town of Barnstable  
Planning & Development Department  
Barnstable Economic Development Task Force  
Meeting Minutes  
January 18, 2019**

**Members Present:** Alison Maloney (Chair), Bob Cody, Mark Sexton, Jason Siscoe, Dan Ojala, Roy Catignani

**Members Absent:** James H. Crocker, Jr. - President of Town Council, Andy Clyburn – Assistant Manager of the Town of Barnstable, Chuck Carey, Terri Ahern, Matthew Eddy

**Staff:** Elizabeth Jenkins - Director of Planning and Development, Mike Trovato – Economic Development Specialist

**Also Present:** Arden Cadrin, Housing Coordinator, Planning and Development Department  
Jennifer Engelsen – Office Manager, Planning and Development Department

*Alison Maloney called the Economic Development Task Force meeting to order at 12:07 pm.*

Elizabeth Jenkins welcomed the group and reminded them that the meeting is being taped, but not broadcast.

Elizabeth Jenkins spoke on the priorities from the last meeting:

- ) Business regulations and the process of permitting
- ) Regulations that need identification
- ) More formal outreach
- ) Process of getting a permit can influence the business owner

Elizabeth spoke on regulatory changes. The building permit has been streamlined, turned 22 applications into one permit. The business certificate has been revised, only requires sign off from the Building Commissioner. Site Plan Review process has been modified, applicants come in from the outside. Amendments from Board of Health regarding bathroom requirements in restaurants will help new owners. The Hyannis Business zone has been revised. The Planning Board worked with Town Council to make changes along Route 28 and Route 132. The only permitted uses were office and banks, other uses had to have a Special Permit. There are now 22 uses in the zone. The town is listening to needs and making changes for businesses.

Some recent changes at Town Council have been the sign code for the Cape Cod Mall and tent permits.

Elizabeth asked group for feedback from her report.

Roy Catignani had many thanks to the town for his involvement on this task force. Very happy that he can participate and provide his input. Had concerns that he may not be able to speak as frank as he would like because of staff from town at meeting. Brian Florence assured Mr. Catignani that his presence does not influence him being able to speak. Mr. Florence stated he wants to hear it all, good and bad. Mr. Catignani expressed that time is value and the client pays for time on permitting. He applauds Mr. Florence for his efforts. Mr. Catignani voiced the “unknown” on when you hear from an inspector regarding your permit. He would just like to hear from the town that paperwork looks good, a quick plan review at the counter and you can expect to hear from us with a time frame would help immensely. Mr. Catignani made a comment about the online permitting process, getting it online is great. Has a strong opinion that the public needs to be served, if you do not get to the Board of Health before 9:30 AM, you will not get an inspector to come back up to the counter. Mr. Catignani believes Barnstable is fair and he likes that the inspectors help out with code related questions. Sometimes changes in MGL Laws are not known because they are not published.

Mike Trovato discussed the folder that was handed out to the group regarding the startup and permitting process in the Town of Barnstable. He shared his background that he was a small business owner in town. Inside the folder was the business and permitting guide that was a collaboration of the Planning & Development Department. A Restaurant Startup Guide was included outlining who needs to be contacted prior to opening. Each year ten to twenty restaurants are turned over. The town has over 200 food establishments. Simplifying the process is the objective. Mr. Trovato also shared the Business Barnstable website that is being built out. He encouraged the group to view the site and he welcomes feedback. A marketing tool, “Why Barnstable” video is about to be released and believes will help brokers.

Alison Maloney asked if the folder would be handed out to a tenant or buyer walking into 200 Main Street asking questions on how to get a business open. Would the Building Department hand the folder out personally. She is aware that material is available on a shelf in the building but would this folder be handed out? Ms. Maloney sees a fracture between the Building Department and the Planning & Development Department connection. Mr. Trovato answered that the packet would not replace a Permit Coordinator at the counter. Ms. Maloney is happy to see the new business certificate and the requirement of the Building Commissioner only. She shared her experiences in the past when a client has wanted to open a store, they were handed a building permit application and a good portion of that application was not applicable. Her client was very overwhelmed and intimidated. Mr. Florence responded about the disconnect of what is required and not required to do. If a business is retail going to retail or restaurant to restaurant, no permit needed. If the use is changing, a change of use permit is needed to review space for safety and occupancy. The process has been streamlined; many applications have been condensed into one.

Mark Sexton stated that changes are very encouraging and refreshing. The proactive approach he sees with the new town manager and new leadership. Mark Ells, Town Manager believes Barnstable is the place to be and creates opportunity for the entire community.

Jason Siscoe remembers always hearing do not go into town hall if you do not have to. This message has to be changed.

Alison Maloney spoke about the changes that require an architect. Asked the Brian Florence the legality as to what is required due to the cost and that architects do not want to take new accounts for simple projects, i.e. restaurant configurations. Brian explained that things were not always done in the past, does not mean it was right. Construction Control requires plans being stamped by an Engineer, cannot issue permits without the stamp.

Elizabeth Jenkins agreed we need to communicate what is required.

Alison Maloney mentioned that the Town of Yarmouth offers all permits for parcels can be viewed online. Elizabeth asked what permits Alison would be interested in viewing, she said commercial. Brian stated that they are looking into this process but very costly.

Elizabeth asked the members if they have any input as to other communities that are doing things better than Barnstable. Jason Siscoe said that the Town of Yarmouth invited the public to attend the liquor license approval hearings. The public was asked for input on changes to the regulations.

Roy Catignani spoke about permitting in the Town of Marshfield. The online permit is reviewed and if something is missing, the applicant is notified. He gave an example similar to the hospital where you can go online to see how long the wait is. If the applicant was just made aware at the time of submission that the permit will be ready by a certain date would be helpful. Roy will often have the client call the town because he cannot continually call the inspector. No triage in town.

Dan Ojala said his work in Barnstable is often time sensitive. His example was having a client who was opening an ice cream shop and he needed to be in by a certain time and being under pressure to make money in such a short season.

The topic of buildable lots in Barnstable was discussed. Town of Yarmouth has a lot buildability form that the Building Commissioner reviews and returns in a short period of time. Dan said it is nice just to have that and he said Barnstable does not issue letters of buildability. Elizabeth Jenkins replied that the town has limited resources to give advice on buildability.

Elizabeth shared with the group that the Town Manager has asked the Board of Health to look at the estuary overlay. What process do we do to take under advisement for groundwater and well head protection? Roy said he was glad to see that this was happening. Alison said she has so many mechanics contacting her looking for space. The zoning portal shows where this use is permitted but you will not see many places available.

Alison Maloney shared that she spoke to the Town Council last year because the Gateway Zone does not make sense to her. She spoke about uses in the TJ Maxx Plaza and how certain businesses that would seem to fit are not allowed. Elizabeth responded that they are looking to make changes. Arden Cardrin, Housing Coordinator secured funds from the state to look at the zones downtown. Alison would like to be invited to discuss changes if that is possible.

Elizabeth passed out a handout: Economic Development Task Force – Outreach Discussion. The objective is to gain feedback on regulations and the permitting process in the Town of Barnstable. There are three options to achieve this objective:

1. Individual Outreach
2. Survey Outreach
3. Business Listening Session

Alison does not think an open forum would work. Believes some would be nervous about speaking out. She would like something for business owners to put their input without having to include their name.

Roy Catignani and Bob Cody both approve of the third option. Alison sees option two and three happening simultaneously. Draft an invitation to participate and not a "complaint fest". Alison sees this as a way to make improvements not just listening to complaints. Roy asks what is wrong with

listening to issues, has a feeling of empowerment. Mark Sexton likes the first option as does Bob Cody. Bob suggests individual outreach and then offering an additional session from the top three or four topics that come from the results.

Alison offered to work with Elizabeth to come up with a questionnaire. Talked about the possibility of having guest speakers at future meetings to provide input. Alison asked to be kept apprised of meetings where Attorneys could come as guests.

Dan Ojala attended the Conservation Commission meeting and spoke against a proposed change in the flood zone regulations. The commission agreed to table the changes at this time and was very receptive to concerns. The change was for the Adoption of Guidelines for Land Subject to Coastal Storm Flowage in V Zones and Coastal A Zones.

Public Comment: none

Minutes: A motion to accept the minutes was made by Mark Sexton and seconded by Alison Maloney. Aye all.

Next Meeting: February 15, 2019 at 12:00pm

Adjournment: Alison made a motion to close the meeting at 1:31 pm, so moved.

Respectfully submitted,  
Jennifer Engelsen – Planning and Development Department