



**Town of Barnstable
Planning & Development Department
Barnstable Economic Development Task Force
Meeting Minutes
August 2, 2019**

Members Present: Alison Maloney (Chair), Matthew Eddy, Roy Catignani, Dan Ojala, Chuck Carey, Paul Niedzwiecki

Members Absent: Beth Marcus, Mark Sexton, Jason Siscoe, Bob Cody

Staff: Elizabeth Jenkins - Director of Planning and Development, Mike Trovato – Economic Development Specialist, Arden Cadrin – Housing Coordinator, Gloria McPherson – Planning & Economic Development Coordinator, Jennifer Engelsen – Office Manager, Planning and Development Department

Others: Jessica Rapp Grasseti -Town Council, Peter Burke - Chief Hyannis Fire, Heather Rockwell -Clean Water Coalition

The meeting was called to order by Alison at 12:12 PM. A motion to accept the minutes from June 14th was made by Roy and seconded by Matt, all in favor.

Elizabeth introduced Gloria McPherson, Planning & Economic Development Coordinator who recently joined the Planning & Development Department. Paul Niedzwiecki, Cape Cod Healthcare introduced himself and shared that he has replaced Terri Ahearn as the member of the task force.

Chuck had questions for Brian Florence regarding what triggers fire sprinklers in existing buildings. Not an easy question to answer, Brian said with so many variables it has to be addressed almost case by case. In most general terms, some thresholds are:

-) Change of use of the building
-) Construction that exceeds 50% of the work area
-) The addition of floor area that triggers the floor area threshold in a use that requires sprinklers will require a system.

Hyannis Water System – fees need to be more in line with other towns and Barnstable Water. Matt would like to sit down with Hans and Mark to discuss options. The group will identify the issues they want to solve before addressing Town Council.

The topic of customer service was discussed next. Chief Burke wanted to be sure that Hyannis Fire was not an impediment to the business community in town. Hyannis Fire wants to promote growth in town. Brian asked the group what are they looking for when they say improve customer service and or the permit process. Roy wanted to be clear that this group does not think Brian is the problem. They have seen improvement since he has been with the town. Alison shared that she often deals with people who do not know the process of permitting, they get bounced around from department to department. She would like to see a coordinator who assists with permitting. Brian told the group that he will walk with a customer from department to department and he is trying to get his staff to follow that practice. He sends a clear message to his staff, do not deny anything, and take it in. Roy would like to see more of a facilitator, not a coordinator. He feels that communication needs to be improved because it varies from inspector to inspector. Brian informed the group that he made a policy change and he has an inspector at the counter during the morning and afternoon hours. The group would like to be able to access property information online; Brian stated that this would fall under a Capital Improvement request.

Roy inquired on the fee schedule and how fees are set for Building permits, etc. Brian said they are set based on the fee for service. Residentially they take the average house being built and factor in the expenses, overhead, etc. The fee schedule hearing will be in front of the town soon and some fees will be increasing and some will be decreasing. Alison shared that the Building Commissioners process of offering informal site plan review has been well received.

The group addressed some minor zoning issues that need amending:

- Tents – remove the seasonal restriction for temporary tents associated with businesses
- Exterior Lighting – update standards to achieve levels that reflect adequate lighting necessary for commercial sites
- A-Frame Signs – signs on Hyannis Main Street, remove “hardship” limitation.

Current wastewater and hazardous materials regulations need to be reviewed. Paul spoke about the redundancy on wastewater regulations and suggested seeking out funds through the Cape Cod Commission to hire a consultant.

Chuck spoke about properties that do not get developed because the permit process impedes the project getting started. He talked about the possibility of "pre-permitting" prior to listing in order to make the property more marketable.

Public Comment: none

Next Meeting: August 9, 2019 or August 16, 2019

Adjournment: A motion to adjourn was made at 1:57 PM by Roy and seconded by Matt, all in favor.

Respectfully submitted,
Jennifer Engelsen – Planning and Development Department