



Doing Business with Barnstable Planning & Development during COVID-19

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In these unprecedented times, our first priority is the health and well-being of our community and the Town of Barnstable is hard at work providing critical services. Here at Planning & Development, we are working remotely and our virtual office is open for business.

Regulatory Boards, Committees and Commissions that are supported by Planning & Development continue to meet remotely. For instructions on how to participate in these meetings, please check the posted agenda prior to the meeting [here](#). As always, meetings can be viewed on [Channel 18 and online](#).

For continuing updates on Town Services and other COVID-19 related information visit [BarnstableHealth.com](#).

When contacting staff in the Planning & Development Department, first attempt to reach us by e-mail.

Town Hall

Elizabeth Jenkins, Director

elizabeth.jenkins@town.barnstable.ma.us, 508-862-4735

Liz Hartsgrove, Assistant Director

Elizabeth.hartsgrove@town.barnstable.ma.us, 508-862-4068

Jen Englesen, Office Manager

Jennifer.englesen@town.barnstable.ma.us, 508-862-4678

Access to Town Hall is currently by appointment only. See <https://barnstablehealth.com/town-hall/> for more details on the current status of Town buildings and services.

200 Main Street: Conservation Commission, Planning Board, Zoning Board, Historic Commissions

Conservation: Darcy Karle, darcy.karle@town.barnstable.ma.us, 508-862-4093

Planning/Zoning/Historic: Paul Wackrow, paul.wackrow@town.barnstable.ma.us, 508-862-4703

As a precautionary measure to prevent and mitigate the spread of COVID-19, public access to Town Offices at 200 Main Street is by appointment only.

Permit applications will continue to be accepted and processed according to local and state requirements. Applications and associated materials should be submitted electronically to the extent legally possible.

A drop off location for paper applications has been established in the front vestibule at 200 Main Street.

Instructions for Dropping Off Permit Applications

- Include a contact name, and telephone number and/or e-mail address.
- DO NOT submit payment with the application. It will be collected at a later time.
- There will be a minimum 48 hour delay between the time an application is dropped off and when it is officially received.
- A staff member will contact you to confirm receipt of the application and with comments and/or instructions and to arrange payment of fees.

Instructions for Making an Appointment with Staff

- If you would like to make an appointment with a staff member, please call or e-mail the contact listed.
- Appointments will not be made with any person experiencing cough, fever, or shortness of breath; anyone tested positive for COVID-19; anyone who has been exposed to a tested positive COVID-19 case; or anyone directed to self-quarantine.
- Staff will ask you to confirm you do not meet any of these criteria upon making the appointment and upon arrival at the appointment.

Site Plan Review

Maggie Flynn, Permit Coordinator, margaret.flynn@town.barnstable.ma.us, 508-862-4679

If you are looking to file for Site Plan Review, please contact Maggie Flynn, Permit Coordinator, prior to submitting an application. All applications should be submitted by email to Maggie.

Economic Development

Gloria McPherson, Planning & Economic Development Coordinator,
gloria.mcpherson@town.barnstable.ma.us, 508-862-4701

We understand that in this unprecedented time, our business community is facing fear and uncertainty. The Economic Development Division is gathering and disseminating information that can be of help to our local businesses. Visit www.town.barnstable.ma.us/departments/economicdevelopment/ for ongoing updates.

Arts & Culture

Arts & Culture Coordinator, Melissa Chartrand
Melissa.chartrand@town.barnstable.ma.us, 508-862-4767

Although social distancing is trending for the moment, we are busy planning plenty of activities, programs and events to provide art-FULL days in the Town of Barnstable, year round!

At this time we continue to accept artist shanty applications for the few spots that remain this season; finalize activities scheduled to take place in Hyannis HyArts Cultural District for the summer and fall; maintain our ArtsBarnstable.com website and social media pages, and are available Monday through Friday 8:30am to 4:30pm to answer your calls and emails about our town's arts and cultural programs.

Take advantage of getting to your must-read list, go through your old vinyl collection, have a living-room dance party and spend quality downtime with loved ones!

From our wide variety of theaters, museums, galleries, art centers, village libraries to local musicians, visual artists, writers, poets and more, sharing their talents and resources with you on-line, there are so many ways for your mind, body and soul to stay nourished in these most unprecedented times. We are a strong, resilient community and together we will meet these challenges, recover and thrive, and embrace the 'next normal' together.

Parking

Mona Solmonte, mona.solmonte@town.barnstable.ma.us, 508-862-4613

In an effort to assist our community during the COVID-19 emergency, Parking Management has temporarily suspended all late fee assessments on Town of Barnstable issued parking citations issued on and beyond March 1, 2020.

Payments and appeals for parking citations continue to be accepted online at:

- Payment of parking citation – payvats.com
- Appeal of a parking citation - appealvats.com

The Parking Management team is committed to assisting our community and is available to help with any questions you may have. Please contact us at parking@town.barnstable.ma.us