

Town of Yarmouth

Per M.G.L.: All town and school boards, committees, commissions, and authorities shall post a notice of every meeting at least 48 hours prior to such meeting, excluding Saturdays, Sundays, and legal holidays. Notice shall contain a listing of topics/agenda that the chair reasonably anticipates will be discussed at the meeting.

Notice of Meeting

Name of committee, board, etc.:	Town Center Ad-Hoc Committee
Date of Meeting:	Wednesday – February 24, 2021
Time:	5:30 PM
Place:	Virtual Meeting

The meeting will be held by remote participation pursuant to Massachusetts Governor Charles D. Baker's Order Suspending Certain Provisions of the Open Meeting Law dated March 12, 2020. No in-person attendance of members of the public will be permitted, but every effort will be made to ensure that the public can adequately access the proceedings in real time, via technological means.

JOINING THE VIRTUAL MEETING: Members of the public can join the meeting using one of the following methods:

- To attend the meeting online, click <https://us02web.zoom.us/j/84092957430> and follow the prompts, or navigate to <https://zoom.us/join> and enter meeting/webinar ID **840 9295 7430** and follow the prompts.
- To attend the meeting by dial-in phone, call +1 301 715 8592 and enter meeting ID **840 9295 7430**.
- Please plan to join the virtual meeting at least five minutes before the start of the meeting to troubleshoot any issues you may have joining.

PUBLIC PARTICIPATION:

- Online audience members wishing to participate can use the "Raise Hand" button to notify the Chair. Dial-in audience members should press *9 on their phone to notify the Chair. All audience members will be muted until you are recognized by the Chair to participate.

MEETING MATERIALS:

- Meeting materials will be displayed at the online meeting and are attached to this agenda (available at <http://www.yarmouth.ma.us/AgendaCenter>).

AGENDA (Topics to be discussed):

1. **Meeting Minutes:** December 19, 2011, January 3, 2012, January 11, 2012, January 17, 2012, January 24, 2012, January 30, 2012, February 6, 2012, February 13, 2012, February 21, 2012, February 27, 2012, April 9, 2012, April 23, 2012, May 7, 2012, May 14, 2012, May 21, 2012, May 30, 2012, June 11, 2012, June 18, 2012, and February 24, 2021.
2. **Adjournment**

Posted By (Name):	Kathleen D. Williams
Signature:	<i>Kathy Williams</i>

Town of Yarmouth

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1. **Meeting Minutes:** December 19, 2011, January 3, 2012, January 11, 2012, January 17, 2012, January 24, 2012, January 30, 2012, February 6, 2012, February 13, 2012, February 21, 2012, February 27, 2012, April 9, 2012, April 23, 2012, May 7, 2012, May 14, 2012, May 21, 2012, May 30, 2012, June 11, 2012, June 18, 2012, and February 24, 2021.
2. **Adjournment**

Posted By (Name):	Kathleen D. Williams
Signature:	<i>Kathy Williams</i>

On February 24, 2021, on a motion by _____, seconded by _____, the Town Center Ad-Hoc Committee voted (4-0) to approve the meeting minutes of February 24, 2021.

**TOWN OF YARMOUTH
MINUTES OF TOWN CENTER AD-HOC COMMITTEE OF
February 24, 2021**

The Town Center Ad-Hoc Committee held a meeting at **5:30 p.m.** on **February 24, 2021** via a Virtual Meeting pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law in response to the COVID-19 pandemic.

Members Present: Chris Vincent-Chairman, Jack Hynes-Vice Chair, Tom Roche and Dick Martin

Members Not Present: John Barker and Ken Driscoll

Staff Present: Kathy Williams, Town Planner

1. **Meeting Opening:** The virtual meeting was opened at **???** PM and a roll call taken to establish quorum.
2. **Meeting Minutes:**
 - a. On a motion by _____, and seconded by _____, the Town Center Ad-Hoc Committee voted (4-0) to approve the meeting minutes of **January 11, 2012, January 17, 2012, January 24, 2012, February 6, 2012, February 13, 2012, February 21, 2012, May 14, 2012, May 21, 2012, and June 18, 2012**, with Chris Vincent, Jack Hynes, Tom Roche and Dick Martin voting in favor.
 - b. On a motion by _____, and seconded by _____, the Town Center Ad-Hoc Committee voted (4-0) to approve the meeting minutes of **December 19, 2011, January 3, 2012, January 30, 2012, February 27, 2012, April 9, 2012, April 23, 2012, May 7, 2012, May 30, 2012, and June 11, 2012 out of necessity**, with Chris Vincent, Jack Hynes, Tom Roche and Dick Martin voting in favor.
 - c. After reviewing the draft minutes at the meeting, and on a motion by _____, seconded by _____, the Town Center Ad-Hoc Committee voted (4-0) to approve the meeting minutes of **February 24, 2021**, with Chris Vincent, Jack Hynes, Tom Roche and Dick Martin voting in favor.
3. **Adjournment: VOTE:** On a motion by _____, seconded by _____, the Town Center Ad-Hoc Committee voted unanimously (4-0) to adjourn at **???** PM.

ATTACHMENTS:

- **February 24, 2021 Agenda**
- **Draft Meeting Minutes:**
 - December 19, 2011, January 3, 2012, January 11, 2012, January 17, 2012, January 24, 2012, January 30, 2012, February 6, 2012, February 13, 2012, February 21, 2012, February 27, 2012, April 9, 2012, April 23, 2012, May 7, 2012, May 14, 2012, May 21, 2012, May 30, 2012, June 11, 2012, and June 18, 2012
 - February 24, 2021 Draft Minutes

**TOWN OF YARMOUTH
MINUTES OF TOWN CENTER AD-HOC COMMITTEE OF
December 19, 2011**

The Town Center Ad-Hoc Committee held a meeting at 2:30 p.m. on Monday, **December 19, 2011** in the Hearing Room at the Yarmouth Town Offices, located at 1146 Route 28, South Yarmouth, MA.

Members present were: John Barker, Ken Driscoll, Jack Hynes, Sarah Jane Porter, Tom Roche, and Chris Vincent.

Staff present: Mary Waygan

The meeting was convened at 2:30.

- 1. ORGANIZATION - Nominations:** On a motion by Tom Roche, seconded by John Barker the committee opened nominations for Chairman. Chris Vincent nominated Ken Driscoll. This was not seconded as Mr. Driscoll nominated Chris Vincent as Chairman. Tom Roche seconded the nomination of Chris Vincent as Chair. On a motion by Sarah Jane Porter, seconded by Jack Hynes, the Committee closed nominations for Chairman. The committee took a role call vote and unanimously elected Chris Vincent as Chairman:

Roll Call Vote:

John Barker	Yes
Ken Driscoll	Yes
Jack Hynes	Yes
Sarah Jane Porter	Yes
Tom Roche	Yes
Chris Vincent	Yes

Chairman Vincent now chaired the meeting and called for a motion to open nominations for Vice Chairman.

On a motion by John Barker, seconded by Tom Roche, the Committee unanimously voted to open nominations for Vice Chairman, with John Barker, Ken Driscoll, Jack Hynes, Sarah Jane Porter, Tom Roche, and Chris Vincent voting affirmatively. Jack Hynes accepted the nomination on the condition that the Board of Selectmen see no conflict with his service on the Committee. On a motion by Tom Roche, seconded by John Barker, the Committee voted unanimously to close the nominations for Vice Chair, with John Barker, Ken Driscoll, Jack Hynes, Sarah Jane Porter, Tom Roche, and Chris Vincent voting affirmatively. The Chair called for a vote on the nomination of Jack Hynes as Vice Chair of the Committee and the Committee unanimously voted to elect Jack Hynes as Vice Chairman with John Barker, Ken Driscoll, Jack Hynes, Sarah Jane Porter, Tom Roche, and Chris Vincent voting affirmatively.

2. **Meeting Times/Places:** The Committee will meet Tuesday January 3, 2012 in the Hearing Room from 4 pm – 6 pm. After that the Committee will meet Mondays from 4 – 6 pm in the Hearing Room, provided the room is available.
3. **Identify Next Steps:** The Chairman identified the next steps, with the unanimous consent of the Committee:
 - a. Decide if the central district should be treated as one area or as three.
 - b. Set western and eastern boundaries of the area(s).
 - c. Review the use tables for the area(s) and modify/refine to promote economic development/redevelopment.

4. **DISCUSSION – CENTRAL DISTRICT**

- a. **Existing Material Review and Vision:** The Chair briefly reviewed the materials available to the Committee, including the Cape Cod Commission Route 28 Report and the Draft Central Economic Center Zoning.
- b. **Vision:** The Committee members discussed that the proposed bylaw would create an overlay district to stimulate growth.
- c. **Boundaries and Parameters:**

On a motion by Tom Roche, seconded by Jack Hynes, the Committee voted unanimously that the western boundary of the district shall be West Yarmouth Road on the North side of Route 28 and Reindeer Lane on the South side of Route 28.

On a motion by John Barker, seconded by Ken Driscoll, the Committee voted unanimously that the eastern boundary of the district shall be Lyman Lane on the north side of Route 28 and Wood Road on the south side of Route 28, with John Barker, Ken Driscoll, Jack Hynes, Sarah Jane Porter, Tom Roche, and Chris Vincent voting affirmatively.

On a motion by Tom Roche, seconded by John Barker, the Committee voted unanimously to include the Swan Pond Village property in the district, with John Barker, Ken Driscoll, Jack Hynes, Sarah Jane Porter, Tom Roche, and Chris Vincent voting affirmatively.

The Committee discussed the potential uses for the district, including a water park, auto dealership, the need to keep the business continuity in the entire area, with a possible restriction on the size/square footage of a business in certain areas, with a top-of-shop housing component in the middle “residential” sub-district, the potential of larger business on the “book end” sub-districts, and the need to diversify the types of businesses in the district to reduce the dependence on the tourism economy.

The Chairman noted that the reports on the central economic district recommend that the one large district should have the three sections, each with a different “feel” by making changes to the use table, and differing size limits and setbacks.

The Chairman noted that bringing buildings close to the street would increase pedestrian traffic as pedestrians will feel safer.

Sarah Jane Porter noted the streetscape is a concern to residents, how will it mesh with what is already there, how will it mesh with the Motel and R.O.A.D bylaws. Ms. Porter liked the promotion of pedestrian traffic.

Mr. Hynes saw that this bylaw will be an overlay district to inspire the use of R.O.A.D and the Motel bylaws.

Mr. Roche was also in support of increasing pedestrian traffic, wanted to see three inner districts with by-right components, with the caveat that if an attractive proposal came forward which would cross over these inner boundaries, the Planning Board could grant a special permit.

The Committee had consensus that the uses, set backs etc. in the district should be by right and that the Planning Board could grant special grants for unique cases.

Jack Hynes commented that the intent of the proposed district bylaw should be clear. The bylaw intent is to designate uses etc. in certain areas but that the Planning Board reserves the right to accept redevelopment in these areas that will promote economic development and redevelopment.

Committee members discussed the possibility of having three inner zones, drafting the bylaw considering the present properties, the area's potential for redevelopment, and the proposed plans for redeveloping the area, the impact of the wetlands, whether the boundary lines should be flexible.

The Chair asked if the Committee would support the division of the district into a middle residential area with a complimentary commercial component, and two bookend economic districts. It was the consensus of the committee that the bookend economic districts would have buildings up to the street, sidewalks, and parking in the back. **On a motion by Sarah Jane Porter, seconded by Ken Driscoll, the Committee voted unanimously to approve the division of the district into a middle residential area with a complimentary commercial component, and two bookend economic districts, with the boundaries of the Middle Residential Zone being as follows:**

Middle Residential Zone: Starting at Seaview on the south side of Route 28 and Angus on the north side of Route 28 and following along Route 28 eastward until Pine Grove Road on the south side of Route 28 and following up straight in between 902 and 908 Route 28 (Lots 20 and 21.1 on Assessor's Map 41), continuing up straight along and then swinging west along and including 878 Route 28 (Lot 17 on Assessor's Map 41), with John Barker, Ken Driscoll, Jack Hynes, Sarah Jane Porter, Tom Roche, and Chris Vincent voting affirmatively.

There was consensus among the Committee members that this middle residential zone would be the “Down Town” section, with top-of-the-shop housing, and include places for visitors to stay. These residents and visitors would support the businesses in the bookend districts.

The Committee discussed front set back and height and reviewed the 12/4/11 Draft Central Economic Draft Zoning, considered 0’, 10’, 20’, and 30’ front setbacks, 30’ maximum front setback, relief from front setback with a special permit from the Planning Board, changing setbacks and heights per sub-district, and allowing more height as you move away from the property line

The Committee wanted to see the State’s Right of Way on Rt. 28 on the maps, and asked how uniform sidewalks are designed, constructed and maintained.

5. ADJOURNMENT

On a motion by John Barker, seconded by Tom Roche, the Committee voted unanimously to adjourn at 4:45 p.m. with John Barker, Ken Driscoll, Jack Hynes, Sarah Jane Porter, Tom Roche, and Chris Vincent voting affirmatively.

Approved on _____:

On a motion by _____, seconded by _____, the Town Center Ad-Hoc Committee voted (?-?) to approve the meeting minutes of December 19, 2011, out of necessity, with _____ voting in favor.

**TOWN OF YARMOUTH
MINUTES OF TOWN CENTER AD-HOC COMMITTEE OF
January 3, 2012**

The Town Center Ad-Hoc Committee held a meeting at 4:00 p.m. on **January 3, 2012** in the Hearing Room at the Yarmouth Town Offices, located at 1146 Route 28, South Yarmouth, MA.

Members Present: Jack Hynes, Ken Driscoll, Tom Roche, John Barker, Dick Martin

Members Not Present: Chris Vincent

Staff Present: Karen M. Greene, Community Development Director

Guests Present: None

List of Exhibits:

- 4/14/2010 District Use Table (*nine pages*)

Called to Order: 4:10 PM by Vice Chairman Jack Hynes

1. COMMITTEE BUSINESS

The Committee noted a list of several properties to be rezoned. They then reviewed and discussed the proposed Town Center Boundary lines and whether to focus on one zone (Zone 3, where there is already redevelopment interest) or to work on all three zones simultaneously. No decision was made.

There was consensus on building height of 3 stories, with a 4th story subject to a special permit.

The Committee will need to look at existing uses and setbacks for the district, including wider sidewalks, parking, curb cut consolidation and neon signs. The Committee will also need to reiterate that this effort comes from long-standing planning efforts, including the Cape Cod Commission, and is not intended as a plan to benefit any one individual or business. Topics for next meeting will be uses and dimensional requirements.

Adjournment: On a motion by Tom Roche, seconded by John Barker, the committee voted unanimously to adjourn at 6:00 p.m.

Respectfully submitted
Dawn-Marie Flett

Approved on _____:

On a motion by _____, seconded by _____, the Town Center Ad-Hoc Committee voted (?-?) to approve the meeting minutes of January 3, 2012, out of necessity, with _____ voting in favor.

**TOWN OF YARMOUTH
MINUTES OF TOWN CENTER AD-HOC COMMITTEE OF
January 11, 2012**

The Town Center Ad-Hoc Committee held a meeting at 4:00 p.m. on **January 11, 2012** in the Hearing Room at the Yarmouth Town Offices, located at 1146 Route 28, South Yarmouth, MA.

Members Present: Chris Vincent – Chairman, Jack Hynes – Vice Chairman, Ken Driscoll, Tom Roche, John Barker, and Dick Martin

Members Not Present: None

Staff Present: Karen M. Greene, Community Development Director

Guests Present: None

List of Exhibits:

- District Use Table (*ten pages*)

Called to Order: 4:00 PM by Chairman Chris Vincent

1. **COMMITTEE BUSINESS**

The Committee reviewed and revised the District Use Table. At 5:30 p.m., the Committee moved to a Workshop meeting with the Planning Board (see January 11, 2012 Planning Board Minutes).

Adjournment.

Respectfully submitted
Dawn-Marie Flett

Approved on _____ :

On a motion by _____, seconded by _____, the Town Center Ad-Hoc Committee voted (?-?) to approve the meeting minutes of January 11, 2012, out of necessity, with _____ voting in favor.

**TOWN OF YARMOUTH
MINUTES OF TOWN CENTER AD-HOC COMMITTEE OF
January 17, 2012**

The Town Center Ad-Hoc Committee held a meeting at 3:30 p.m. on **January 17, 2012** in the Hearing Room at the Yarmouth Town Offices, located at 1146 Route 28, South Yarmouth, MA.

Members Present: Chris Vincent, Chairman; Jack Hynes, Ken Driscoll, Tom Roche, John Barker, and Dick Martin

Members Not Present: None

Staff Present: Karen M. Greene, Community Development Director

Guests Present: None

List of Exhibits:

- Planning outline (*one page*)
- Use Regulation Table (*nine pages*)
- 12/4/2011 Central Economic Center Draft Zoning (*four pages*)

Called to Order:

1. COMMITTEE BUSINESS

The Committee reviewed and discussed the Use Table. There was also discussion regarding general-purpose commercial sizes for each economic center (EC) and whether 10,000 s.f. tenant threshold should apply to EC3. Jack Hynes noted that the Cape Cod Commission is considering changing their thresholds in economic centers. The Committee also reviewed and discussed the proposed Town Center Boundary lines.

Adjournment: With no further discussion, the committee voted unanimously to adjourn.

Respectfully submitted
Dawn-Marie Flett

Approved on _____:

On a motion by _____, seconded by _____, the Town Center Ad-Hoc Committee voted (?-?) to approve the meeting minutes of January 17, 2012, out of necessity, with _____ voting in favor.

**TOWN OF YARMOUTH
MINUTES OF TOWN CENTER AD-HOC COMMITTEE OF
January 24, 2012**

The Town Center Ad-Hoc Committee held a meeting at 4:00 p.m. on **January 24, 2012** in the Hearing Room at the Yarmouth Town Offices, located at 1146 Route 28, South Yarmouth, MA.

Members Present: Chris Vincent, Chairman; Jack Hynes, Ken Driscoll, Tom Roche, John Barker, and Dick Martin

Members Not Present: None

Staff Present: Karen M. Greene, Community Development Director

Guests Present: None

List of Exhibits:

- Updated Draft Use Table (*nine pages*)
- Draft Table of Dimensional Requirements (*two pages*)
- Parking Bylaws: Buzzards Bay; Charlotte, VT; Cecil Group (*13 pages*)
- January 20, 2012 memo from the CEDC regarding Village Center Planning (*1 page*)

Called to Order: 4:00 PM by Chairman Chris Vincent

1. COMMITTEE BUSINESS

The Committee discussed dimensional requirements and setbacks. Tom Roche suggested it might be necessary to create zoning specific to the waterpark. The Committee reviewed and discussed Erik Rhodin's plan of December 7th as well as the January 20, 2012 memo from the CEDC.

On a Motion by Dick Martin, seconded by John Barker, the Committee voted unanimously (6-0) to change the EC2/3 boundary to Ocean Ave. on the south and Yarmouth Country Cabins on the north.

A motion was made that the 2500 s.f. limit would not apply to hotels. Discussion followed, but no vote was taken.

On a Motion by Dick Martin, seconded by Tom Roche, the Committee voted unanimously (6-0) to move the EC2/3 boundary back to Ocean Ave.

2. NEXT MEETING DATES

- January 25, 2012 – Planning Board Workshop
- January 30, 2012
- February 1, 2012 – Planning Board Workshop

Adjournment: With no further discussion, on a motion by Dick Martin, seconded by Tom Roche, the Committee voted unanimously (6-0) to adjourn at 6:00 p.m.

Respectfully submitted: Dawn-Marie Flett

Approved on _____:

On a motion by _____, seconded by _____, the Town Center Ad-Hoc Committee voted (?-?) to approve the meeting minutes of January 24, 2012, out of necessity, with _____ voting in favor.

**TOWN OF YARMOUTH
MINUTES OF TOWN CENTER AD-HOC COMMITTEE OF
January 30, 2012**

The Town Center Ad-Hoc Committee held a meeting at 4:00 p.m. on **January 30, 2012** in the Hearing Room at the Yarmouth Town Offices, located at 1146 Route 28, South Yarmouth, MA.

Members Present: Chris Vincent, Chairman; Ken Driscoll, Tom Roche, John Barker, and Jack Hynes

Members Not Present: Dick Martin

Staff Present: Karen M. Greene, Community Development Director

Guests Present: None

List of Exhibits: None

Called to Order: 4:00 PM by Chairman Chris Vincent

1. COMMITTEE BUSINESS

The Committee discussed how to approach town meeting: present all three economic centers (EC), or just EC3, which is most developed. Chris Vincent noted that having all three districts ready will add significantly to the workload, i.e.: dimensional requirements, use table, etc. Ken Driscoll pointed out that the perception of EC3 is that it's for just one person. John Barker favored working on one district and doing it right; other districts will follow. Jack Hynes asked what will sell at town meeting; three districts may be easier than just one. Chris Vincent noted that the focus of these changes was not solely on amusement. Tom Roche noted the need to emphasize the year-round opportunities for employment.

On a Motion by Chris Vincent, seconded by Tom Roche, the Committee voted unanimously (5-0) to present all three districts at Annual Town Meeting: W. Yarmouth Rd. & Reindeer Ln. to Seaview Ave. & Angus; Seaview Ave. & Angus to Ocean Ave. & Yarmouth Country Cabins; Ocean Ave. & Yarmouth Country Cabins to Lyman Ln. & Wood Rd.; and to downzone the properties behind the Cavalier from B1 to R25.

The Committee reviewed parking bylaws from Buzzards Bay and Charlotte, VT and began a discussion about parking and curb cuts to be continued at the next meeting.

2. NEXT MEETING DATES

- February 1, 2012 – Planning Board Workshop
- February 6, 2012
- February 8, 2012 – tent. Outreach meeting

Adjournment: With no further discussion, on a motion by Chris Vincent, seconded by Jack Hynes, the Committee voted unanimously (5-0) to adjourn at 5:40 p.m.

Respectfully submitted: Dawn-Marie Flett

Approved on _____:

On a motion by _____, **seconded by** _____, **the Town Center Ad-Hoc Committee voted (?-?) to approve the meeting minutes of January 30, 2012, out of necessity, with** _____ **voting in favor.**

**TOWN OF YARMOUTH
MINUTES OF TOWN CENTER AD-HOC COMMITTEE OF
February 6, 2012**

The Town Center Ad-Hoc Committee held a meeting at 4:00 p.m. on **February 6, 2012** in the Hearing Room at the Yarmouth Town Offices, located at 1146 Route 28, South Yarmouth, MA.

Members Present: Chris Vincent, Chairman; Jack Hynes, Ken Driscoll, Tom Roche, John Barker, and Dick Martin

Members Not Present: None

Staff Present: Karen M. Greene, Community Development Director

Guests Present: None

List of Exhibits: None

Called to Order: 4:00 p.m. by Chairman Chris Vincent

1. COMMITTEE BUSINESS

The Committee discussed density issues and establishing baselines for hotel and residential uses. There was also discussion over whether to re-zone or create an overlay district, which doesn't take anything away from property owners.

2. MEETING DATES

- February 8, 2012 - Planning Board Outreach Meeting
- February 13, 2012 – Ad Hoc
- February 15, 2012 – Planning Board Outreach Meeting
- February 21, 2012 – Ad Hoc
- February 22, 2012 – Planning Board Outreach Meeting
- February 27, 2012 – Ad Hoc
- February 28, 2012 – Board of Selectmen

Adjournment: At 5:00 p.m. with no further discussion, on a motion by Dick Martin, seconded by John Barker, the committee voted unanimously (5-0) to adjourn.

Respectfully submitted,
Dawn-Marie Flett

Approved on _____:

On a motion by _____, seconded by _____, the Town Center Ad-Hoc Committee voted (?-?) to approve the meeting minutes of February 6, 2012, out of necessity, with _____ voting in favor.

**TOWN OF YARMOUTH
MINUTES OF TOWN CENTER AD-HOC COMMITTEE OF
February 13, 2012**

The Town Center Ad-Hoc Committee held a meeting at 2:00 p.m. on **February 13, 2012** in the Hearing Room at the Yarmouth Town Offices, located at 1146 Route 28, South Yarmouth, MA.

Members Present: Chris Vincent, Chairman; Jack Hynes, Ken Driscoll, Tom Roche, John Barker, and Dick Martin

Members Not Present: None

Staff Present: Karen M. Greene, Community Development Director; Consultants Renie Hamman and Nate Kelly.

Guests Present: Norm Weare, Brad Goodwin, and Bob DuBois (arrived at 2:45 p.m.)

List of Exhibits: None

Called to Order: 2:00 p.m. by Chairman Chris Vincent

1. COMMITTEE BUSINESS

The Committee discussed marking a pole or displaying a crane to illustrate an 80' building height. Consultant Nate Kelly made a PowerPoint presentation and explained the "park once" concept. He also noted the need for clear definitions. It may be necessary for the Committee to revisit some issues. There was also discussion over re-zoning versus an overlay district; boundaries; and the feasibility for moving the bylaw forward to town meeting.

2. MEETING DATES

- February 15, 2012 – Planning Board Outreach Meeting
- February 21, 2012 – Ad Hoc
- February 22, 2012 – Planning Board Outreach Meeting
- February 27, 2012 – Ad Hoc
- February 28, 2012 – Board of Selectmen

Adjournment: At 4:40 p.m. with no further discussion, on a motion by Tom Roche, seconded by Jack Hynes, the committee voted unanimously (6-0) to adjourn.

Attachment:

- a. Letter from Great Wolf Resorts regarding potential development

Respectfully submitted,
Dawn-Marie Flett

Approved on _____:

On a motion by _____, seconded by _____, the Town Center Ad-Hoc Committee voted (?-?) to approve the meeting minutes of February 13, 2012, out of necessity, with _____ voting in favor.

**TOWN OF YARMOUTH
MINUTES OF TOWN CENTER AD-HOC COMMITTEE OF
February 21, 2012**

The Town Center Ad-Hoc Committee held a meeting at 4:00 p.m. on **February 21, 2012** in the Hearing Room at the Yarmouth Town Offices, located at 1146 Route 28, South Yarmouth, MA.

Members Present: Chris Vincent, Chairman; Jack Hynes, Ken Driscoll, Tom Roche, John Barker, and Dick Martin

Members Not Present: None

Staff Present: Karen M. Greene, Community Development Director; and Renie Hamman

Guests Present: None

List of Exhibits: None

Called to Order: 4:00 p.m. by Chairman Chris Vincent

1. COMMITTEE BUSINESS

The Committee discussed boundaries, the size of the district, and the focus of the district. Jack Hynes noted that residential/motel is not a good mix of uses, as they are very different. He also suggested that an analysis be done to evaluate zoning with regard to existing lot sizes. The Committee also discussed signage, lighting, underground utilities, orphan properties and the motel cap.

2. MEETING DATES

- February 22, 2012 – Planning Board Outreach Meeting
- February 27, 2012 – Ad Hoc
- February 28, 2012 – Board of Selectmen

Adjournment: At 5:45 p.m. with no further discussion, the committee voted unanimously (6-0) to adjourn.

Respectfully submitted,
Dawn-Marie Flett

Approved on _____ :

On a motion by _____, **seconded by** _____, **the Town Center Ad-Hoc Committee voted (?-?) to approve the meeting minutes of February 21, 2012, out of necessity, with** _____ **voting in favor.**

**TOWN OF YARMOUTH
MINUTES OF TOWN CENTER AD-HOC COMMITTEE OF
February 27, 2012**

The Town Center Ad-Hoc Committee held a meeting at 4:00 p.m. on **February 27, 2012** in the Hearing Room at the Yarmouth Town Offices, located at 1146 Route 28, South Yarmouth, MA.

Members Present: Chris Vincent, Chairman; Jack Hynes, Ken Driscoll, Tom Roche, and John Barker

Members Not Present: Dick Martin

Staff Present: Karen M. Greene, Community Development Director

Guests Present: None

List of Exhibits:

- Memorandum from Tom Roche to Board of Selectmen, dated 2/6/2012
- Memorandum from Peter Q. Smith to Yarmouth Planning Board, dated 2/22/2012
- Memorandum from Peter Q. Smith to Board of Selectmen, dated 2/22/2012
- Memorandum from Tom Roche to Board of Selectmen, dated 2/23/2012

Called to Order: 4:00 p.m. by Chairman Chris Vincent

1. COMMITTEE BUSINESS

The Committee discussed feedback from Workshops and the CEDC memos outlining the reasons for postponing the Town Center bylaw and the motel cap bylaw. Tom Roche pointed out that the CEDC memo and the Planning Board's efforts are geared towards the hospitality industry. Chris Vincent commented that there needs to be some focus on year-round visitors and residents, and that an amusement-only bylaw will not get passed. Tom Roche and Ken Driscoll agreed.

The next steps will be to focus on parking, streetscapes, and the Use Table districts.

2. MEETING DATES

- February 28, 2012 – Board of Selectmen
- March 5, 2012
- March 12, 2012

Adjournment: With no further discussion, the committee voted unanimously (5-0) to adjourn.

Respectfully submitted,
Dawn-Marie Flett

Approved on _____:

On a motion by _____, seconded by _____, the Town Center Ad-Hoc Committee voted (?-?) to approve the meeting minutes of February 27, 2012, out of necessity, with _____ voting in favor.

**TOWN OF YARMOUTH
MINUTES OF TOWN CENTER AD-HOC COMMITTEE OF
April 9, 2012**

The Town Center Ad-Hoc Committee held a meeting at 1:00 p.m. on **April 9, 2012** in the Hearing Room at the Yarmouth Town Offices, located at 1146 Route 28, South Yarmouth, MA.

Members Present: Chris Vincent-Chairman, Ken Driscoll, Tom Roche, John Barker, and Dick Martin

Members Not Present: Jack Hynes

Staff Present: Karen M. Greene, Community Development Director

Guests Present: Nate Kelly, Horsley Witten Group, Consultant; Renie Hamman, RH Land Use Consulting, Consultant; Lou Nickinello; Bill Richardson; and Brad Goodwin

List of Exhibits:

- Updated Proposed Overlay District Use Table (distributed by Staff)
- Draft Outline for Town Center Overlay District (distributed by Consultant Nate Kelly)

Called to Order: 1:05 p.m. by Chairman Chris Vincent

1. COMMITTEE BUSINESS

Minutes of March 5, 2012; March 12, 2012; March 19, 2012; March 26, 2012; and April 2, 2012 were reviewed by the Committee. The minutes as a group were moved and seconded. Said minutes were unanimously approved with Member John Barker abstaining from the minutes of March 19, 2012. Consultants Nate Kelly and Renie Hamman explained the draft outline for the overlay district. Consultant Nate Kelly explained the proposed procedure of development in the Town Center Overlay District through Site Plan Review, Design Review and Special Permit appeals. A discussion on parking, signs, and sidewalks was held. A discussion on design guidelines and materials were held. It was proposed that the consultants would attempt to complete the final draft of the proposed overlay bylaw by the next meeting scheduled for April 23, 2012 to be held at 9:00 a.m. It was determined that Phil Dascombe from the Cape Cod Commission was also originally scheduled for this April 23 meeting to be held at 3:00 p.m. to provide an updated massing presentation. Staff will be contacting Mr. Dascombe to see if he is available to provide his presentation the morning of April 23rd, and if not, than asking if he is able to reschedule to April 30, 2012.

2. NEXT MEETING DATES

- April 16, 2012 – No Meeting, Patriots Day Holiday
- April 23, 2012 – Meeting is scheduled at 9:00 a.m.
- April 30, 2012

Adjournment: At 2:12 p.m. with no further discussion, the committee voted unanimously to adjourn.

Respectfully submitted: Karen M. Greene

Approved on _____:

On a motion by _____, **seconded by** _____, **the Town Center Ad-Hoc Committee voted (?-?) to approve the meeting minutes of April 9, 2012, out of necessity, with** _____ **voting in favor.**

**TOWN OF YARMOUTH
MINUTES OF TOWN CENTER AD-HOC COMMITTEE OF
April 23, 2012**

The Town Center Ad-Hoc Committee held a meeting at 9:00 a.m. on **April 23, 2012** in the Hearing Room at the Yarmouth Town Offices, located at 1146 Route 28, South Yarmouth, MA.

Members Present: Chris Vincent-Chairman, Ken Driscoll, Tom Roche, John Barker, and Dick Martin

Members Not Present: Jack Hynes

Staff Present: Karen M. Greene, Community Development Director

Guests Present:

- Nate Kelly, Horsley Witten Group, Consultant
- Renie Hamman, RH Land Use Consulting, Consultant
- Brad Goodwin, Bob DuBois, Lou Nickinello & Selectman Curtis Sears
- Phil Dascombe, Senior Community Design Planner, Cape Cod Commission
- Sharon Rooney, Chief Planner, Cape Cod Commission

List of Exhibits:

- Draft Town Center Overlay District Draft Bylaw (distributed by Consultant Nate Kelly)

Called to Order: 9:08 a.m. by Chairman Chris Vincent

1. COMMITTEE BUSINESS

Consultants Nate Kelly and Renie Hamman reviewed the proposed Draft Town Center Overlay District Bylaw with the Committee. It was noted that a few components of the bylaw were still pending such as the non-conforming regulations, viewshed regulations, and parking lot design. There were brief discussions on hotel/motels regulations, special permit criteria, mixed use, drive-thrus, and car washes. After a brief intermission, Cape Cod Commission Staff Members Phil Dascombe and Sharon Rooney made a presentation on the zoning and its relation to site design using the Great Island Plaza and surrounding properties as an example. There was a discussion on the improbability of developing properties to the height allowance of three to four stories and being able to fit parking, sidewalks, and buffers on many of the properties due to their smaller size. The Committee will take this information under advisement. Sharon Rooney also made a presentation on realigning Winslow Gray Road with South Sea Avenue.

2. NEXT MEETING DATES

- April 30, 2012 (no meeting scheduled)
- May 7, 2012

Adjournment: At 11:15 p.m. with no further discussion, the committee voted unanimously to adjourn.

Respectfully submitted: Karen M. Greene

Approved on _____:

On a motion by _____, **seconded by** _____, **the Town Center Ad-Hoc Committee voted (?-?) to approve the meeting minutes of April 23, 2012, out of necessity, with** _____ **voting in favor.**

TOWN OF YARMOUTH
MINUTES OF TOWN CENTER AD-HOC COMMITTEE OF
May 7, 2012

The Town Center Ad-Hoc Committee held a meeting at 3:00 p.m. on **May 7, 2012** in the Hearing Room at the Yarmouth Town Offices, located at 1146 Route 28, South Yarmouth, MA.

Members Present: Jack Hynes-Vice Chair, Ken Driscoll, Tom Roche, John Barker, and Dick Martin

Members Not Present: Chris Vincent-Chairman

Staff Present: None

Guests Present: Nate Kelly, Horsley Witten Group, Consultant; Renie Hamman, RH Land Use Consulting, Consultant; Brad Goodwin; Tom Nickinello; Norm Weare; Judy Still; and a Reporter from the Yarmouth Register

List of Exhibits:

- Revised 'Purpose' section of draft TCOD Bylaw; Revised draft Table of Uses with Footnotes and Questions; TCOD Drive-Through Design and proposed bylaw language; and Summary of proposed Permit Trail.

Called to Order: 3:07 a.m. by Jack Hynes

1. **COMMITTEE BUSINESS**

The handouts as listed above were distributed and briefly summarized by the Consultants and the Committee was asked to review them before the next meeting. They will be discussed at a future meeting. The Committee mentioned revising the 'water transportation' use to coincide with the appropriate districts and the possibility of allowing paddle boats and similar water uses. The Committee briefly discussed the proposed permit trail for the TCOD and stated concerns about the change of Site Plan Review from the current procedure to a Planning Board procedure. The Committee discussed with Nate Kelly the proposed parking bylaw for the TCOD. The Committee on request of guest Brad Goodwin discussed their desire to include parking garages – underground, accessory, and public – as an allowed use in the TCOD. There were brief discussions on the applicability of TCOD overlay versus the underlying zones, internal lot lines and mergers, density applicability on smaller than one acre lots, and signage.

2. **NEXT MEETING DATES**

- May 14, 2012 @ 3:00 p.m.
- May 21, 2012

Adjournment: At 4:40 p.m. with no further discussion, the committee voted unanimously to adjourn.

Respectfully submitted: Karen M. Greene

Approved on _____:

On a motion by _____, seconded by _____, the Town Center Ad-Hoc Committee voted (?-?) to approve the meeting minutes of May 7, 2012, out of necessity, with _____ voting in favor.

**TOWN OF YARMOUTH
MINUTES OF TOWN CENTER AD-HOC COMMITTEE OF
May 14, 2012**

The Town Center Ad-Hoc Committee held a meeting at 3:00 p.m. on **May 14, 2012** in the Hearing Room at the Yarmouth Town Offices, located at 1146 Route 28, South Yarmouth, MA.

Members Present: Chris Vincent-Chairman, Jack Hynes, Ken Driscoll, Tom Roche, and Dick Martin

Members Not Present: John Barker

Staff Present: None

Guests Present: Renie Hamman, RH Land Use Consulting, Consultant; Brad Goodwin; Tom Nickinello; and Bob DuBois

List of Exhibits:

- Draft Operational Regulations of the Yarmouth Planning Board
- Draft Non-conforming section of the draft bylaw
- Memorandum dated May 14, 2012 from Phil Dascombe, Cape Cod Commission

Called to Order: 3:05 a.m. by Chairman Chris Vincent

1. COMMITTEE BUSINESS

The Committee reviewed the draft bylaw and discussed the Maximum Residential Density section as it relates to necessary lot size. It was decided that other regulations would dictate lot size. The Committee decided to add studio apartments as an allowed unit size. The Committee decided that necessary lot area for a height of 48 feet would also be dictated by other regulations. The Committee decided to adjust the Frontage minimums to 75 feet in District 1 and 125 in Districts 2, 3, & 4. The Committee discussed changes to the impervious coverage maximums and decided to adjust them to 90% in Districts 1, 3, & 4 and to 80% in District 2 subject to opinion and advice from the Cape Cod Commission. The Committee reviewed the Questions list and Footnotes handed out last week in regards to the Use Table and decided that the Use Table and Footnotes will be added and further discussion will be needed.

2. NEXT MEETING DATES

- May 21, 2012 @ 3:00 p.m.
- May 28, 2012 – No Meeting (Memorial Day)

Adjournment: At 5:05 p.m. with no further discussion, the committee voted unanimously to adjourn.

Respectfully submitted: Karen M. Greene

Approved on _____:

On a motion by _____, **seconded by** _____, **the Town Center Ad-Hoc Committee voted (?-?) to approve the meeting minutes of May 14, 2012, out of necessity, with** _____ **voting in favor.**

**TOWN OF YARMOUTH
MINUTES OF TOWN CENTER AD-HOC COMMITTEE OF
May 21, 2012**

The Town Center Ad-Hoc Committee held a meeting at 3:00 p.m. on **May 21, 2012** in the Hearing Room at the Yarmouth Town Offices, located at 1146 Route 28, South Yarmouth, MA.

Members Present: Chris Vincent-Chairman, Jack Hynes, Ken Driscoll, Tom Roche, Dick Martin, and John Barker

Members Not Present: None

Staff Present: None

Guests Present: Renie Hamman, RH Land Use Consulting, Consultant; Nate Kelly, Horsley Witten Group, Consultant; Brad Goodwin; Tom Nickinello; Norm Weare; and Paul Rumul

List of Exhibits:

- Revised Draft Bylaw / revision date May 15, 2012 (redlined copy and clean copy)
- Revised Use Table and Footnotes / revision date May 15, 2012
- Memorandum dated May 14, 2012 from Phil Dascombe, Cape Cod Commission
- Draft Operational Regulations of the Yarmouth Planning Board

Called to Order: 3:03 p.m. by Chairman Chris Vincent

1. COMMITTEE BUSINESS

Consultant Renie Hamman reviewed the updated portion of the draft TCOD bylaw. The Committee discussed the definition of Gross Floor Area to be used for Maximum Commercial Tenant size and decided that the current draft was appropriate. Consultant Nate Kelly reviewed the draft Operational Regulations. The Committee discussed the proposed procedures and decided to keep the Site Plan Review procedure as is currently is; decided that the Planning Board will be the Design Review; and then the SPGA. The Committee with input from the Guests discussed the commercial tenant size limit and decided to eliminate the limit of "twice the square footage" for the special permit relief. There was discussion and decision by the Committee to allow Use Variances in the TCOD. There was additional discussion on the dimensional requirements in District 2, pursuant to the Memorandum from Phil Dascombe and it was decided to revise the front and yard setbacks to the current B2 regulations for District 2.

2. NEXT MEETING DATES

- May 28, 2012 – No Meeting (Memorial Day)
- June 4, 2012

Adjournment: At 4:45 p.m. with no further discussion, the committee voted unanimously to adjourn.

Respectfully submitted: Karen M. Greene

Approved on _____:

On a motion by _____, **seconded by** _____, **the Town Center Ad-Hoc Committee voted (?-?) to approve the meeting minutes of May 21, 2012, out of necessity, with** _____ **voting in favor.**

**TOWN OF YARMOUTH
MINUTES OF TOWN CENTER AD-HOC COMMITTEE OF
May 30, 2012**

The Town Center Ad-Hoc Committee held a joint workshop meeting with the Planning Board at 5:30 p.m. on Wednesday, **May 30, 2012** in the Hearing Room at the Yarmouth Town Offices located at 1146 Route 28, South Yarmouth, MA.

Committee Members Present: Chris Vincent-Chairman, Ken Driscoll, and Tom Roche (also Planning Board Members); Dick Martin; and John Barker

Committee Members Absent: Jack Hynes

Other Planning Board Members Present: Tom DiPersio and Norm Weare

Others Present: Karen Greene, Director of Community Development; and Renie Hammond, R.H. Land Use Consulting.

List of Exhibits: 5/23/12 letter from Richard Bevilacqua regarding re-zoning his residence to R-25; TCOD Zoning, Draft #3, dated May 29, 2012; and TCOD PB Regulations, Draft #2, dated May 29, 2012.

The meeting was opened at 5:30 p.m. by Tom Roche, Planning Board Chairman.

1. Town Center Zoning Joint Meeting with TCOD Ad Hoc and Design Review:

- a. Renie Hammond of R.H. Land Use Consulting distributed and reviewed the 3rd draft of the zoning bylaw (dated 5/29/2012) and the revised Planning Board regulations.
 - The goal is to gradually change the appearance of the district through attrition.
 - Zoning discussions included existing nonconformities (lot, structure, or use), densities, setbacks, lot coverage, internal roadways, viewshed, landscaping and buffers, signage.
 - Karen Greene will send the updated draft bylaw to Phil Dascombe and Sharon Rooney of the Cape Cod Commission, and invite them to the 6/11 Planning Board meeting.
 - Nate Kelly will review the Planning Board regulations at the Town Center Ad Hoc Committee meeting.
- b. Tom Roche noted a conversation with Paul Rumul from Davenport Companies asking for consideration in the Use Table for the existing auto dealership and potential marina dealer in District 2.
- c. Karen Greene read a letter from Richard Bevilacqua regarding re-zoning his residence to R-25. Each zone will be a separate bylaw on the warrant, and residential rezoning will also be a separate vote.
- d. There was a brief discussion about the procedure for creating a Growth Incentive Zone (GIZ) after the bylaws pass.

2. Next Meetings:

- a. June 4, 2012
- b. June 11, 2012

3. Adjournment: At 6:49 PM the Committee and Planning Board adjourned.

Approved on _____:

On a motion by _____, seconded by _____, the Town Center Ad-Hoc Committee voted (?-?) to approve the meeting minutes of May 30, 2012, out of necessity, with _____ voting in favor.

TOWN OF YARMOUTH
MINUTES OF TOWN CENTER AD-HOC COMMITTEE OF
June 11, 2012

The Town Center Ad-Hoc Committee held a meeting at 3:00 p.m. on **June 11, 2012** in the Hearing Room at the Yarmouth Town Offices, located at 1146 Route 28, South Yarmouth, MA.

Members Present: Chris Vincent-Chairman, Ken Driscoll, Jack Hynes, Dick Martin, and John Barker

Members Not Present: Tom Roche

Staff Present: Karen M. Greene, Community Development Director

Guests Present: Paul Rumul, Lou Nickinello, Renie Hamman, RH Land Use Consulting; Phil Dascombe, Cape Cod Commission; Tom Dipersio, Planning Board; and Erik Rhodin, Line Company Architects

List of Exhibits:

- Memo from Phil Dascombe, Cape Cod Commission, to CEDC dated 5/14/2012
- Email from Brad Goodwin to Chris Vincent & Karen Greene, dated 6/6/2012
- Emails between Erik Rhodin and Karen Greene, dated 6/6 - 6/7/2012
- Letter from Erik Rhodin, Line Company Architects, to Karen Greene, dated 6/10/2012
- Letter from Brian Braginton-Smith, Village Center Group, dated 6/11/2012
- Letter from Norfolk-Ram Engineering to Brian Braginton-Smith, dated 6/11/2012
- Operational Regulations of the Yarmouth Planning Board, 3rd draft, dated 6/8/2012
- TCOD Zoning, 4th draft, dated 6/7/2012

Called to Order: Chairman Chris Vincent opened the meeting.

1. **COMMITTEE BUSINESS:**

Karen M. Greene, Community Development Director, provided the group with background regarding the TCOD zoning bylaw and introduced Phil Dascombe from the Cape Cod Commission. The Commission had reviewed the 4/23/2012 draft bylaw, and Mr. Dascombe explained some of the Commission's observations:

- Create more variation in building placement, building bulk and mass, and alternative use mixes between the four districts in order to differentiate them.
- Consider reducing the overall length of the "Main Street" district by identifying areas where we want more intense development (i.e.: Winslow Grey/Rt. 28 intersection, but not Parker's River area). Main Street, Hyannis is 1 mile; the proposed 2-mile stretch is too big.
- Carefully consider tenant sizes; maybe include it as part of the purpose statement; maybe articulate a mix of tenant sizes or an average; maybe increase the size limit.

Discussion then moved to the waterpark, particularly the dimensions necessary to attract investors. Erik Rhodin of Line Company Architects reviewed the points outlined in his 6/10/2012 letter. Drafting zoning for 4 districts should take a few years. He recommended starting with District 3 and building out from there. District 3 has the potential to bring in people and revenue. It could allow visitors to park and walk.

Still to be addressed: higher hotel room density and higher residential density in District 2.

Lou Nickinello recommended creating a clear vision for both investors and residents. Investors need some level of certainty. If residents don't want it, they will vote it down at town meeting. Once there is an "investible bylaw," BSC has been engaged to provide some traffic analysis and additional drawings.

Adjournment: With no further discussion, the committee voted unanimously to adjourn.

Respectfully submitted: Karen M. Greene

Approved on _____:

On a motion by _____, **seconded by** _____, **the Town Center Ad-Hoc Committee voted (?-?) to approve the meeting minutes of June 11, 2012, out of necessity, with** _____ **voting in favor.**

**TOWN OF YARMOUTH
MINUTES OF TOWN CENTER AD-HOC COMMITTEE OF
June 18, 2012**

The Town Center Ad-Hoc Committee held a meeting at 3:00 p.m. on **June 18, 2012** in the Hearing Room at the Yarmouth Town Offices, located at 1146 Route 28, South Yarmouth, MA.

Members Present: Chris Vincent – Chairman, Jack Hynes – Vice Chairman, Tom Roche, Dick Martin, John Barker, and Ken Driscoll

Members Not Present: None

Staff Present: Karen M. Greene, Community Development Director

Guests Present: Renie Hamman, RH Land Use Consulting

List of Exhibits:

- Draft Use Table, dated 5/15/2012
- TCOD Zoning, 5th draft, dated 6/15/2012

Called to Order: Chairman Chris Vincent opened the meeting.

1. COMMITTEE BUSINESS:

The Committee continued reviewing and editing the TCOD bylaw by defining “Indoor Water Park Complex”; adding a minimum square-footage size for studio units; revising the water park height and setback limits; changing the allowed density to 20 units per acre in Districts 3 & 4; and updating footnotes.

Adjournment: With no further discussion, the committee voted unanimously to adjourn.

Respectfully submitted;
Karen M. Greene

Approved on _____ :

On a motion by _____, **seconded by** _____, **the Town Center Ad-Hoc Committee voted (?-?) to approve the meeting minutes of June 18, 2012, out of necessity, with** _____ **voting in favor.**