

**Task Force on Residential Zoning and Regulation**  
**Meeting Minutes May 6, 2022 (Remote Meeting)**

Members Present: Jeffrey Cusack, Kevin Gatlin, Jim Kivlehan, Carolyn McPherson, Mary Nee

Staff Present: Paul Lagg

Guests: Susan Comeau

Meeting was called to order at 12:00 pm by Mary Nee, Chair.

**Assessment of Phase I**

+ What Worked

- Team worked well together
- Good diversity of team member backgrounds
- Single topic focus (housing)
- Success, 5 amendments passed Town Meeting!
- Good use of outside experts
- Great staff work
- Outreach to Select and Planning Boards
- Time and effort contributed
- At key moments, members stepped up
- Communication went well
- Interim Report was clear and organized
- Meetings were well organized

-- Areas Needing Improvement

- Got off to a slow start
- Schedule too tight
- Too many meetings
- Team consultant

- Needed earlier analysis/consultation
- Need earlier coordination with Town Counsel
- Work plan efficiency
- Need a logic model to delineate desired outcomes/evaluation
- What we cannot anticipate
- Might need to revisit Phase I proposals

### **Action Steps to Improve Task Force work going forward**

- Utilize a logic model to identify desired outcomes
- Create a more detailed, reasonable, achievable workplan
- Secure early buy in on Phase II topics from, Select, Planning and Zoning Board of Appeals Boards
- Recruit two new Task Force members
- Early on create a vision for final report and write along the way

### **Preliminary Identification of Phase II Priorities**

Task Force comments in red, full description of topics included in companion power point

- Open Space Residential Bylaw
  - **Density bonus guidelines; may need to wait for wastewater plans**
- Commercial Use of Residential Properties/Short Term Rentals
  - **Determine if this is a problem**
  - **How to distinguish from commercial rentals (Airbnb etc.)**
  - **No regulations**
- Storage of Trailers/Campers
  - **Camper approval by Select Board in Bylaw but no criteria for decisions**
  - **Does not include work equipment or boats**

- **Issue does not come up often**
- Community Impact Fees for Certain Developments
  - **Requires development of certified “Local Comprehensive Plan”**
  - **Need input from Eastham Town Administrator and Finance Director**
- Development Limits
  - **No upper limit to site plan coverage**
  - **Threshold for site plan review**
  - **Tools for implementation?**
- Seashore District Regulations
  - **Complicated**
  - **Comes up about 3x per year**
  - **Need to understand federal reach/enforcement**
- Scenic View Protection
  - **No definition of hilltops, scenic views, or shadows**
- Historic Structures
  - **Review criteria subjective and does not included definition of neighborhood**
- Architectural Design Guidelines
  - **Current guidelines are not mandatory**
  - **Definitions are vague and need updating**
  - **Clear cutting a growing issue**
- Planning Board and Zoning Board Review Criteria
  - **Lack of clear definition around terms, character? Neighborhood?**
- Residential Review Waiver Procedure
  - **Technical issue**
  - **Process efficiency9kvgki**
- Abandoned/Neglected Properties
  - **Town Counsel input required**

**Exercise: Rank topics in relation to Priority and Difficulty achieving along a high/low grid**

**High Priority/High Degree of Difficulty**

- Architectural Design Guidelines/ review criteria
  - Included definitions for Scenic Views/Historic Structures
- Commercial Short-Term Rentals
- Development Limits

**These items were ranked highest for Task Force consideration**

- Community Impact Fees
- Density Bonus Criteria

**These items were put on hold pending other action**

**High Priority/ Low Degree of Difficulty**

- Abandoned/Neglected Property

**Requires legal counsel review and recommendation**

**Lower Priority/Lower Degree of difficulty**

- Residential Waiver Procedures
- Seashore District Regulations
- Storage of Campers and Trailers

**These were viewed as technical corrections that Paul could assess and propose to committee**

**Planning Requirements to Finalize Architectural Review and Development Limit Topic**

- Input needed from Select and Planning Boards, ZBA, Historic Commission

- Input from Real Estate and Development and Chamber of Commerce representatives
- Evaluate possible resources from Cape Cod Commission

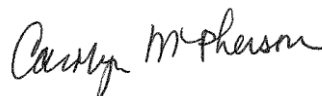
### **Next Steps**

- Mary will attend Joint Meeting of Town Board to gather input for Phase II work
- Mary/Paul will outreach to Cape Cod Commission
- Paul will be meeting with Planning Director for Seashore District
- Mary/Paul will seek feedback to Town Administrator regarding priorities/resource needs
- Recruit two additional members (one from ZBA another potentially an architect)
- Schedule two Task Force meetings,
  - July (finalize Phase II priorities)
  - August (finalize Phase II work plan)

Meeting was adjourned at 4:45pm

Respectfully submitted,

Carolyn McPherson, Clerk

A handwritten signature in cursive script that reads "Carolyn McPherson".