

Town of Provincetown Planning Board

Meeting Minutes October 4, 2000

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Members present: Gordon Gaskill (Chairman), John Paul Grunz, Anne Howard, David Nicolau and Richard Olson

Members absent: Jeff Carroll (alternate)

Other present: Judith Oset

**Agenda:
7:00 p.m.**

- 1. Work Session with Permit Coordinator**
- 2. Approval of Minutes**
- 3. Any other business that shall properly come before the Board.**

The meeting was called to order at 7:00 p.m.

Judith Oset passed out brochures announcing seminars to be held in the near future and appropriate for Board members to attend. It was decided that any members wishing to go could make up their minds soon and accompany Judith in her car.

Richard Olson wondered about the possibility of having Kopelman & Paige give workshop training seminars and then putting the seminars on video for training aids for future members. Judith said she was trying to arrange engaging a graduate student to assemble training videos which would be readily available in the basement library.

Judith began the work session by passing out the first of the forms she had devised for discussion purposes. The purpose of this meeting and these forms was to develop procedures toward making the Department of Regulatory Management a more user-friendly place and to encourage a customer service mentality. She is now creating forms for her staff detailing exactly how to handle requests in her absence. There are many rules regarding the specific time-frames between applications, hearings, etc.

The Approval Not Required (ANR) procedure, for example, technically requires a preliminary review. Judith quoted from the Massachusetts guidelines which indicated if an ANR is appropriate then the public hearing is not necessary. Judith will further research our compliance with state requirements.

Gordon Gaskill quoting from a letter dated November 30, 1999 from Kopelman & Paige said he read that you have 21 days for a hearing from the first application for an ANR.

John Paul Grunz, on the subject of applications, felt that the first step would be to not accept any incomplete applications. He also suggested that one of the important requirements of an application would be to have it signed by a certified engineer and/or surveyor. A space on the application for identifying the engineer of record might be another solution.

Thus it was decided: Each applicant will submit 6 copies of a certified engineer's plan and it will be date stamped on the back of each copy.

Also, under DRM procedures, the applicant will have to cite the specific Chapter 41 reference to his plan. Judith will keep the Board apprised as she researches further.

On the form entitled "Site Plan Review" there have been no substantial changes made; professional help will be sought for fine tuning. David Nicolau felt each plan should be presented with overlays so that changes can easily be read.

John Paul Grunz had a more economical idea for the presenters of plans; he suggested having all the changes to an existing structure highlighted. Changes would then be readily apparent.

A lot of discussion was spent on scale calculations with David Nicolau asking several times about whose responsibility it was. His exact question was, "Where does the buck stop?" John Paul felt the onus of scale calculation should be put upon the applicant. The issue seems to be an ongoing problem and is currently being worked on.

Judith Oset is also designing a form to be filled out for each applicant at each meeting. It would contain blanks for: case number, public hearing date, approved or denied plus conditions, as well as names of Board members who sat on the case. Judith felt it would help speed the process. The completed form could be given to her the same or next day for timely response.

Since David Nicolau wanted to recuse himself before the Locke property case was heard, it was decided to vote on the minutes of the last meeting.

Motion: Anne Howard made a motion to approve the minutes of the September 20th meeting. John Paul Grunz seconded it and it was unanimously approved.

Judith, taking a poll of the Board members, asked if they wanted a large joint meeting of the Department of Public Works Director, David Guertin, and Craig Weigand, the Water Superintendent, and herself. After a bit of conversation, the following was decided:

October 18th will be a work/strategy session for joint meeting and also a meeting with the Local Comprehensive Planning Implementation Committee re: Growth Management By-laws.

November 1st's agenda will be the joint meeting and perhaps the Locke property deliberation.

Discussing the Locke property, John Paul wanted to know exactly why the case was being brought before the Board. Judith said it was largely a procedural issue.

Motion: A motion to adjourn the meeting came at 8:40 p.m. It was unanimously approved.

THE NEXT MEETING WILL TAKE PLACE ON OCTOBER 18TH, 2000 AT 7:00 P.M.

Respectfully submitted,

Evelyn Rogers Gaudiano

Approved by _____ on _____
Gordon Gaskill, Chairman date