

**Town Council Zoning and Regulatory Committee**  
Selectmen's Conference Room 2<sup>nd</sup> Floor Town Hall Building  
367 Main Street Hyannis, MA 02601

Councilor Betty Ludtke Chair  
Councilor William Crocker Jr.  
Councilor John Crow  
Councilor Charles Bloom  
Vice President Kris Clark  
Jake Dewey, Chair, Zoning Board of Appeals  
Stephen Robichaud, Chair Planning Board

February 18, 2026  
4:30pm

**MEETING MINUTES**

Cynthia A. Lovell, Administrator, Town Council, opened the meeting at 4:30pm

Good afternoon, everybody. This is February 18th. It's 4:30 p.m., we are in the Selectmen's conference room, and this is the Town Council Zoning and Regulatory Committee that was formed on January 29th by the vote of the Town Council.

Cynthia Lovell, Town Council Administrator, took roll call: Steve Robichaud (Chair of the Planning Board); Jake Dewey (Chair of the Zoning Board of Appeals); Councilor Crow; Councilor Ludtke; Councilor Bloom; Vice President Kris Clark; Councilor Crocker.

The committee has full quorum.

Administrator Lovell read the following into the record:

*§ 37-6 Zoning and Regulatory Committee.*

*A. Purpose. The Zoning and Regulatory Committee will review and make recommendations to the Council regarding proposed zoning amendments and other proposed regulatory ordinances and amendments submitted to the committee by the Town Manager or by one or more Councilors. The Zoning and Regulatory Committee, on its own initiative, may submit to the Council proposed zoning amendments and other proposed regulatory amendments and ordinances.*

*B. All meetings of the Zoning and Regulatory Committee shall include a period for public comment.*

*SECTION 2. Article II, Absentee Members, is hereby amended by renumbering § 37-8 as § 37-7.*

Administrator to the Town Council opened up the floor for discussion and nominations for Chair of the committee:

Councilor Bloom asked Councilor Ludtke if she will accept the nomination if he nominates her.

Councilor Ludtke answered: I would accept it. Councilor Bloom made the motion to nominate Councilor Ludtke, Administrator asked for a second; committee members Jake Dewey seconded the motion, Administrator asked for any other nominations or discussions.

Councilor Ludtke nominated Jake Dewey, Committee member Stephen Robichaud seconded that motion, and added that he would like to have just a brief discussion about it.

“One thing just to think about for all of us is, you know, we had the privilege of hosting a discussion at the Planning Board about home occupation and commercial parking. We had between 40 and 50 people in the room, and it was charged. It was intense; it was emotional; we're going to be

dealing with a lot of difficult conversations and zoning items. So, it's going to be a lot on the shoulders, and just got to be ready for it, that's all. You know, one thing that, I know, President Tamash is, all about ensuring fairness and equality to the public. I'll give an example; I wasn't perfect about this when I started, if you got a room full of 40 people and somebody comes up and talks, you can't allow somebody extra time without allowing everybody extra time; so if somebody gets beyond the allotted time, then you're going to have other members of the public wanting that additional time as well as they deserve, another thing that tripped me up early on was people coming up for a second time. If somebody comes up for a second time, everybody gets to come up for a second time. So just putting it out there, it's going to be intense. And, um, let's just make sure we're ready for it, that's all."

Councilor Ludtke mentioned she likes the intensity of the meetings it is what is at the heart of our community. Councilor Ludtke stated "I mean, zoning is everything, if you look at some of the bigger, you know, movements and decisions like single family zoning, eliminating that, you know, Cambridge has done that. There's no single-family zoning in Cambridge. So, there's some big hot button issues. I was there at that meeting, and it was that audience was charged. It's an absolute way to put it. And I noticed one of the guys was wearing, I don't know if I say the name right. Niemeyer mufflers. Anybody know what that is? No. It was the guy who owned a muffler shop, and he felt he was wronged by his town in Colorado with some zoning issues. So, he spent a year or two making a fortified bulldozer, and he destroyed the town, and one of the commenters that evening was wearing that, that t-shirt. So, it's very charged. It's very important. So that's why I've been looking forward to this committee, because we've really got to take it seriously and do it fairly, just as you mentioned.

Committee member Jake Dewey stated to that point. Steven. Betty, I mean, I think maybe the next discussion of today's meeting should be maybe just to sort of put those parameters together. You know, are we going to limit public comment to three minutes and sort of set the committee's standards for that? because as you know, like with the ZBA, I have let it run. I just, you know, people sit through those meetings that long. I try to give them as long as they're on topic, the time to speak, but like you said, Steve, if you give someone 11 minutes, you must give the next person 11 minutes, you must keep it consistent.

Committee member Steve Robichaud stated "and I've done the same thing. There's been meetings where, if there's three people in the room, I'll let them talk as much as they want. The challenge with that is the next meeting could have 60 people in the room, and they could refer back to the prior meeting to say, how come last time he had ten minutes, and you tell me I only have three, so we've got to now, just like Jake said, set the set the ground rules now so the public knows what to expect. I'm going to tell you right now that with some of the things that are coming before this committee, we're going to have full rooms. So, we might want to you know, I always love the idea of just piggybacking on Town Council's rules, which is what Planning Board has now done."

Councilor Bloom agreed with the suggestion of following the Town Council rules. Committee member Stephen Robichaud also agreed that it is the safest benchmark on how to proceed

Councilor Ludtke mentioned "I'll say, you know, I don't agree with the three minutes. I like to let people speak as long as they like, and like Jake says, if they're being coherent. Once they start repeating themselves or drifting off topic or going to other subjects, then it's fair game. I think the three minutes is too arbitrary for this. The Town Council level things are supposed to be synthesized and kind of ready for more action. At this, I want to make sure we have the opportunity to really flesh it out so I would be more lenient."

Committee member Steve Robichaud added that three minutes is the opposite of arbitrary. I mean, at set time is the opposite of arbitrary. Arbitrary would be no set time.

Councilor Ludtke No, I think three minutes is an arbitrary time. I don't think three minutes has been studied is the perfect time to get across the thought or not. That's what I'm using.

Committee member Steve Robichaud is in favor of some sort of a set time. What that is, I don't know. But keep in mind, we could have 60 people in the room, right? We also must finish before midnight.

Councilor Bloom also agreed that a set time would be beneficial.

Committee member Jake Dewey reminded everyone that people can also send written public comments. Mr. Dewey always encourages people at the ZBA meetings that you can provide it in writing at whatever length and whatever exhibits are the things you want to attach. And we all receive it. So there's that, you know, component to, to keep meetings. You know, at midnight a meeting is no longer a public meeting. I feel like it is because the public's not all there anymore.

Councilor Bloom agreed with Mr. Dewey

Administrator brought the conversation back to the election process and reminded everyone that these parameters can be discussed after we have a Chair elected.

Committee member Stephen Robichaud stated "I'd like to say, I think when the committee was originally constructed or proposed, it was, constructed of all Councilor's; and then afterwards it was, broadened to include the chairs of both ZBA and Planning Board, to that end, I think that it might be better if a counselor headed off this meeting. No disrespect to Mr. Dewey at all.

Committee member Mr. Dewey agreed wholeheartedly too. If something can be brought forward as a recommendation to the council, I think it's appropriate that it's a councilor taking it from this committee to the to the council as well.

Administrator: We have two nominations on the floor. They've both been seconded, all those in favor of Counselor Ludtke. Administrator did a roll call vote due to member Dewey on Zoom.

Steve Robichaud (Chair of the Planning Board)	No
Jake Dewey (Chair of the Zoning Board of Appeals)	Yes
Councilor Crow	Yes
Councilor Bloom	Yes
Vice President Kris Clark	Yes
Councilor Crocker	Yes
Councilor Ludtke	Yes

Administrator asked for a Roll call Vote for the nomination of Jake Dewey

Steve Robichaud (Chair of the Planning Board)	Yes
Jake Dewey (Chair of the Zoning Board of Appeals)	No
Councilor Crow	No
Councilor Bloom	No
Vice President Kris Clark	No
Councilor Crocker	No
Councilor Ludtke	No

Committee member Stephen Robichaud: Got to stand by my nomination.

Councilor Ludtke is the Chair of the Town Council Zoning and Regulatory Committee.

Administrator to the Town Council turned the meeting over to Councilor Ludtke to continue the discussion: Administrator to the Town Council introduced James Kupfer, Director of Planning and Development to explain the following document to the members of the Committee: Mr. Kupfer sated the following

"This memo is related to the election of the chair; the chair is going to be tasked with some heavy lifting in between meetings. Mr. Kupfer suggested that this committee seek to set a schedule for this

committee, so in between each of those meetings, it would be great to have the ability to meet with the chair to discuss expectations, work product, and deliverables, because it is the hope, that this committee between Planning and Development and your Administrator to the Town Council are able to provide you with good assistance on this, and to that end, the following memo is just an initial list of zoning amendments for consideration, as the council is well aware, when establishing this committee, the whole goal here was, Planning and Development as well as the Council, were continually being requested to look at different zoning amendments, and there wasn't a real good early process to highlight those issues and have kind of a robust discussion and allow for the public to participate; hence the forming of this committee; and so I've established a list of just early zoning amendment topics for discussion. This is meant to assist the committee, to begin to prioritize which topics you would like to discuss early on, because as you can see, this is three pages, and this is just his work in reviewing what the town council has recently discussed with planning and development, what the Planning Board had discussed during some of their meetings recently, Zoning Board of Appeals, what they discussed at some of their board meetings recently, and are looking back at our local comprehensive plan that was recently adopted on our housing production plan that was recently adopted, as well as the final reports done by our Ad Hoc committees, trying to consolidate all that into one document for your guidance to begin starting to prioritize. I don't think we can prioritize tonight. That's not on our agenda. But at your next meeting, perhaps that is topic number one is begin to prioritize which items you would like to discuss first. And I will just highlight that this document is in no particular order. These are us building a list for you, but it's not a priority set by us. This is for your consideration. You. You've set that priority. So that's all I wanted to set the stage Ultimately, this group has got a lot of good work, hopefully ahead of them working towards amending certain zoning in our current zoning ordinance. And, you know, likely we're ticking off a few, uh, each year, perhaps, uh, if not more if, uh, if time allows. I'm happy to answer any questions regarding the following memo.



**Town of Barnstable**  
**Planning & Development Department**  
<https://barnstable.gov/Departments/planninganddevelopment/>



**TO:** Town Council Zoning and Regulatory Committee  
**FROM:** James Kupfer, AICP, Director of Planning & Development  
**DATE:** Wednesday, February 18, 2026  
**RE:** Initial List of Zoning Amendments for Consideration

Enclosed is a list of suggested zoning amendment topics that have been recently identified as priorities by Town Council, recent ad-hoc subcommittees of the Town Council, Planning Board, Zoning Board of Appeals and Planning and Development staff. The list also includes zoning amendments identified within the Town's Local Comprehensive Plan. The potential amendments are listed for discussion purposes only and are not ranked. The order of the potential amendments is not indicative of importance. This list may also not be comprehensive. The Committee may wish to add to the list from time to time as priorities arise.

The intent of this memo is to assist the Zoning and Regulatory Committee in establishing a priority list of zoning amendments to begin discussing in the 2026 calendar year.

**Zoning Amendment Topics for Discussion:**

**Amend the Town's zoning to light commercial along West Main Street with emphasis for integration of traffic mitigation measures and village center oriented design and scale. Consider prohibiting multi-family development of greater than 12 units along West Main Street and the Route 28 corridor as shown on the Future Land Use Map.**

This priority has been identified within the Town's Local Comprehensive Plan with an objective of reviewing zoning along West Main Street and the Route 28 corridor with regard to allowed uses, design regulations and for incorporation of traffic mitigation measures.

**Explore amendments to the Town's recreational and medical marijuana ordinances**

This priority was identified by Town Council in response to a Citizen's Petition. The objective is to explore options for allowing recreational retail and to examine updating the Town's existing recreational and medical marijuana ordinances.

**Strengthen the inclusionary affordable housing ordinance**

This priority has been identified within the Town's Local Comprehensive Plan, the Town's Housing Production Plan and was also recommended by two of Town Council SubCommittees: the SubCommittee to Review and Assess Zoning and Review the Town's Use of Regulatory Agreements and the SubCommittee to Assess and Recommend Strategies for Housing Creation Within the Town. The objective of this priority is to better understand how potential

amendments to the Town's inclusionary affordable housing ordinance would impact the feasibility of new development based upon real market conditions.

**Review of all of the Town's zoning districts related to signage regulations**

This priority was identified by the Zoning Board of Appeals with an objective to review each of the Town's zoning regulations related to signage to analyze existing dimensional requirements and other standards to develop suggested amendments.

**Review of all of the Town's zoning districts related to illumination and lighting standards in both commercial and residential districts**

This priority was identified by the Planning Board with an objective to review the Town's zoning regulations related to illumination and lighting standards to analyze existing specifications and develop suggested amendments.

**Review definitions defined within the Town's zoning districts**

This priority has been identified by Planning & Development staff with an objective to review definitions within the Town's zoning to increase efficiency of review and amend any antiquated definitions as applicable.

**Explore amendments to the Town's noise ordinance**

This priority was identified by Town Council with an objective to review the Town's noise ordinance to enhance regulations for noise within residential and commercial areas.

**Create an accessory structures ordinance**

This priority was identified by Zoning Board of Appeals with an objective to establish a definition for what an accessory structure is, and to establish requirements including setbacks, lot coverage, and maximum height related to the size and type of accessory structure.

**Create short-term rentals ordinance**

This priority was identified by Town Council with an objective to establish a definition for a short-term rental with restrictions related to minimum duration of rental, parking requirements, registration process, occupancy requirements, etc.

**Explore amendments to the Town's commercial vehicle ordinance**

This priority was identified by Town Council with an objective to implement restrictions related to the parking of commercial vehicles in residential neighborhoods. (Note: this amendment has been formally referred to the Committee by the Town Council).

**Explore amendments to the Town's home occupation ordinance**

This priority was identified by Town Council with an objective of limiting commercial activity in residential neighborhoods. (Note: this amendment has been formally referred to the Committee by the Town Council).

**Further refine the Town's Land Use Control for Flow Neutral Wastewater Management**

This priority was identified by Town Council with an objective to amend General Ordinances, Chapter 184 Sewers and Water to further refine the recently added Article V for establishing a Land Use Control for Flow Neutral Wastewater Management.

**Review of all of the Town's zoning districts for modernization of uses**

This priority was identified by Town Council with an objective to review the Town's zoning as a whole to identify antiquated uses for modernization (i.e. the current inclusion of blacksmith, confectioner, shoe shiner, etc.).

**Review the ground-mounted solar photovoltaic overlay district and battery energy storage systems for compliance with State regulations**

This priority has been identified by Planning & Development staff for compliance with State regulations.

Chair of the Committee Councilor Ludtke asked Mr. Kupfer about staff support, and who is providing that.

Mr. Kupfer stated: "So yes, my office will be supporting in terms of materials. Your Administrator will be working with agendas and minutes, but meeting materials will now be posted online, just like our Planning Board and our Zoning Board we're updating those now and you'll see them on the Town's website. There will be a Town Council Zoning and Regulatory Committee page; on the right side, there will be meeting materials, and it's going to go back to our laser fiche where Planning always uploads all our stuff. So, everything, including this memo will be on there. We're just working with it to, to finish that up, so that should be soon. Everything will be built on that web page. And yes, our office will be happy to support you."

Chair of Committee, Councilor Ludtke asked Mr. Kupfer about the seasonal communities. Mr. Kupfer answered, he did not list it because it's not per any amendment, but I think this group could have a very good discussion regarding that.

Chair of Committee mentioned that she and Mr. Kupfer have already spoken about some of the seasonal community stuff, and we as a Town Council have to decide, and there's some pretty serious zoning issues there.

Director James Kupfer answered; "Yes, that's a great point and that's actually a great example of how this could properly function. So seasonal communities, there's potentially two zoning amendments that may be required to be adopted by the town. If the town council is interested in moving forward with the seasonal communities, my thought would be I'm going to likely provide an update to the council to say, this is what this is a community, this is what's involved, if you're interested. Certainly, a recommendation back to send this to this committee to vet those two zoning requirements and offer potentially, if we're interested in an ordinance that would go back through the process so it would be properly vetted in public setting early on, as opposed to just say, yeah, planning and development, just go right in. So that's a perfect example. Yeah. And then that would be then added to this list. And maybe we could start prioritizing if you guys so chose."

Committee member Stephen Robichaud: A couple of questions if you don't mind.

1. The type of committee, this is a permanent standing committee, just like Planning Board and ZBA. Not an ad hoc.

Mr. Kupfer answered: That's correct. This is a standing committee.

Committee member Stephen Robichaud: Okay. I've heard a couple folks refer to it as an ad hoc, so I think we should just work to correct that public perception. In terms of terms for myself and Jake, if at some point I am no longer the chair of the Planning Board, then the new chair would basically take this seat. Correct.

Mr. Kupfer answered: It is written as the chair or their designee, I believe it is how it's written in the order and the updated ordinance.

Committee member Stephen Robichaud:

2. So, if a vote occurs and a change is made, then that change will be made here as well. Okay. And then the terms of councilor's coincide with their terms as councilor's I would assume.

Councilor Bloom answered: Yes.

Administrator to the Town Council answered: The Town Council re-forms committees at the end of every December when leadership is re-elected. The leadership asks that an email be sent to each Councilor to inform them that these are the committees that need members, and to please send your request to leadership or the Town Council Administrator as to which committee you would like to be involved in, some choose to stay on the ones they're on because they've worked already on the subjects given to them and they know what is involved in it; others say, you know what I'd like to change?

Committee member Stephen Robichaud asked: the last question was related to correspondence, I know there's a little bit of a nuance difference between how Planning Board does it and some other boards do it for Planning Board, any piece of correspondence that is received is saved on laser fiche. Will we be following that protocol?

Mr. Kupfer answered: "That was our plan. Unless you guys would like a different protocol. But yes, any communications received, we would upload it online that's under correspondence.

Chair of Committee Councilor Ludtke answered I'd love everybody to be able to see that.

Committee member Jake Dewey asked "So we are going to discretionary choose items as a board. We're not getting a request from the council to make modifications, is that correct."

Mr. Kupfer answered: "The council has referred to items. This committee can take those up now if you wish. Those two items are the Commercial Vehicle and the Home Occupation. It's at the committee's discretion. This is the council standing committee, the council did say, we want to refer these, but if they don't rise to your top priority, if there's other, very, urgent matters that you wish to look at, you certainly as the subcommittee can. But as you know, the five counselors here, you guys were part of the referring, so if you think that that was an urgent matter, you could put that at the top of the list.

Administrator to the Town Council asked that the members not discuss anything on the list or the two items referred to by Council, as they were not listed on the agenda to discuss.

Committee member Jake Dewey clarified that this Subcommittee here would create a relatively polished zoning amendment, one of the councilors on the subcommittee would take that to council as a zoning amendment to go forward. That then would be referred to Planning Board and then would go back to council for a vote as a Zoning amendment. Is that the process?

Mr. Kupfer answered: "Yes, so that's the ideal process not every one of them will probably transpire that way. But yes, ideally there would be a well-fleshed out zoning ordinance that would proceed. This committee would say these are our recommendations, we want to move forward with this, and we send this off to our Town Council leadership for their consideration. Anything that leaves here is simply a recommendation to the council, which then would have to initiate the process, just like how I presented the other night, it would be the first read, then Planning Board, Town Council. The whole reason for this committee is to, as Jake mentioned, kind of flush out all the issues ahead of time, not all of them, because things are going to arise during the process no matter what, but flush out a lot of it so that, as Steve referenced, that is, uh, one of his hearings for, say, commercial vehicle. We don't have that being their first opportunity to weigh in on a matter. So, this is really the first opportunity. Some of these may be discussions where we say, okay, we need more public input and we're not getting it here. And you may test planning development to go out and host a workshop or something like that. That's perfectly reasonable as well."

Committee member Jake Dewey stated: we are an advisory subcommittee. We are not making any policy changes. We are making recommendations to Council. That's hopefully polished with relative details involved and with public input already involved. But they'll obviously still be a public process at council and at planning board before it goes back to council for a vote, and then one other process question. Jim or Cindy? Quorum stuff is our we're a seven-member board, so for open meetings, we can't be more than three of us?

Town Council Administrator: Four committee members is quorum

Committee member Stephen Robichaud: "I just wanted to ask if you don't mind about marketing. I think that, Jim, you just mentioned a really good comment about this one of our roles is to really engage with the public and I think that's critical because if we do a bad job of that, then when it gets to the next level, a lot of new feedback could be received. Town council meetings. That's the show. It's wonderfully marketed. Everyone knows when it's going to happen. We've got to do a really good job

marketing this, so the public knows. So, you know, the blast, the social media, all that kind of stuff. So, I don't know if we can just think about that and make sure that we're maximizing the outreach.”

Chair of Committee Councilor Ludtke suggested coming up with a standard time that we meet and not vary from that.

Town Council Administrator suggested that this committee meet when our staff have the most availability. Opposite the Thursdays of Town Council meetings seem to be good with our TV crew as well as committee members tend to clear Thursdays because we're already booked every other Thursday for council meetings. The Hearing Room. And I think we need that as a bigger room for the public.

Committee members discussed and decided on the last Thursday of every month for the future meetings, unless a Town Council meeting is scheduled, then the committee will schedule the third Thursday as the meeting.

Committee members discussed the topic of public comment and agreed that 4 minutes would be the length, and if they needed to say anything more past the 4 minutes to submit that in writing to be distributed to the committee members.

Committee member Jake Dewey stated: “If someone has more points to submit in your argument, it's obvious you can put it in writing and submit it beforehand so that we will have that material before you come up as public comment and speaking.”

Chair of Committee Councilor Ludtke mentioned, but the thing with that is then the other people don't hear those because we don't read them. I've been to some committees where they read the letters, but if they're posted and available for all to read and see that would be fine too.

Committee member Councilor Crocker also agreed that it is great when we get it In writing it, you read it and then they can speak.

Committee member Stephen Robichaud mentioned his process at the Planning Board: “What I do at the Planning Board, and I know this might not be the right way to do it, but I say that everybody has three minutes, we're going to allow a one minute, whatever you call it, a window of wrapping up at three minutes. I say, you've reached three minutes; you now have one minute to finish your comments, and at four you do a hard cut off. If you wanted to do four minutes and say you have a one minute, wrap up to five and then we cut you off hard, I, I don't know.

Committee member Councilor Bloom’s opinion is in doing three minutes with the warning at the four minute, then the hard cut off. Committee members agreed that most make their point in the three-minute allowance.

Committee member Stephen Robichaud suggested Councilor Ludtke read the statement that President Tamash does at the beginning of each meeting to set the guidelines for those attending.

Administrator to the Town Council introduced Catherine LeDuc who came in tonight for public comment:

Catherine Leduc’s statement to the committee: “I don't want to interrupt all your chatting about how to do things right. So just for the record, Catherine Leduc, Barnstable Village. I just wanted to take a minute to share a few thoughts before you all get rolling on this busy agenda that you have. I'm really happy to see that it's now a standing committee. Like Steve said, zoning is important. zoning drives development. If you're seeing development projects come forward that you don't like, that's probably because something's not quite written up correctly in the zoning ordinance, the zoning ordinance, it's details. So that's another thing that you're going to see when you're reviewing the zoning ordinances. Those of you who are on the Ad Hoc committee before, it's a lot of details, and sometimes you must remember, you must step back from that to see what it is you're going to be getting. I think it's important to do your best. I know you will. I also want to share that, in in my opinion, many of the recent projects that have been coming forward don't really seem to be welcomed by the community. There's been a lot

of comments out there. Well, social media is not so important, but certainly at the council meetings and at the Planning Board and ZBA meetings to complain about these projects not quite being what we want to see. I think it's important that you hear that and translate that back down to what's in the zoning ordinance that doesn't quite match what it is that they're looking for, because there's something in there that's not right, and it may just be a language thing that needs some adjusting. As you know, I was on the previous Ad Hoc Zoning Committee with Councilors Bloom and Crow, and I'm happy to see everybody else here, too, but I want you to know that we spent a lot of time on public discussion. Some of it was lively. And then I have to say, some of the meeting rooms were empty. So, it's going to vary depending on what topic comes forward. I think that's certainly possible. Of course, for us, we were pooped out by the end of the week also. I just want to ask you to review the memo that our committee prepared for the Town Council. It's very detailed, and it covered a lot of topic areas that were less of a high priority. Perhaps you won't see those come forward right away, but they may be valuable for you to look at and decide whether or not you know, you really need to bring them forward. Some of them are mentioned in this material that Jim brought forward to you today, but some of them are not.

Chair of Committee Councilor Ludtke mentioned the report of the last committee is on the website for the Ad Hoc Zoning Committee.

Catherine Leduc stated: "I would urge you to look at that. It's a very lengthy document, but there's a lot of really interesting things there. I also want to mention on the timer, there's a timer on zoom that you can turn on. Yeah. So that's another option. As a member of the public the timer could be right on the screen here. So, it would be easy for everybody to know you only have 20s left or you're over your time, so it might be easy to just flip that switch on to. I think that is just something to think about. That's all. I just want to wish you luck with your work. It's your opening meeting and you're right you have a lot to do. Thank you. And I wish you all the best of luck. And I look forward to coming to these meetings as often as I can. The schedules are sometimes kind of difficult, but great. I look forward to that. Thank you very much.

Chair of Committee Councilor Ludtke thanked Catherine for her comments and thoughts.

Chair of Committee, Councilor Ludtke, opened the discussion for the first meeting after this one, I think we all should look at what the issues that Mr. Kupfer handed out this evening and maybe prioritize, you know, one through five, what we should do. It's a good idea. And then, you know, later will be the other ones.

Chair of Committee along with Mr. Kupfer asked the committee members to look at the list that was handed out and prioritize your list and send it to Mr. Kupfer for the next agenda. Councilor Ludtke would also like to look at the seasonal communities. Councilor Ludtke mentioned we do need to make that decision. I think sooner rather than later, I mean there's no time requirement, but it might be nice to really start looking at that. Councilor Ludtke asked Mr. Kupfer if there is any sort of a one sheet or something about seasonal communication communities that could be shared?

Mr. Kupfer answered yes, he will send that to the Administrator to distribute to the members of the committee by March 19<sup>th</sup>, we're meeting next week, so that the state can offer the guidance and regulations, because we have some concerns about the regulations when the final was sent. Mr. Kupfer would like to offer that to the full Council first. And if the Council says we're interested in Seasonal Communities, then add it to your list. And you're right. It's probably one of the top priorities at that point.

Mr. Kupfer discussed between now and March 19<sup>th</sup>, studying the list handed out tonight, feel free to give me a call or stop in and talk about any of the issues on the list. Then you can send me your priorities. But I think the agenda may wish to just say, subcommittee to establish priority list, and, and kind of leave that broad. And then you guys can each talk about at the first meeting what the priorities are. And I could put a spreadsheet together of what was submitted and maybe go down that list and say, why we think these are you guys. Can you take turns, talk about why you think these are a priority? And then at the end of that meeting, we have our what? Whatever it is. Top one, top three, top five of items.

Committee member Stephen Riobichaud stated: “It must be a discussion. You know, this is going to be a heavy lift. We're not going to get through any single one of these agenda items in one evening. It's just not possible. I put down some of the stuff that I think that we should think about. I think that our work must be grounded in, you know, the facts, the context, the preparation, not, you know, those first impressions and those initial opinions that we might want to jump to. We've got to look at the history of the zoning in an affected area; look at what and the why for the explanation for the existing zoning put in place. Why did the council make that decision? What led to that decision? What are the economic conditions that are relevant? The historic considerations, cultural community impacts, public comment, of course, and then stakeholder input. We've got to decide who needs to come to us and speak to us. What stakeholders do we need to hear from? I don't think there is going to be a meeting or two when we're done. I think we've got to really get a lot of context and dig in a bit. Background research, information gathering and the thoughtful analysis to get to some sort of a conclusion. So, I wanted to put that out there. It's a heavy lift. And I mean, I'm looking through the lens of, uh, hallmark and, uh, yeah, commercial parking, because that right there is a perfect example of what we're going to be dealing with and the challenges and nuances there. It could take months and months and months to try and work through all that.

Chair of Committee, Councilor Ludtke stated: “Well, it took months and months and months to get to these that were ultimately not successful, right? But it's to me, it's very important.”

Committee member Stephen Robichaud mentioned that it could be part of the conversation on the 19th where the discussion is I know that these were sent to us from council, but these are such heavy lifts. Are there others that we might be able to go through a little bit quicker to get some momentum? And do we maybe want to dive into those first and get some progress under our belt. You know, the work that's been done at the Ad Hoc committee, that memo can serve as evidence for us as exactly, you know, if something has been vetted, fully vetted in that memo, obviously, we don't need to go and redo that. But if we look at the memo and see something in there that's missing, you know, one thing that I think about is there was some discussion about possibly having some developer stakeholders at the table make some comments, but that never really came to fruition.

Councilor Bloom mentioned we also have to have the public that is affected by something, especially these two right here, because that's going to be one of the things that we'll have more of the other side and then we'll get together, which is fine. That's where they're, you know, arguing the wrong point. But I don't know how many residents will come out to bring the other side on such an issue because it's very volatile issue and, but it affects everybody's peace of mind.” Councilor Bloom will send his priorities to Mr. Kupfer but also mentioned the two Items that were referred by Council to this subcommittee, we can't forget about those.

Committee member Stephen Robichaud mentioned something he learned at the Planning Board is one of the nice things is opening an item and saying, what homework do we want to work on identifying? What are the action items we need to hear from? What do staff need to prepare? Now let's continue it and go on to the next one. So, from that lens we could handle a couple things a night. You know what I mean? Knowing that we're not going to bring it to fruition, we're just going to set some action items and then move on to the next.

Committee member Jake Dewey asked: “Jim, do you have any sort of data on what is coming before your department and the building department? Often, as you know, things that people are trying to navigate, zoning to make work, that maybe don't end up going for an appeal, you know, but they're shut down because they decide not they don't want to go to the VBA or the planning board. Do you have any of that sort of like data, or can you put together like a quick summary of some of those items? I mean, some of them work their way through us, but sometimes they don't. I think.

Mr. Kupfer answered: Yeah, I could give that some thought. I don't really have a good source for failed attempts at development, typically when they come in and they don't meet zoning, they are informed that and they go away or they try and go through the informal process and then later told that they don't meet zoning or they try and seek a special permit or variance through the ZBA. So really the

only ones that have made or that were successful are the ones that ultimately go to the ZBA. I can get back to you on that.

Committee member Jake Dewey asked if there was also anything that Commissioner Florence, where there's sort of gray areas. I know there are certain things that come to him that's like, you know, what's a candlestick maker that's still in our zoning bylaws? You know, he has to make these discretionary sort of decisions. So, I don't know if there's items that he would like to see cleaned up in our zoning bylaws as well. But maybe we will bring him in at some point to a meeting.

Committee members agreed that it was a good idea to bring in the Building Commissioner to ask him if there is anything he needs to be cleaned up to make his decisions easier.

Chair of Committee Councilor Ludtke discussed; "I talked to Jim a little about this and at the end of one of the Council meetings, Kris, you're the only one who was there when we did the zoning at the mall for multifamily housing, and that was a lot of effort for nothing.

Mr. Kupfer asked everyone to return their top priorities to him from the list by March 9, 2026

Chair of Committee asked for a motion to adjourn: Councilor Crocker made the motion to adjourn; this was seconded by Councilor Crow. Roll call vote taken.

Steve Robichaud (Chair of the Planning Board)	Yes
Jake Dewey (Chair of the Zoning Board of Appeals)	Yes
Councilor Crow	Yes
Councilor Bloom	Yes
Vice President Kris Clark	Yes
Councilor Crocker	Yes
Councilor Ludtke	Yes