



# Town of Barnstable Planning Board

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## Board Members

Stephen Robichaud – Chair    Tim O'Neill – Clerk    Mary Barry    Michael Mecnas    Raymond Sexton    Matthew Teague  
Paula Schnepf – Town Council Liaison

## Planning & Development Dept. Staff Support

James Kupfer, AICP, Director  
Kyle Pedicini, Assistant Director - [kyle.pedicini@town.barnstable.ma.us](mailto:kyle.pedicini@town.barnstable.ma.us)  
Karen Pina – Principal Assistant - [karen.pina@town.barnstable.ma.us](mailto:karen.pina@town.barnstable.ma.us)

## Town of Barnstable PLANNING BOARD Minutes July 28, 2025

Stephen Robichaud – Chairman	Present
Tim O'Neill – Clerk	Present
Mary Barry	Present
Michael Mecnas	Present
Raymond Sexton	Present
Matthew Teague	Present

*Also in attendance were Planning & Development Staff; James Kupfer, Director, Kyle Pedicini, Assistant Director, and Karen Pina, Principal Assistant*

Application materials may be accessed through the Planning Board website at:

<https://www.townofbarnstable.us/boardscommittees/PlanningBoard/default.asp?brd=Planning+Board&brdid=19&year=2023> or by contacting [Karen.pina@town.barnstable.ma.us](mailto:Karen.pina@town.barnstable.ma.us) or calling 508-862-4064.

**Notice of Recording**    The meeting will be televised live via Xfinity Channel 8 or high definition Channel 1072.

It may also be accessed via the Government Access Channel live stream on the Town of Barnstable's website:

<http://streaming85.townofbarnstable.us/CablecastPublicSite/watch/1?channel=1>

The Chair must inquire whether anyone else is taping this meeting and to please make their presence known.

**Call to Order**    Introduction of Commission and Board Members

**General Public Comment - None**

## **Subdivisions**

Bill Eagan has submitted as built plans and a request for Form M completion for Sub. No. 827 – *continued from July 14, 2025*

Chair Stephen Robichaud, received DPW memo this afternoon.

Jim Kupfer, there were some outstanding items DPW has noted. Minor things for developer to complete. Light posts weren't in the original plan. Minor mark up on the As Built plan. DPW feels this is substantially complete. Request for release of the final lot in this subdivision.

Bill Eagan in attendance, developer. 2 lots, 2A and 3A, both have frontage on Parker Lane. Previous covenant released for one of the lots. DPW memorandum. As Built had to do with a structure. Work done to granite swale. Initial sight visit on April 10<sup>th</sup>. Just received the most recent memo from DPW. Five bulleted items. Three have to do with grass that hasn't grown in yet. This has been re seeded. Light post, picture handed out – conduit there for hooking up. Trees, some removed, another picture handed out. 7.5 ft. right of way. This area was cleared as supposed to for Fire Dept. moved back a foot and a half. Electric manhole at corner of lot 3A. Does not show on submitted As Built plan, hands out picture. Doesn't know where the man hole came from. It's not part of the electric plan, this is just a random cover.

Chair Stephen Robichaud, sure that the grass will come in eventually. Trees look ok.

**Chair Stephen Robichaud entertains a motion, moved by Tim O'Neill to approve and grant a certificate of completion for Old Stage Road and Parker Lane, West Barnstable, Subdivision 827 as identified in the submission to the Planning Board, and to release the final lot for Subdivision 827 to the developer, seconded by Michael Mecnas,**

**Roll Call Vote:**

**Matt Teague - aye**

**Michael Mecnas - aye**

**Mary Barry - aye**

**Ray Sexton - aye**

**Tim O'Neill - aye**

**Stephen Robichaud - aye**

**Regulatory Agreements**

Reg. Agrmnt No. 2022-001, 442 Main Street, Hyannis request for second minor modification – *continued from July 14, 2025* -

Attorney Patrick Nickerson, representing the applicant. Presentation shown. 442 Main St. North St. and Main St. Explains what the original Regulatory Agreement (RA) had. Procedural history. Sept. 2024 was first modification request. This request is less intense. Platform and ramp being proposed. Setback relief, side. Are allowed as of right now.

Request No. 2 – clearance bar for max height. Drive through clearance bar.

Request No. 3 – HVAC East Elevation. East elevation views shown. Not visible from Main Street. All electric being considered.

Request No. 4 – was for configuration of windows on second floor. 8 windows on the North St. elevation, approved by Hyannis Main Street Waterfront Historic District Commission (HHDC) as well. Modify the monument sign. 8.5 ft. and 4 ft. 8 inches, exceeds. Error was made, background not taken into account. Brick base is higher than approved. Construct and leave the brick base. Would need HHDC approval for the monument sign with hydrangeas and hollys around base. Alternative.

Ray Sexton, plantings, may obscure the sign?

Attorney Nickerson, thinks what is being proposed give the height of the base, to help beautify it. No plantings wouldn't be as aesthetics pleasing. East elevation – DD signs, proposing only one instead of two. Main Street facing sign – blade sign for circular signs, need 4 sq. ft addition for the size.

Add sign on top of the clearance bar "Drive Thru "DD" sign. Was a scrivener's error – approved for menu board, internally illuminated. Went to HHDC in 2021 – did review canopy board. Menu Board features.

Waivers are being requested because internally illuminated.

Directional signs only want 3 – 5 were approved.

Chair Stephen Robichaud, what are the differences between a major and a minor amendment?

Attorney Nickerson, if more intense changes, could be major. These are minor and some are related to clerical errors. Signage. No additional units, no additional sq. footage. There are some waivers per current and previous zoning. Now we have fewer signs.

Chair Stephen Robichaud, clarifies that this is taking the place of the Speedway DD?

Jim Kupfer, specifically code minor amendment does not alter the use, intensity or stipulations – threshold.

Mary Barry, the signage, confirmation of where it is located.

Attorney Nickerson, south elevation and east elevation and north elevation facing parking lot. No changes to approved on Main Street.

Discussion regarding intensity

Chair Stephen Robichaud thinks the new is a good layout/design. Monument has to go to HHDC. Looks good.

Attorney Nickerson, some tweaks to the draft RA regarding red lined language. He references the changes.

**Chair Stephen Robichaud entertains a motion to approve, moved by Mary Barry to find that the amendments proposed qualify as a minor amendment and may proceed to the Town Manager for consideration, seconded by Ray Sexton,**

**Roll Call Vote:**

**Matt Teague - aye**

**Michael Mecnas - aye**

**Mary Barry - aye**

**Ray Sexton - aye**

**Tim O'Neill - aye**

**Stephen Robichaud - aye**

### **Housing Production Plan (HPP) Public Meeting Presentation**

Chair Stephen Robichaud gives a history review of what has happened and some changes to be made.

Jim Kupfer, presentation done. Went to Town Council (TC). They recommended further public outreach. Talked to different boards and committees and public comments. Red lined version based on those comments. We have reduced it quite substantially. Original was a whole look. General discussion – how to tackle the big picture. Focused for Affordable housing and this topic specifically. Will be on Laserfiche. Important to review one more time and ultimate goals and strategies.

HPP presentation - State Housing Plan Requirements. Looking for approved plan to get to the 10% for affordable units. Community Engagement 2022 – 2025.

Conservation is biggest and busiest in the state. Housing Goals and Summaries. 10%, goal number 1.

Stabilizing housing. Promote for public awareness. Planning, Policy and Zoning Strategies. Amend zoning.

Inclusionary. Zoning Strategies. Vacant and under utilized land. Local Initiative & Programmatic Strategies.

Housing rehab program. Examining water. Capacity.

**Local Initiative.** Affordable Housing Trust Fund. Regional Housing Services Office. Roles and responsibilities. Funding through different mechanisms.

Housing Production Plan Action Plan; Graph/table shown.

Goes to TC when Planning Board sends a recommendation. If TC moves forward then given to Town Manager. Would have approved for 5 years. Town of Barnstable's website, update tab will bring to document on website.

Chair Stephen Robichaud, Dec. 6, 2024, Planning Board highlighted 6 areas of focus that we would like TC to start with. Of the 6 strategies have any of those been changed/trimmed?

Jim Kupfer, of the 6, - 1 and 4 preserved. 2, 3, 5 and 6 are not here but are in the Local Comprehensive Plan (LCP). Big picture housing and wastewater management.

Chair Stephen Robichaud reads out 1 and 4 – from the letter sent to TC – letter dated December 6, 2024. This is an attempt to find a compromise to move things forward. Good to create a document to at least get going with. Thinks the 4 items that were moved should have stayed, but would like to get something done, there is a lot in the plan. Good start.

Matt Teague, in an effort to move forward - agree and recommend adoption. Wastewater is important. Treatment. What about lots that cannot be built on?

Mary Barry confirms, 2, 3, 5 and 6 are not completely lost? They are in the LCP?

Jim Kupfer, yes.

Ray Sexton, incredibly short sighted - endorse with notation that no. 5 is absolutely critical. This has to be addressed, wastewater issues. Maybe some notation for this. TC should reconsider the stance on water treatment.

Mary Barry confirms that these are all needed and prioritize 1 and 4.

Tim O'Neill confirms that we are recommendation to TC. Wastewater is most important, but they are all important.

**Chair Stephen Robichaud makes a motion to move adoption to Town Council as currently written, recommending prior statements for no 1 and 4, also strongly recommends no's 2, 3, 5 and 6 are added to the Housing Production Plan as we are unanimous on these, seconded by Ray Sexton,**

**Roll Call Vote:**

**Matt Teague - aye  
Michael Mecnas - aye  
Mary Barry - aye  
Ray Sexton - aye  
Tim O'Neill - aye  
Stephen Robichaud - aye**

**Nominations:**

**Tim O'Neill nominates Stephen Robichaud for Char, seconded by Michael Mecnas,**

**Roll Call Vote**

**Matt Teague – aye  
Michael Mecnas – aye  
Mary Barry – aye  
Ray Sexton – aye  
Tim O'Neill – aye  
Stephen Robichaud – aye**

**Chair Stephen Robichaud nominates Tim O'Neill for Vice Chari, seconded by Matt Teague,**

**Roll Call Vote:**

**Matt Teague – aye**  
**Michael Mecnas – aye**  
**Mary Barry – aye**  
**Ray Sexton – aye**  
**Tim O’Neill – aye**  
**Stephen Robichaud - aye**  
**Ray Sexton nominates Matt Teague for Clerk, seconded by Michael Mecnas,**  
**Roll Call Vote:**  
**Matt Teague - aye**  
**Michael Mecnas - aye**  
**Mary Barry - aye**  
**Ray Sexton - aye**  
**Tim O’Neill - aye**  
**Stephen Robichaud - aye**

**Staff Updates:**

Jim Kupfer, at TC 2 weeks ago. Downtown Hyannis Zoning Changes – all items have been pushed to August. Last TC’s meeting for first read. Have to put in a legal ad, toward end of September for Planning Board to consider.

Also, review of Unified Design Guidelines – HHDC has updated public art.

Kyle Pedicini, released survey for Open Space public meeting. Aug. 28<sup>th</sup>.

Chair Stephen Robichaud, Community Preservation Committee (CPC) fund for consultant. CPC power point presentation for Planning Board in September - to share with all. .

Great Streets.

Jim Kupfer, working to complete this. This is the two way Main and South Street and compliance and parking. Now have 75% design. Will do an outreach as well to greater Barnstable area. After public meeting, request for proposals for construction, probably this winter. Next year fall season and into Spring 2027. Restriping and stop signs. Six point intersection will be a roundabout. Some curve work for South and Main. Walkability. Multi mobile paths.

Main Street and Old Colony Road is a grant called bottle neck grant and does some slight improvements here and near the hospital. Shorter cross walks. No federal funding at this time - State grants

**Approval of Minutes**

Draft minutes of June 9, 2025

**Chair Stephen Robichaud entertains a motion to approve, seconded by moved by Matt Teague, seconded by Tim O’Neill,**

**Roll Call Vote:**  
**Matt Teague - aye**  
**Michael Mecnas - aye**  
**Mary Barry – aye**  
**Ray Sexton - aye**  
**Tim O’Neill – aye**  
**Stephen Robichaud - aye**

**Future Meetings:** August 11, and August 25, 2025, @ 7:00 p.m.

**Adjournment**

Chair Stephen Robichaud entertains a motion to adjourn, seconded by Michael Mecnas,

**Roll Call Vote:**

**Matt Teague - aye**

**Michael Mecnas - aye**

**Mary Barry - aye**

**Ray Sexton - aye**

**Tim O'Neill – aye**

**Stephen Robichaud - aye**

The meeting adjourned at 8:27 p.m.

Respectfully Submitted,

Karen Pina, Principal Assistant, Planning & Development

Further detail may be obtained by viewing the video via Channel 18 on demand at  
<http://www.town.barnstable.ma.us>