

APPOINTMENTS COMMITTEE MEETING

July 24, 2024

3:00pm

Councilor Jeffrey Mendes (Chair)
Councilor Kris Clark (Vice Chair)
Councilor Kristin Terkelsen
Councilor Seth Burdick
Councilor Charles Bloom

MEETING MINUTES

Chair of Committee Councilor Jeffrey Mendes opened the meeting of the Appointments Committee in the Selectmen's Conference Room at 3:30pm and made the following announcement:

This meeting is being recorded and will be rebroadcast on the Town of Barnstable's Government Access Channel. In accordance with Massachusetts General Laws Chapter 30A, Section 20, the Chair must inquire whether anyone else is recording this meeting and, if so, please make their presence known. This meeting will be replayed via Xfinity Channel 8 or high-definition Channel 1072. It may also be accessed via the Government Access Channel live video on demand archives on the Town of Barnstable's website: <https://streaming85.townofbarnstable.us/CablecastPublicSite/?channel=1>

The Administrator to the Town Council took Roll call, members present: Councilor Jeffrey Mendes (Chair); Councilor Kristin Terkelsen; Councilor Charles Bloom; Councilor Seth Burdick Councilor Kris Clark (Vice Chair)

Chair of Committee asked for a motion to approve the meeting minutes from the following meetings: May 01, 2024; May 06, 2024; May 15, 2024

Councilor Terkelsen made the motion to approve the meeting minutes as written, this was seconded by Councilor Bloom, all members present voted in favor of accepting the meeting minutes as written.

Chair of Committee welcomed Mr. John Murphy who has applied for the open position on the Licensing Authority as an Associate member to a term expiring 06/30/2027.

Town of Barnstable
Application Form
Board/Commission/Committee Application Form

Name: John Murphy Address: 10 Waterlashed Way, Massena, N.Y.
Mailing Address: SAME E-mail: MURPHYJ103@AOL.COM
Telephone: (H) 508 420 2077 (W) 508 894 2516 (Cell) 508 326 1249
Educational Background: WESTFIELD STATE COLLEGE - BS / Criminal Justice
Work Experience: POLICE OFFICER, FBI SPECIAL AGENT, PRIVATE INVESTIGATOR
Are you a resident and registered to vote in the town of Barnstable? Yes No If yes, please when & which committee:

REQUIREMENT: TO SERVE, YOU MUST BE A RESIDENT AND REGISTERED TO VOTE IN THE TOWN OF BARNSTABLE.

Please check (not more than five) of interest:

<input type="checkbox"/> Airport Commission	<input type="checkbox"/> Elderly & Disabled Taxation Aid Committee	<input checked="" type="checkbox"/> Licensing Authority
<input type="checkbox"/> Appeals, Hyannis Main Street Waterfront Committee	<input type="checkbox"/> Golf Committee	<input type="checkbox"/> Old Kings Hwy Historic District Commission
<input type="checkbox"/> Board of Assessors	<input type="checkbox"/> Historical Commission	<input type="checkbox"/> Planning Board
<input type="checkbox"/> Board of Health	<input type="checkbox"/> Housing Committee	<input type="checkbox"/> Recreation Commission
<input type="checkbox"/> Community Preservation Committee	<input type="checkbox"/> Human Services Committee	<input type="checkbox"/> Sandy Neck Board
<input type="checkbox"/> Comprehensive Financial Advisory Committee	<input type="checkbox"/> Hyannis Main Street Waterfront Historic District Commission	<input type="checkbox"/> Scholarship Committee
<input type="checkbox"/> Conservation Commission	<input type="checkbox"/> Infrastructure & Energy Committee	<input type="checkbox"/> Shellfish Advisory Board
<input type="checkbox"/> Council on Aging	<input type="checkbox"/> Jane Fabbagh Community Service Award Committee	<input type="checkbox"/> Trust Fund Advisory Board
<input type="checkbox"/> Cultural Council (Mid-Cape)	<input type="checkbox"/> JFK Memorial Trust Fund	<input type="checkbox"/> Waterways Committee
<input type="checkbox"/> Disability Commission	<input type="checkbox"/> Open Space Committee	<input type="checkbox"/> Youth Commission (high school students)
		<input type="checkbox"/> Zoning Board of Appeals

Signature: John Murphy Date: 5/26/2024

NOTE: The state conflict of interest law prohibits committee members from participating as such in any matter in which the committee member has a financial interest or in any matter in which any of the following have a financial interest: the committee member's immediate family or partner; a business organization in which the committee member serves as officer, director, trustee, partner or employee; or any person or organization with whom the committee member is negotiating prospective employment. "Immediate family" includes the committee member and spouse, and their parents, children, brothers, and sisters.
Are you aware of any such financial interests that would potentially impact your ability to fully participate as a committee member in the committee(s) on which you wish to serve? If yes, please provide a brief explanation.

YES

Page 1 of 2

May 26th, 2024

Barnstable Town Council

Re: Licensing Authority appointment application

Dear Town Council,

I am applying for an appointment to a vacant position on the Barnstable Licensing Authority. As you'll see from my resume, I have worked for organizations that serve a higher purpose. I would love to bring my skills, experience, and public service passion to the Barnstable License Authority.

At the Barnstable Police Department, I served as the Chief of Police liaison to the Licensing Authority for many years. During my time working with the Authority, I enjoyed providing leadership, building partnerships, and problem solving which helped me build productive relationships and achieve solid results.

I believe I possess a unique skill set of personal and professional experience gained during my almost forty (40) years of public service which would be an ideal fit for a position on the Licensing Authority.

Sincerely,

John Murphy

JM

JOHN MURPHY

SUMMARY

Dedicated and proactive professional with specialized training and experience in criminal investigation and leadership. Offering 40 years of experience in law enforcement and advanced skills in sensitive investigations. Have testified in Federal and State Courts, Been involved in multi-agency and international investigations developing world wide law enforcement contact. Have an in-depth knowledge of criminal law, regulatory guidelines and crime prevention.

SKILLS

- Criminal and Undercover Investigation Coordination
- Conducting Investigations, Interrogations, Interviewing Witnesses, Locating Individuals, Reporting and Documentation
- Analyzing Details, Intelligence Gathering, Researching, Report Preparation, Records Handling, Confidentiality and Data Protection
- Evidence Collection and Preservation
- Criminal Law Knowledge, Policy, Security, and Procedures Enforcement
- Judicial Procedures Knowledge and Testifying
- Controlled Tactical Operations
- Team Collaboration, Leadership, Judgement, Decision Making
- Problem Solving and Dispute Resolution
- Staff Supervision
- Professional and Courteous

EXPERIENCE

DETECTIVE LIEUTENANT, CRIMINAL INVESTIGATION UNIT

Barnstable Police Department | Hyannis, MA | March 2020 - September 2022

- Managed and conducted crime scene investigations for the collection of evidence relating to violent crimes, property crimes, narcotics, sexual assaults, financial crimes, cyber crimes and others.
- Managed and conducted surveillance of individuals, specific properties and events.
- Managed and opened criminal investigations involving violent crimes, property crimes, sexual assaults, financial crimes, and other violation of Massachusetts General Law
- Managed, executed, and obtained search warrants, arrest warrants and subpoenas for criminal investigation in full compliance with legal

Marstons Mills, United States 02648

508-326-1249

Murplnd103@aol.com

EDUCATION AND TRAINING

Special Agent
Federal Bureau of Investigation,
Quantico, VA
February 1997

Police Officer
Massachusetts Criminal Justice
Training Academy, Barnstable, MA
January 1984

Bachelor of Science
Criminal Justice
Westfield State University,
Westfield, MA
May 1981

protection

- Obtained and reviewed documented facts, statements, and police reports gathered from law enforcement officers, complainants, witnesses, and accused persons relating to criminal investigations for accuracy.
- Communicated information on proper procedure, judicial processes and successful strategies for criminal investigations.
- Mentored and coached staff by giving employees suggestions and feedback to improve job performance.
- Read and evaluated case reports for each Detective to assess accuracy and completeness.
- Evaluated employee performance, delivering individualized feedback and praise.
- Offered advise, guidance, and leadership to junior Detectives and Police Officers.

ADMINISTRATIVE LIEUTENANT, ADMINISTRATION DIVISION

Barnstable Police Department | Hyannis, MA | September 2019 - April 2020

- Developed administrative processes to achieve organizational objectives and improve office efficiency.
- Responded effectively and investigated sensitive inquiries or complaints from the community relating to professional standards/internal affairs.
- Collaborated with other departmental leaders to establish organizational goals, strategic plans, and objectives.
- Organized and maintained documents, files, and records.
- Determined staffing requirements, interviewing, hiring, and training new police officers.
- Assisted with other tasks outside duties and responsibilities during busy periods and staff absences.

LIEUTENANT, SHIFT COMMANDER, PATROL DIVISION

Barnstable Police Department | Hyannis, MA | December 2015 - September 2019

- Maintained knowledge of changes in laws and planned alteration of departmental strategies and policies accordingly.
- Studied crime reports to identify trends and strategize patrol and investigative responses.
- Positioned skilled staff in key areas throughout shift to optimize department productivity.
- Directed patrols in Town of Barnstable and worked with citizens to reduce crime in area.
- Managed the securing of evidence from crime scenes, bodies and secondary locations, carefully following sound evidentiary practices and chain of custody requirements.
- Mentored and coached staff by giving junior supervisors suggestions and feedback to improve job performance.
- Read and evaluated case reports from each supervisor and officer to assess accuracy and completeness.
- Managed and participated in high-speed vehicle pursuits and other emergency situations to ensure sound police practices and procedures were maintained.
- Evaluated and advised police supervisors, police officers and other personnel.

TASK FORCE COMMANDER

Barnstable Street Crime Unit | Hyannis, MA | May 2011 - December 2015

- Trained and mentored task force officers on correct procedures to maximize efficiency and protect public trust.
- Reviewed and assessed criminal prosecution information, including search warrants, citations and complaints.
- Reviewed paperwork and case files submitted by task force officers to verify accuracy and conformance to strict policies.
- Monitored and assisted with the serving of search warrants and arrest warrants in compliance with sound police practice and policy.
- Prepared, planned for and coordinated execution of search warrants, arrest warrants and task force operations.
- Worked successfully with diverse group of task force officers to accomplish goals and address issues related to violent crime and distribution of narcotics.
- Led operational planning teams to address crime problems and community crime complaints with minimal delays.
- Managed administrative needs of Street Crime Unit including recordkeeping and administrative report writing.
- Coordinated with local, state and federal law enforcement agencies relating to criminal investigations.
- Managed and participated in the patrolling of designated areas in unmarked patrol cars, on bicycles and on foot.

DETECTIVE LIEUTENANT-DETECTIVE SERGEANT

Barnstable Police Department | Hyannis, MA | July 2007 - April 2011

- Managed investigations and prepared criminal cases for court.
- Produced and submitted accurate and detailed reports to complete files and support criminal cases.
- Secured evidence from crime scenes, bodies and secondary locations, carefully following sound evidentiary practices and chain of custody requirements.

POLICE SERGEANT, PATROLMAN, PATROL DIVISION

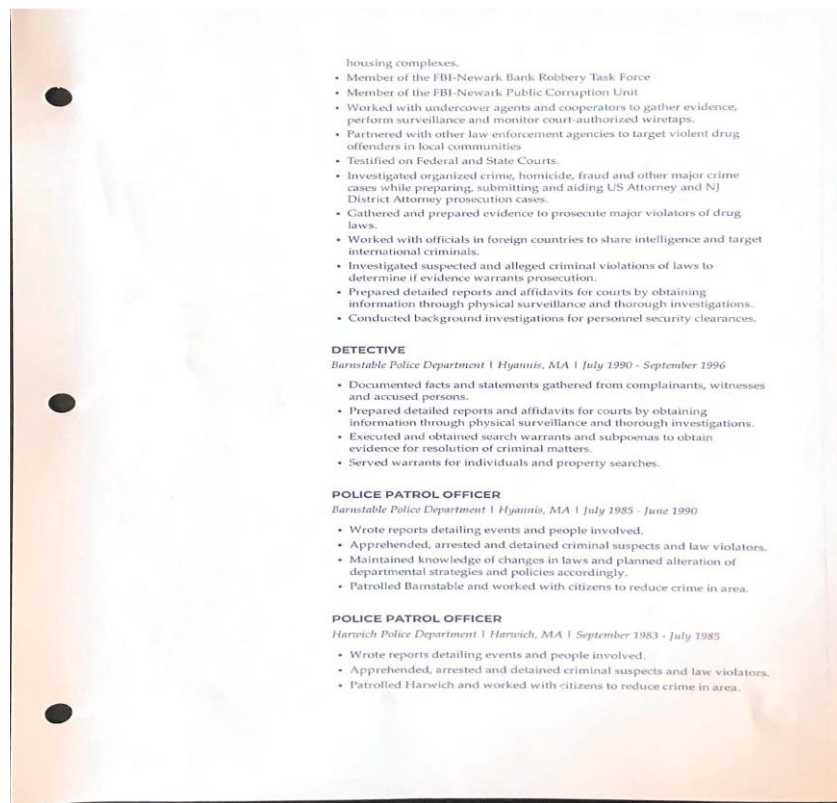
Barnstable Police Department | Hyannis, MA | April 2002 - June 2007

- Trained and mentored staff on correct procedures to maximize efficiency and protect public trust.
- Reviewed and assessed criminal prosecution information, including search warrants, citations and complaints.
- Responded quickly to calls, questions and complaints from citizens to help in various situations.
- Apprehended, arrested and detained criminal suspects and law violators.

SPECIAL AGENT

Federal Bureau of Investigation, FBI | Newark, NJ | September 1996 - March 2002

- Team Leader and member of the 9/11 World Trade Center attack as a Special Agent
- Member of the FBI-Newark Division Violent Crime/Gang Task Force focusing on violent crime and narcotics distribution in federal funded



Committee members discussed his interest in applying and asked why he was interested in the Licensing Authority. Mr. Murphy stated he was the liaison to the Licensing Authority for the Barnstable Police Department under Chief McDonald, and he has decided now that he is retired as of August 2022 after 40 years of law enforcement, he has the time to give back to the community, and thought that since he was already a liaison at one point that he would apply now that there is a position open. The Committee members thanked Mr. Murphy for applying, and stated that his impressive resume speaks for itself.

Committee members welcomed Dan Luczkow, MD who has asked to be reappointed for another term to the Board of Health expiring 06/30/2027

Dan Luczkow, M.D.

Diplomate, American Board of Emergency Medicine

16 Hill Creek Rd, Centerville, MA, 02632
Cell: 508-292-4270
Email: danlmd@yahoo.com

ABEM certification: 2017-2027
Massachusetts license no: 223191
DEA no: BL4887723

MEDICAL APPOINTMENTS

12/2018-current

First Physicians Corporation: Attending Physician, Tobey Hospital ED, Wareham, MA

- Press Ganey patient satisfaction avg 93

3/2009-12/2018

Falmouth Hospital, Falmouth MA: Attending Physician

- Treated 3400+ patients/year in both an ED and urgent care setting
- Member of Quality Committee
- Press Ganey patient satisfaction avg 90+

4/2005-12/2008

Cape Cod Hospital, Hyannis MA: Attending Physician

- Treated 5000+ patients/year in ED setting
- Member of Patient Complaint Committee

- 9/2001-5/2005 **North Central Baptist Hospital, San Antonio TX:** Chief of Emergency Medicine
- Led the ED in maintaining customer satisfaction ratings in the top 5% among ED's nationwide
 - Actively partnered with the administration at one of the fastest growing ED's in San Antonio
 - Member of the Medical Executive Board
- 7/1996-3/2005 **Baptist Health System, San Antonio, TX:** Attending Physician
- Practiced as a member of Emergency Physicians Affiliates at 5 different ED's with very diverse patient populations including inner city setting
 - Treated 3600+ patients/year
 - Member of the Audit/Policy Committee and Credentials Committee
 - Consulted on medical malpractice cases for local defense firms
- INTERNSHIP AND RESIDENCY**
- 7/1994-6/1996 **Johns Hopkins Hospital, Baltimore MD:** Residency in EM
- Achieved highest grade in the residency program on in-service exam
- 7/1993-6/1994 **Johns Hopkins Hospital, Baltimore MD:** Internship in EM
- EDUCATION**
- 8/1989-6/1993 **University of Massachusetts Medical School:** Doctorate in Medicine
- Co-authored *Needs Assessment of Interpreter Services at Worcester Area Hospitals* and was the keynote speaker presenting it at a city-wide conference. The paper was a runner-up in a national medical school competition and was the genesis of our current widespread use of interpreter services.
- 8/1984-6/1988 **Dartmouth College, Hanover NH:** Bachelor of Arts, Magna cum Laude

Dr. Luczkow has been on the Board of Health since 2020 and has enjoyed being a member. He enjoys what they do, and the Board of Health is a very busy board.

Councilor Clark mentioned that it looked like by the attendance records that a 3pm meeting is sometimes hard to do. Dr. Luczkow stated that some of the meetings as they are currently scheduled are hard for him, as he must get coverage for himself in order to attend a 3pm meeting. He is an Emergency Room doctor, and the commute from off Cape sometimes is not easy especially in the summer, but if the time was changed to 4pm he could see himself making more of the meetings on a regular basis, but he believes he has only missed three this year, and most was because of patient care.

Committee members asked what the biggest challenge he sees coming ahead for the Board of Health, and he mentioned housing, the demand is very high, and to get that connected to sewer is and has been a challenge for the town, the board of health has had a lot of variances filed regarding sewer, so its been busy with that area, and he sees it only getting bigger as the year goes on.

Committee members welcomed Mr. Eric Schwaab (previously interviewed) (Hyannis resident) who has applied for Hyannis Main Street Waterfront District Appeals Committee as a Hyannis resident to a term expiring 06/30/2025.

Town of Barnstable

Application Form

Board/Commission/Committee Application Form

Name: Eric Schwaab Address: 157 Melbourne Road, Hyannis, MA 02601

E-mail: eschwaab@gmail.com

Telephone: (Cell) 617-997-1817

Educational Background: MBA/UMass Boston, Reed College, BA

Work Experience: Director UX Design

Are you a resident and registered to vote in the town of Barnstable? Yes No Have you applied in the past? Yes No If yes, please when & which committee: Hyannis Historic Appeals (Application Pending)

REQUIREMENT: TO SERVE, YOU MUST BE A RESIDENT AND REGISTERED TO VOTE IN THE TOWN OF BARNSTABLE. Please check (not more than five) of interest:		
<input type="checkbox"/> Airport Commission <input checked="" type="checkbox"/> Appeals, Hyannis Main Street Waterfront Committee <input type="checkbox"/> Board of Assessors <input type="checkbox"/> Board of Health <input type="checkbox"/> Community Preservation Committee <input type="checkbox"/> Comprehensive Financial Advisory Committee <input type="checkbox"/> Conservation Commission <input type="checkbox"/> Council on Aging <input type="checkbox"/> Cultural Council (Mid-Cape) <input type="checkbox"/> Disability Commission	<input type="checkbox"/> Elderly & Disabled Taxation Aid Committee <input type="checkbox"/> Golf Committee <input type="checkbox"/> Historical Commission <input type="checkbox"/> Housing Committee <input type="checkbox"/> Human Services Committee <input type="checkbox"/> Hyannis Main Street Waterfront Historic District Commission <input type="checkbox"/> Infrastructure & Energy Committee <input type="checkbox"/> Jane Eshbaugh Community Service Award Committee <input type="checkbox"/> JFK Memorial Trust Fund <input type="checkbox"/> Open Space Committee <input type="checkbox"/> Licensing Authority	<input type="checkbox"/> Old Kings Hwy Historic District Commission <input type="checkbox"/> Planning Board <input type="checkbox"/> Recreation Commission <input type="checkbox"/> Sandy Neck Board <input type="checkbox"/> Scholarship Committee <input type="checkbox"/> Shellfish Advisory Board <input type="checkbox"/> Trust Fund Advisory Board <input type="checkbox"/> Waterways Committee <input type="checkbox"/> Youth Commission (high school students) <input type="checkbox"/> Zoning Board of Appeals

Dear Appointments Committee,

Thank you for considering this application to join the Hyannis Main Street Waterfront Historic District Appeals Committee. As I am one of a few souls to file an appeal before this committee, I thought I should share my experience and contribute to the long-term success of Main Street's revitalization by applying to fill the current vacancy on the Appeals Committee. I love historic structures and appreciate the importance of preserving them for future generations. I also respect the challenges businesses face operating profitably in

a highly regulated environment. Historic concerns about "character" can confound property owners and understandably lead to appeals.

My father had a love of old trains, and I spent many a weekend in his garage cutting, sanding, painting and assembling his model train landscapes as a boy. I put those skills to good use in college where I spent my summer months restoring 1880- 1890 Victorians in the historic Willemite River Valley in Portland, Oregon. My specialty was windows and trim and I enjoyed a reputation as a first-rate restoration specialist. My first home was a 1908 Victorian on the Main Street of a small community outside of Dallas and when I returned to Boston, I purchased a condo in a 1925 building where I actively participate in renovation projects. I currently reside in 1973 Cape ranch off Craigville Beach Road.

My wife and I purchased our home in Hyannis after several years of vacationing on the Cape. On Sundays, we often found ourselves strolling along Main Street and decided to make it our home. We've observed the push and pull of development in this area, and I've researched and published numerous articles on the history of Hyannis Main Street. I have a particular interest in preserving and restoring the old Hyannis Trust Company building as a Welcome Center for future guests to our community. As part of my preparations for the appeal of the Certificate of Appropriateness to demolish the old Hyannis Trust Company building, I prepared and presented a 30-page design brief on Main Street design guidelines. (See attached). Our guidelines for the historic District have changed over the years to allow more flexibility for business owners, property owners, and builders. This flexibility has opened the door to profiteering and very public misunderstandings as to the intent of the guidelines. My approach to these competing viewpoints is literal, but not strictly constructionist. In my opinion new construction should bear some resemblance to the guidelines as written.

I believe that for businesses to prosper on Main Street, the community needs to offer them our full support. And for Main Street to succeed as a destination on the Cape it is of outmost importance that we preserve the historic integrity of the area.

Thank you for your consideration,

Eric Schwaab

Hyannis, MA

Eric E. Schwaab
157 Melbourne Road
Hyannis, MA 02601
eschwaab@gmail.com

Professional Experience

2004 -2019 - User Experience Design Director

1993- 2003 - Interactive Media Producer

1981- 1993 - Financial Services/Start-ups

Education

MBA - UMASS Boston College of Management, Marketing and Analytics,

BA – International Studies/Economics, Reed College, Portland, Oregon

Publications

Roberts, Mary Lou and Eric Schwaab. *"Branding on the Internet,"* Encyclopedia of E-Commerce, E-Government, and Mobile Commerce

Recent engagements

Network Admin – Networked neighborhoods!

Implemented a neighborhood engagement tool for community news, history and local culture. Created cape-wide notification system and promoted civic engagement best practices online.

Director – User Experience, Platform Architecture

Established a User Experience team to support SaaS platform development for government sponsored savings plans. Provided insights, strategy, creative, and publishing services for an industry leading 529 College Savings platform and an emerging platform for state sponsored retirement plans.

Senior UX Lead - Product Strategy

Led product design for innovative problem oriented electronic medical record (EMR) in collaboration with Amazing Charts, faculty of the Harvard Medical School, and the leadership team at the MGH Computer Science Lab.

UX Consultant – Boston Area

Contract consultant providing user experience research, digital transformation, and interaction design services.

The following was given to the Appointments Committee members prior to the interview to be distributed.

Prepared by Eric Schwaab - December 11, 2023

Design Guideline and Regulation Comparison

A comparison of Hyannis Main Street Waterfront Historic Commission Guidelines (2012), Downtown Hyannis Design & Infrastructure Plan (2005), Cape Cod MF Housing Design Guidelines (2023) and Town of Barnstable Unified Design Guidelines Draft (2023)





Comparison

This presentation reviews guidelines and regulations for downtown Hyannis. We will try to make sense of the somewhat arbitrary distinction between guidelines and regulations. With the benefit of hindsight, consider the merits of older guidelines. And, we'll try to sort out the best possible path forward.

Hyannis Main Street Waterfront Historic District (2012)

This is a sensible guideline on form, spacing, scale and proportion.

This document was labeled a guideline, but it had regulatory force. Note use of the word "should" throughout the document.

Hyannis Main Street Waterfront Historic District Guidelines for New Construction

Building Form

New construction within the Hyannis Historic District should be based on historic architectural design concepts. These historic concepts should be blended with modern materials and building techniques to create new places that compliment the character of the district and, especially on Main Street, make an interesting and unique contribution to the overall streetscape.

- **Building Spacing** – Designs for new construction should observe the overall rhythm of building spacing along the street. Generally, the District has an urban density. This is especially true on Main Street, where buildings are often very close together or have no setback. Areas in the District with residential-style structures have greater side yards, but retain an urban feel.

- **Scale and Proportion** – New construction should be scaled to compliment adjacent and surrounding buildings. The height and width of nearby buildings should be considered. New construction should not overwhelm adjacent buildings or be too small or modest.



Historic building spacing on the east end of Main Street.

Downtown Hyannis Design & Infrastructure Plan

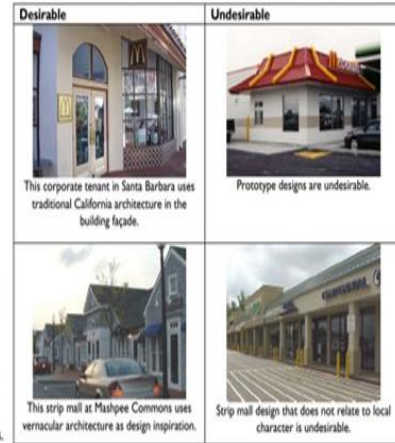
What is Character? It is the requirement that the building design shall relate to the surrounding neighborhood context in placement, scale, proportion and spacing.

2. Architecture

It is strongly encouraged that projects retain a licensed landscape architect in addition to the required registered architect to complete site and building design.

2.1 Character and Context

- 2.1.1 Building design shall relate to the surrounding neighborhood context in placement, scale, proportion and building spacing. It should take into consideration the unique qualities and architectural character of the surrounding area.
- 2.1.2 Development in areas with little, no, or poor immediate historic, cultural, or architectural character shall expand the area of influence to identify the local architectural context or establish a design vocabulary that builds on the maritime and historic character of the area, and fits with these guidelines for Hyannis.
- 2.1.3 Building designs and treatments that express corporate identity shall not take precedence over these design guidelines and such development shall conform to the historic and architectural considerations in these guidelines.
- 2.1.4 Buildings that are stylized in an attempt to identify a particular tenant, particularly where the proposed architectural design is the result of a corporate or franchise prototype design, shall not take precedence over these design guidelines and such development shall conform to the historic and architectural considerations in these guidelines.
- 2.1.5 The design of a building that occupies a pad or portion of a larger building or shopping center should share similar design characteristics and vocabulary. Precise replication is not desirable; instead, utilize similar colors, materials and textures, and repeat patterns, rhythms and proportions of other units to achieve unity. If surrounding units have little or no design qualities, the new design should establish a design vocabulary that builds on the historic architectural and maritime character of the area and fits with these guidelines for Hyannis.



Highlights

- Vernacular architecture similar to the Mashpee Mall or the Nantucket docks as a design expression is preferred.
- Effort should be made to reduce the perceived height of the building.
- Building frontages oriented toward the street are preferred.
- Roof shapes should compliment the neighborhood.
- Entrances should face the street and sidewalk.
- There is an interesting notion here of "levels of privacy" reflected in the design as usage transitions from public to private spaces.



Cape Cod Multifamily Housing Design Guidelines

Facades wider than 50' should be divided vertically by a recess or offset at least 7' deep and 10' wide

Roof shape or height must be changed at a maximum of 50' intervals

Cape Cod Multifamily Housing Design Guidelines Building Typologies

These Design Guidelines are meant to extend the unique natural landscape of Cape Cod into the future, ensure healthy and vibrant spaces, make the Cape more resilient and a contributor to the state's carbon emissions reduction goals, and ensure more productive built form outcomes, helping to build support for new housing.

This matrix includes diagrams for each building type, corridor building, medium and small multifamily types, townhouses, duplexes, and accessory dwelling units. Rows include building dimensional and sustainability standards, and general design guidelines for building materials, and building placement and orientation.

Building Typologies	A Corridor 10 units	B Medium Multifamily 7-12 units	C Small Multifamily 4-6 units	D Triplex 3 units	E Townhouses 2-3 units	F Stacked Duplex 2 units	G Semi-Attached Duplex 2 units	H Accessory Dwelling Unit
Typology Diagram								
Stories	3+	2-3	1.5-3	2-3	1-2.5	2-3	1.5-2	1-2
Suitable for Mixed Use	✓	✓	✓	✓	✓	✓	✓	✓
Max. Footprint	1000 sq ft max 1000 sq ft max	1000 sq ft max 1000 sq ft max	1000 sq ft max 1000 sq ft max	1000 sq ft max 1000 sq ft max	1000 sq ft max 1000 sq ft max	1000 sq ft max 1000 sq ft max	1000 sq ft max 1000 sq ft max	1000 sq ft max 1000 sq ft max
Max. Facade Length	50'	50'	50'	50'	50'	50'	50'	50'
Roof/Facade Pitch	12:12	12:12	12:12	12:12	12:12	12:12	12:12	12:12

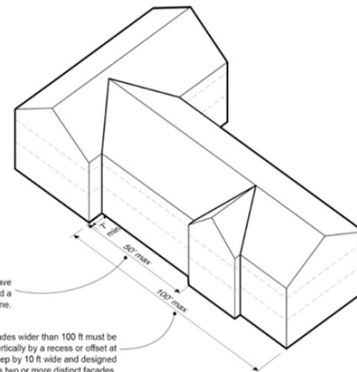
Highlights

It is recommended that facades wider than 50 ft must have a change in roof shape/height and a change in material or wall plane.

Natural cladding materials are emphasized.

Historic door and window patterns are recommended.

Ground floor window to wall ratio of a minimum of 60%.



Areas of Concern

- Artificial separation of requirements and guidelines.
- Very weak statement of design preference.
- No notion of building or neighborhood character.
- No references to street/pedestrian orientation.
- Weak detail on frontage zones and the importance of appropriately styled entrances and windows.



What is really happening here?

There is no clear distinction between guidelines and regulations. They should be presented in separate chapters. And, where there is overlap, the differences should be succinctly spelled out.

Furthermore, it is unclear whether or not the Unified Guidelines and Regulations are being layered over the Design and Infrastructure Plan (DIP). Is the DIP being eliminated entirely?

The DIP includes an important level of detail with practical examples which are wholly absent from the Unified Guidelines. (i.e. Art Supply Store photo – now Bee and Blossom Florist – clearly shows desired treatment for when a building is on two intersecting streets).

Does character matter?

All references to "building character" or "neighborhood character" have been removed from the Unified Guidelines.

Character is the most commonly cited objection to newer building designs. By removing all notion of character, we have effectively removed all significant historic considerations from the guidelines.

In the Downtown Hyannis Design & Infrastructure Plan "character" is defined as the requirement that the building design shall relate to the surrounding neighborhood context in placement, scale, proportion and spacing.

By removing the notion of character from the Unified Guidelines we have reduced the notion of character to signs, ornamental fences and lamp treatments.

What are we trying to achieve?

Without reference to "character" how are we to interpret the historical context we are trying to preserve? What is the sense of place we are trying to capture?

Previous Guidelines made specific reference to building vernacular and cited multiple references of specific design elements within the historic district. All of this detail is lost in the Unified Guidelines.

Surprisingly, no reference is made anywhere with respect to our expectations for the newly proposed form-based zoning. Neither the Cape Cod Guidelines or the proposed Unified Guidelines cite community expectation for 4 story construction planned for the area.

Conclusion

A “living document” needs to have strong bones. These design guidelines are still a work in progress.

It is imperative that a group of architects review this work before it is accepted by the combined Board/Commission.

Quality builders will eschew Main Street if we don't get this right.

Committee members welcomed Aaron Webb who is currently seeking reappointment on the Hyannis Main Street Waterfront District Appeals Committee to a term expiring 06/30/2025. Mr. Webb is a business owner in Hyannis, but lives in Centerville and was originally placed on the committee as the Hyannis Resident because there were no other applications for the open position in two years and the Committee was having quorum issues, he had submitted an application, and the Appointments Committee members at that time read the charge as the following:

*Term of office. There shall be a Historic District Appeals Committee consisting of three unpaid members appointed annually by the Town Council. The Committee shall include one member, where possible, from the Hyannis business community, **one member, where possible, who is a resident of Hyannis**, and one member, where possible, from the field of architecture or a related profession.*

When Mr. Webb applied there were no other applications on file for two years waiting, and no new applications other than his, so the Appointments Committee at that time recommended him to serve.

The Committee members were asked to recommend to the full Council another person for the Committee to Review and Assess Zoning and Review the Town's use of Regulatory Agreements After Mr. Kuhn could fulfill the obligation due to work commitments. Councilor Penn had suggested Mr. Seth Etienne, a schoolteacher here at Barnstable high School who has had a background in urban planning and design and felt he has a perspective of what is needed by being a teacher and listening to his students. Councilor Mendes feels he has a certain demographic that we are trying to capture on this committee so that all residents are represented. Councilor Terkelsen agrees with Councilor Mendes that he will bring a different perspective to the committee, with that said, Councilor Terkelsen nominated Adam Mirick to serve on this Committee. Town Council Administrator read the two names put forth for the open position on the Committee to Review and Assess Zoning and Review the Town's use of Regulatory Agreements, the first is Adam Mirick. Councilor Terkelsen nominated him, this was seconded by Councilor Bloom, the vote was taken

Councilor Bloom yes

Councilor Terkelsen yes

The second name put forth was Seth Etienne, Councilor Burdick made the motion to accept Seth Etienne as the next member Committee to Review and Assess Zoning and Review the Town's use of Regulatory Agreements, this was seconded by Councilor Clark, a vote was taken:

Councilor Mendes yes

Councilor Burdick yes

Councilor Clark yes

The Committee vote was Seth Etienne is the newest member to the Committee to Review and Assess Zoning and Review the Town's use of Regulatory Agreements, the Town Council Administrator will let the Chair of this Committee know of the recommendation.

The Committee discussed the Hyannis Main Street Waterfront Historic District Appeals Committee and the individuals that applied. Councilor Bloom recommended Stephen Peckham, a Hyannis District Resident, this was seconded by Councilor Bloom; Councilor Terkelsen recommended Mr. Schwaab, a Hyannis Resident, this was seconded by Councilor Clark. Town Council Administrator took a vote of the members present for Stephen Peckham

Councilor Bloom yes

Councilor Mendes yes

Councilor Burdick yes

Administrator took a vote for Eric Schwaab

Councilor Clark yes

Councilor Terkelsen yes

Mr. Peckham will be recommended to the full Council to serve on the Hyannis Main Street Waterfront Historic District Appeals Committee as a Hyannis District Resident to a term expiring 06/30/2025

Committee members discussed the Airport Commission individual that were interviewed prior: Michael Curtis interviewed on June 26, 2024; James Reynolds, interviewed on June 26, 2024; Paul Phalan, interviewed on June 26, 2024; Councilor Bloom recommended Paul Phalan, this was seconded by Councilor Terkelsen; Councilor Burdick recommended Michael Curtis, this was seconded by Councilor Clark. Administrator to the Town Council took a vote: Paul Phalan

Councilor Bloom yes

Councilor Terkelsen yes

Councilor Clark yes

Administrator to the Town Council took a vote: Michael Curtis

Councilor Mendes yes

Councilor Burdick yes

Paul Phalan will be recommended to the full Council to serve on the Airport Commission.

Committee members discussed the **Board of Health:** Paul Canniff consideration of reappointment as a regular member to a term expiring 06/30/2027 (interviewed on June 05, 2024); D. Scott Schmidt MD; Inna Podgornaya (both candidates interviewed on May 29, 2024) (Ms. Podgornaya is currently on the disability Commission) Christine Beer interviewed on May 02, 2024 currently serving on Council on Aging)

Councilor Clark recommended Paul Canniff be reappointed as a regular member to a term expiring 06/30/2027, this was seconded by Councilor Burdick, all members present voted in favor of the reappointment.

Councilor Clark recommended Dan Luczkow, MD, as a regular member to a term expiring 06/30/2027

This was seconded by Councilor Burdick, Administrator to the Town Council took a vote

Councilor Bloom no
Councilor Mendes yes
Councilor Terkelsen no
Councilor Burdick yes
Councilor Clark yes

Dan Luczkow, MD, will be recommended to the full Council to be reappointed to the Board of Health as a regular member to a term expiring 06/30/2027

The members decided to wait on the open position on the Board of Health before recommending anyone until the Town Council Administrator has reached out to Mr. Thomas Coyle who had interest about 6 months ago, and was interviewed for several committees, and placed on the Council on Aging Committee. Town Council Administrator will reach out to the past individuals that applied and/or were placed on other committees already to confirm with them if they are still interested, and also reach out to the current Chair and ask if any of the Associate members would like to move into that position.

The members decided to wait on the Zoning Board of Appeals so that 2 individuals that applied in February 2024 could be contacted and asked if they are still interested. The Committee has already interviewed Natalie Pittinger, for the open associate member position to a term expiring 06/30/2027 (interviewed on May 29, 2024) Councilor Burdick would like the Administrator to contact Paul Mazzola and Rodney Tavano and ask if they are still interested in the open position before making a decision. Chair of the Committee asked the other members if they agreed, all members concluded that if we are doing this procedure for the Board of Health, then we need to apply the same to the Zoning Board of Appeals.

The members discussed the reappointments : **Comprehensive Financial Advisory Committee:** Hector Guenther, as a regular member to a term expiring 06/30/2027; **Council On Aging:** John Jope, as a regular member to a term expiring 06/30/2027; Kathleen Strudwick, as a regular member to a term expiring 06/30/2027; **Disability Commission:** Sheila Mulcahy, as a regular member to a term expiring 06/30/2027; Lori Gillen, as a regular member to a term expiring 06/30/2027; **Historical Commission:** John Richmond, as an alternate member to a term expiring 06/30/2026; **Housing Committee:** Emily Cornett, as a regular member to a term expiring 06/30/2027; Evan Gaudette, as a regular member to a term expiring 06/30/2027; Donald Lynde, as a regular member to a term expiring 06/30/2027; **Hyannis Main Street Waterfront Historic District Commission:** Tom Doherty, as a Hyannis Business District Representative member, to a term expiring 06/30/2027; **John F. Kennedy Memorial Trust Fund Committee:** Robert Jones, as a regular member, to a term expiring 06/30/2027; Lynne Poyant, as a regular member, to a term expiring 06/30/2027; **Mid Cape Cultural Council:** Margeaux Weber, as a regular member to a term expiring 06/30/2027; **Recreation Commission:** Brendan Burke, as a regular member to a term expiring 06/30/2027; Tim Lus, as a regular member to a term expiring 06/30/2027; **Sandy Neck Board:** Richards French, as a regular member to a term expiring 06/30/2027; Thomas O'Neill, as a member-at large to a term expiring 06/30/2027; Maureen Piccione, a member-at-large to a term expiring 06/30/2027; **Waterways Committee:** Gregory Egan, as a regular member to a term expiring 06/30/2027; **Scholarship Committee:** John Marsden, as a regular member to a term expiring 06/30/2027; **Zoning Board of Appeals:** Emmanuel Alves, as an associate member to a term expiring 06/30/2027; Jake Dewey, as a regular member to a term expiring 06/30/2025

The motion was made by Councilor Terkelsen to recommend to the full Council the reappointments as written above. This was seconded by Councilor Burdick; all members present voted in favor of recommending to the full council the reappointments as written

Chair of Committee asked for a motion to adjourn, this was made by Councilor Burdick and seconded by Councilor Bloom, all members voted in favor of adjournment

Councilor Terkelsen yes

Councilor Mendes yes

Councilor Clark yes

Councilor Bloom yes

Councilor Burdick yes

ADJOURN: 5:30 pm