



Planning Department

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MEMORANDUM

To: Zoning Board of Appeals **Date:** March 19, 2015

From: Kristen Guichard, Assistant Town Planner *KSG*

Subject: Rules and Regulations for ZBA Adoption

The Planning Department respectfully submits three drafts of Rules and Regulations to the Board of Appeals for adoption consideration for: special permits, variances and petitions for appeals. Rules and regulations spell out application submission requirements and process for applications and hearings—they do not establish any zoning standards. Currently, no Board of Appeals rules and regulations exist except for checklists and papers intended for staff use. Rules and regulations are required under the statute, MGL Chapter 40A S. 9 (for the ZBA acting as a special permit granting authority), and S. 12 (for other business of the ZBA related to zoning matters; i.e. variances and appeals). Rules and regulations can be adopted at a public meeting and do not require a public hearing.

The Planning Department recommends the attached for adoption. In attempts to streamline the Land Use Departments' permitting processes it is formatted after existing special permit rules and regulations adopted by the Board of Selectmen and Planning Board.

Note that the proposed rules show a change filing fee. The current fee is based on the number of mailings required to parties in interest. Whereas, applicants today must pay for the mailing in addition to the filing fee, the current fee structure has become obsolete. Under Board of Selectmen policies, all changes to fees must be approved by them. Accordingly we submitted the proposed fee change to the Manager's office with request for approval.