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Town Planner's Review
Wednesday, July 24, 2019

- X. **Planning Board Rules of Procedure.** Review of extensive proposed changes to the Planning Board's Rules of Procedure.
- I recommend that the board review the proposed new draft and make any desired changes. Once the document is acceptable we will need to schedule a public hearing.

A while ago the Planning Board designated Barbara Dill and I to rewrite the board's Rules of Procedure. We completed a draft for the March 27, 2019 Planning Board meeting but discussion was essentially tabled given the board's busy agenda. With questions that arose recently about the public hearing process it was a reminder that we should address the rules.

The enclosed document is largely the same that was prepared for the March meeting except that we rewrote the section on public hearings. Here are the substantive items that are different in the proposed new version from the current one. Many thanks to Barbara for her work in preparing this new document.

- 1) Removes most items that pertain to the development review process that are contained in the regulations. These items should not be included in the board's Rules of Procedures except for particular procedures that are useful as quick reference for the board. Added references to Zoning Ordinance and Regulations. Sections 1.2 and 1.3
- 2) Includes a separate section on Members. Section II
- 3) Clarifies role of chair. Sections II.A. (current) and 3.2
- 4) Notes that we follow parliamentary procedure. Section 4.2
- 5) Expands comments about recusal. Sections III. C. (current) and 4.5
- 6) Revises order of business. Removes separate line for review of old minutes. Eliminates footnotes. Sections III. D. (current) and 4.6
- 7) Revises attendance. Sections III. E. (current) and 4.3
- 8) Expands nonpublic sessions. Section III. F. (current) and 4.11
- 9) Expands public comments. Sections III. G. (current) and 4.7
- 10) Revises submission of information and correspondence. Sections III. H. and VII. A. (current) and 5.4 and 7.1
- 11) Consolidated various references to public hearings into one section. Sections III. I., IV. A. 6, IV. C., and VII. E. (current). All new Section V.

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- 12) Remote participation. Requires that a quorum be physically present. Section III. J. (current) and 4.9.
- 13) Alternates. Adds that alternates cannot vote in straw polls. Sections III. K. (current) and 2.2
- 14) Adds preliminary review. Section 6.1
- 15) Revises the process a little for site walks. Sections IV. 5. (current) and 6.4
- 16) Removes requirement that the Planning Board approve forms. Section IV. A. 7. (current)
- 17) Removes provision about reconsideration. Section IV. A. 8. (current)
- 18) Removes provision about conservation subdivisions. Section IV. A. 9. (current)
- 19) Adds line about review of conditional uses. Sections IV. A. 10 (current) and 6.5
- 20) Revises procedure for public hearings. Sections IV. C. (current) and 5.1, 5.2, and 5.3
- 21) Makes minor changes to Changes to Approved Plans. Section IV. G. (current) and 6.8
- 22) Shortens Joint Meetings. Section VI. (current) and 9.1
- 23) Notes on annual report that it should be reviewed by the board. Sections VII. B. (current) and 7.3
- 24) Revises Planning Workshops. Sections VII. C. (current) and 4.13
- 25) Adds minor site committee and agricultural commission to appointments to committees and revised the language a little. Sections VII. D. (current) and 9.3
- 26) Eliminates reference to who sets the public hearing dates. Sections VII. E. (current) and 5.5
- 27) Communications outside of meetings. Revises language a little. Sections VII. F. (current) and 8.2
- 28) Adds terms and oath of office. Sections 2.3 and 2.4
- 29) Changes taking up new items of business after 10pm from 2/3 to majority vote. Sections III. D. (current) and 4.9
- 30) Adds annual meeting. Section 4.12
- 31) States that the board may hold other public hearings without sending notices if not otherwise required. Section 5.6
- 32) Adds a line about standards of conduct. Section 8.1
- 33) Adds removal of members. Section 8.3
- 34) Adds provision about representing the board. Section 9.2