

## ZONING BYLAW STUDY COMMITTEE

Town of Norfolk

June 16, 2002

Presented below is a summary of the operating procedures of the Zoning Bylaw Study Committee. This committee consists of five members appointed by the Selectmen (2), Planning Board (1), Zoning Board of Appeals (1) and the Board of Health (1). Also on the committee is a representative of the Building Department and Town Counsel is an ex-officio (non-voting) member to advise on issues of zoning acceptability as a liaison to the Attorney General.

### **Protocol/Policy**

The charge of the Committee is to review and comment on zoning bylaw amendments. The Zoning Bylaw Study Committee only acts on zoning changes recommended by the 5 appointing boards (Selectmen, Planning, Zoning and Health) and/or Town Commissions, Committees and Departments. In Addition, the Zoning Bylaw Study Committee reviews existing zoning bylaws for technical intent, enforcement clarity and criteria and conformance-conflict with other bylaws.

### **Committee Agenda**

1. Organize at the beginning of each calendar year to establish officers and solicit input on recent and existing zoning from the 5 appointing boards and the Building Department.
2. Prioritize zoning recommendations for article preparation typically at the Fall Town Meeting. If a zoning issue is presented requiring action at the Spring Town Meeting, it will be the highest priority.
3. Typically the Committee assigns research for each proposed zoning recommendation to one or more committee members to develop a scope outline of complexity, time assessment and a consideration for early public input.
4. In the spring of each year the articles determined to be feasible by the Committee for the Fall Town Meeting begin the preparation process. They are scheduled for review and action/research toward a June designation and the need for public hearings are finalized. They are then shared with Town Counsel for initial comment on those articles that are new or could have Attorney General interest regarding state statute restrictions and/or conflicts (public use, uniform applicability, etc.).
5. The draft Articles are issued to each of the 5 appointing boards and the Building Department in July-August. Draft articles are then submitted to the Board of Selectmen for incorporation into the Fall Warrant in September. Town Counsel is requested to make final comments prior to the closing of the warrant or at least provide comment on the range of changes allowed at Town Meeting.

### **Town Meeting Agenda**

1. After the articles are accepted for the Warrant, the Planning Board is requested to schedule a public hearing prior to Town Meeting. In addition there are typically presentations made to the Advisory Committee. If clarifications and/or changes are needed to Articles as a result of the public hearing, Town Counsel, Board-Department-Committee-Commission comments, changes are prepared for presentation at the Town Meeting.