



MINUTES OF MEETING **ZONING BYLAW REVIEW COMMITTEE**

Date: July 12, 2016

SCHEDULED TIME: 7:30 p.m.

Location: Duxbury Senior Center

Minutes Prepared By: Nancy Johnson

Members Present: Judi Barrett, Scott Casagrande, Nancy Johnson, George Wadsworth, Freeman Boynton, Jr.

Members Absent: Kathy Muncey

Also Present: Valerie Massard, Town Planner, René Read, Town Manager

Members of the public present: Sarah McCormick, Fernando Guitart

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2016 SEP - 1 AM 11:22
DUXBURY, MASS.

Meeting was called to order at 7:30 by the Chair, Judi Barrett.

Discussion

The committee had received a draft of revisions to the Neighborhood Business Districts from Horsley Witten Group, dated June 7, 2016. Judi Barrett would like to schedule a meeting with Nathan Kelly of Horsley Witten to have him present this draft and his recommendations and answer questions. Potential dates are August 2nd and August 11th. Although all ZBRC meetings are open to the public, Judi would like to be sure that the neighborhood businesses are aware of this meeting so they may plan to attend. René Read will notify the Duxbury Business Association.

Another document received on June 7th, 2016 is George Hall's markup for section 615. Issues to be resolved are clarity and permitting authority split, uncoupling special permits and site plan review (SPR), separating administrative SPR from special permit SPR. He had also forwarded examples of two other communities' rules and regulations governing special permits and site plan review. The intent is for us to review and clarify what can be put in Rules and Regulations, verses zoning.

There was some discussion about fall town meeting. Judi Barrett asked why we would not want to bring nonconforming uses and structures to the September town meeting. René Read said that while it is usually a good idea to have a fall town meeting to deal with zoning, he does not like to have a fall town meeting. The main reason for this year's September town meeting is for FEMA. There is a total of about a dozen articles on the warrant.

René suggested that the town consider having a complete re-write with a single voice from a new legal consultant. Judi Barrett said that it is very important that we have an experienced planner to correct the policy problems in the bylaw.

Valerie Massard stressed the importance of having the town planner involved with the entire process. She has been very concerned, because she had not been copied on previous submittals from the consultants. Judi Barrett will instruct George Hall and Nate Kelly to copy Valerie on all correspondence moving forward.

Valerie Massard would like to be sure that all stakeholders have a chance to be informed of all proposed zoning changes. Judi Barrett said that everyone in the town is a stakeholder, and it is our intent to have open public information meetings.

There was some discussion about the schedule of ZBRC's work. The proposed schedule had been outlined in previous minutes from January 12, 2016 to May 10, 2016. The town planner and all committee members have been copied on all of these minutes. The schedule was delayed due to a skipped meeting in April and late distribution of consultants' submittals. The package on definitions will be delivered before the next meeting. Valerie asked that we be very clear about what is on the agenda so she can notify the proper people to attend. Judi said the consultants also need to know when they will receive comments from the town. The schedule will be reviewed with the consultants and revised, and it will be maintained on the minutes moving forward.

The next meeting will be a discussion of the neighborhood business district and site plan review. René Read and George Wadsworth would like to see a list of documents needed for the next meeting with the consultants.

It was noted that the payment from the Anderson Kreiger invoice from December for ZBRC work has not yet been received. René said it will be paid promptly. He said that both consultants **must** be at the town meeting when the articles are on the warrant.

Valerie thinks that WPOD is too big for spring 2017 town meeting.

Minutes

Minutes from May 10th, 2016 were approved as amended. Minutes from June 14th were approved as written.

Next Meeting

The next meeting is scheduled for August 2, 2016, at 7:30 pm. Judi would like ZBRC members to come at 6:30 to discuss process, communication, schedule, and Town Meeting March 11, 2017.

Meeting adjourned @ 9:04 pm.

List of Documents and Other Exhibits Used at the Meeting: none

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