



TOWN OF MEDWAY
Planning & Economic Development Board
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Steps to Amend the Medway Zoning Bylaw

Q: Who may propose an amendment to the Medway Zoning Bylaw?

A: Any of the following - the Planning & Economic Development Board (PEDB), the Zoning Board of Appeals (ZBA), the Board of Selectmen (BOS), an individual owning land that would be affected by a change, a citizens' petition by registered voters in the community (10 for annual town meetings and 100 for special town meetings), and the regional planning agency (Metropolitan Area Planning Council (MAPC) - may submit a proposal to amend Medway's Zoning Bylaw to the BOS to be included on the warrant for a town meeting. In most cases, a Zoning Bylaw amendment is proposed by the PEDB. Zoning Bylaw amendments are usually considered at the annual Town Meeting in May.

Q: Who approves a change to the Medway Zoning Bylaw?

A.



TOWN MEETING

State law requires that any amendment to a municipal zoning bylaw must be approved by at least a 2/3 vote of Town Meeting. In Medway, there is a local requirement that at least 100 registered voters must be in attendance at a town meeting when a proposed amendment to the Zoning Bylaw is on the warrant. In Medway, town meetings regularly occur in May and November.

Q: Who reviews proposed amendments to the Medway Zoning Bylaw?

A: All proposed Zoning Bylaw amendments are discussed by the BOS at a public meeting before an article is placed on a town meeting warrant. Proposed articles are also reviewed by the Town's Legal Counsel. The BOS and the Finance Committee each recommend whether the proposed amendment should be approved.

State law also requires the PEDB to conduct a public hearing on any proposed amendment to the Medway Zoning Bylaw and to make a report to town meeting with its recommendation regarding adoption, further revision, withdrawal, or denial.



Q: *What happens at Town Meeting?*

A:



At Town Meeting, the proponent/sponsor of the proposed amendment explains the article and the reasoning for the modification. The PEDB provides its recommendation to approve, revise, deny or withdraw the proposed amendment. Attendees may ask questions and offer opinions. Changes may be made to the article which narrow the focus of the proposal; revisions cannot be made that expand the scope of the proposed amendment. Motions for action are provided by the Finance Committee. After discussion, Town Meeting votes whether to approve the proposed amendment. State law requires that zoning bylaw amendments must be approved by a 2/3 vote of those present at Town Meeting.

Q: *When does an approved amendment take effect?*

A: After a town meeting is adjourned, the Town Clerk prepares and submits documentation regarding an approved Zoning Bylaw amendment to the Massachusetts Attorney General's office for its approval. This documentation includes verification that all procedural requirements prescribed by state law have been complied with. The Zoning Bylaw amendment is effective on the date of the town meeting vote provided that the Attorney General's office approves the articles and the Town Clerk publishes the amendments in the community in accordance with state law.



For further information, please contact the PEDB office at 508-533-3291.