

**TOWN OF WENHAM
PLANNING BOARD
Administrative Rules and Regulations
Adopted January 14, 2016**

ARTICLE I. GENERAL

Section 1. Purpose and Scope

These Rules are adopted by the Wenham Planning Board (hereinafter referred to as the “Board”) as authorized by Massachusetts General Laws, Chapter 40A, Section 9, and the Town of Wenham Zoning Bylaw (hereinafter referred to as the “Zoning By-Law) Section 13.3.3, for the purpose of establishing uniform procedures for conducting the business of the Board which, in general, but without limitation, shall consist of hearing all applications coming under its jurisdiction as set forth in the Zoning By-Law and other By-Laws. Such matters of original jurisdiction, subject to conformance with these Rules, will in general consist of the following:

- (a) Receive and act upon, as a special permit granting authority, all applications for special permits as authorized by the Zoning By-Law; and
- (b) Receive and act upon all applications for site plan approval pursuant to Section 13.5.

The Board also has jurisdiction over the division and subdivision of land as set forth in G.L. c. 41, s. 81K - 81GG, and has adopted Subdivision Rules and Regulations in a separate document.

Section 2. Petitioner or Applicant

An application for a special permit or for site plan approval may be brought by a property owner, a tenant, a licensee, a prospective purchaser or other applicant provided that documentation from the owner certifying the petitioner’s legal interest and right to file accompanies the petition or application. The applicant shall file with the Town Clerk who shall transmit it forthwith to the Board. It is strongly recommended that all new applications be first reviewed by the Building Inspector or the Town Planner to assure their correctness, completeness and clarity.

ARTICLE II. ORGANIZATION

Section 1. Elections

At the first regular meeting following the qualification of annual electee(s), the Board shall elect a chairperson and vice-chairperson. Each shall serve until a successor is duly elected.

Section 2. Chairperson - Powers and Duties

The chairperson shall preside over all hearings and meetings of the Board. Subject to the rules as stated herein, he/she shall decide all points of order, unless overruled by a majority of the Board in session at the time. The chairperson shall appoint such committees as may be deemed necessary or desirable from time to time.

In addition to powers granted by Massachusetts General Laws and the Zoning By-Law, and subject to these Rules and further instructions of the Board, the chairperson shall supervise the work of the clerk, arrange for necessary help, and exercise general supervision over the Board’s activities.

Section 3. Vice-Chairperson

The vice-chairperson shall preside over hearings and meetings and perform the duties of the chairperson during the absence or unavailability of the chairperson.

Section 4. Clerk

A clerk shall be appointed by the Board, and subject to the direction of the Board and its chairperson, shall undertake all of the clerical work of the Board including all correspondence of the Board, sending of all notices required by law and the rules and orders of the Board, receive and scrutinize all applications for compliance with the rules of the Board, keep dockets and minutes of the Board's proceedings, compile all required records, maintain necessary files and indices and call the roll at all Board meetings.

Section 5. Quorum

A quorum for the purpose of conducting public hearings and transacting other business except voting on appeals, petitions and applications as provided herein, shall consist of three (3) members.

Section 6. Regular Meetings

Regular meetings of the Board shall be held on the second Thursday of each month, as necessary at times determined by the Board at a place specified in the meeting notice.

Section 7. Special Meetings

Special meetings may be called by the chairperson or at the request of two members. Written notice thereof shall be given to each member at least forty-eight (48) hours before the time set, except that announcement of a special meeting at any meeting attended by all members shall be sufficient notice. Notices shall be posted publicly as required by law.

Section 8. Absences

Pursuant to Town Meeting's acceptance of Massachusetts General Laws, Chapter 39, Section 23D, no member of the Board shall be disqualified from voting on any matter solely due to said member's absence from no more than a single session of the hearing at which testimony or other evidence is received; provided, however, that before any such vote, said member shall certify in writing that he/she has examined all evidence received at the missed session, which evidence shall include an audio or video recording of the missed session or a transcript thereof, such certification to be part of the record of the hearing.

ARTICLE III. SUBMISSION OF PETITION OR APPLICATION

Section 1. Application Form

Every petition and application for action by the Board shall be made on an official application form, entitled "Planning Board - Application for Hearing," which shall be furnished by the clerk upon request. Any communication, purporting to be an application, shall be treated as mere notice of intention to seek Board action, until such time as it is made on the official application form and payment of the applicable filing fee. To be a complete form, all information called for by the form shall be furnished by the applicant in the manner therein prescribed and in precise language identifying the applicable provisions of the Zoning By-Laws and the specific nature of the appeal, petition or application. The form to be used is hereby made a part of these Rules.

Section 2. Filing Period for Appeal

All applications may be filed at the discretion of the applicant. Applications to be heard at a regular meeting of the Board must be filed no later than the Thursday three weeks preceding the regular meeting.

Section 3. Submissions

Seven (7) copies of the application form shall be submitted and each application shall be accompanied by a plot plan prepared by and under the seal of a registered engineer or registered land surveyor showing current conditions and such other plans, sketches or diagrams as are needed to show clearly the nature of the specific request being made by the petitioner. The size of the document(s) shall be 8-1/2" x 11" or 11" x 17", drawn to a scale of 1" = 40' or such other size and scale as the Building Inspector might approve during the review discussion. The plans shall have a north point, names of streets, zoning districts,

property lines, dimensions of the subject lot, locations of buildings on the lot, parking areas, driveways and all other information pertinent to the application as required by the Zoning By-Law, other By-Laws or Rules and these Rules. All changes requested by the applicant shall be clearly identified.

Section 4. Filing Fees and Cost of Public Notice

The following administrative fees, pursuant to G.L. c. 44, s. 53E1/2, shall be provided to the Board with the submittal of the application:

- (a) An application for a special permit associated with a single family residence \$ 250
- (b) An application for a special permit for residential project in Senior Housing Overlay District, Independent Living Overlay District or Flexible Development \$ 1,500 plus \$200/ unit
- (c) An application for a special permit for a Personal Wireless Service \$ 2,000
- (b) An application for site plan approval \$ 1,000
- (c) An application to amend, modify or transfer a special permit \$100
- (d) All fees are established to cover the cost of and to otherwise defray reasonable expenses incurred by the Board in processing petitions and applications filed with the Board.
- (e) An application shall not be deemed filed until filing fee set forth above have been paid to the Clerk. In the event that the check does not clear, the application shall be dismissed as incomplete pursuant to Section 6, below, and the materials shall be returned to the applicant.
- (f) In addition to the above stated filing fees, the applicant shall be responsible to pay the cost of publishing public notice of any hearing in a newspaper. The clerk shall prepare the notice and arrange for publication. The newspaper may send an invoice directly to the applicant or through the clerk. The applicant shall pay any such invoice promptly upon receipt and failure to make timely payment shall be grounds for the Board to withhold a decision or deny an application.
- (g) The Town shall be exempt from payment of a filing fee, but shall pay the costs of publication.

Section 5. Outside Consultants and Fees

The Board may hire outside consultants for review and analysis of any appeal, petition, or application when the Board determines it appropriate. The cost for the outside consultants shall be borne by the applicant. The Board shall follow the requirements of the Uniform Procurement Act, G.L.c.30B, §4, for consultant services less than \$25,000.00.

The Board will select the consultant after reviewing both the bid and any comments received from the applicant pursuant to these Rules, but it normally will not formally award the contract until the review fee has been paid. If the applicant fails to pay the review fee within ten days of receiving written notification of selection of a bidder, the Board may deny the application.

Pursuant to G.L. c. 44, §53G, the Board, through this regulation, provides for an applicant's payment of the fees for outside consultants as set forth below:

- (a) When conducting any hearing pursuant to these Rules (the subject of which is hereinafter referred to as a "proposal"), the Board may determine that the assistance of outside consultants is warranted due to:
 - (1) the size, scale or complexity of the proposal;
 - (2) the complexity of particular technical issues;
 - (3) the number of housing units or square feet proposed; and
 - (4) the size and character of the site,

(b) The Board may require that the applicant(s) pay a review fee consisting of the reasonable costs incurred by the Board for the employment of outside consultants engaged by the Board to assist in the review of an application.

(c) In hiring outside consultants, the Board may engage engineers, planners, traffic consultants, attorneys, housing specialists and financial analysts, and/or other appropriate outside consultants who can assist the Board in reviewing and analyzing the proposal. The minimum qualifications shall consist either of an educational degree in, or related to, the field at issue of three or more years of practice in the field as issue or a related field.

(d) Funds received by the Board pursuant to this section shall be deposited with the Town Treasurer who shall establish a special account for this purpose in accordance with the provisions of Chapter 44, Section 53G of the General Laws. Expenditures from this special account may be made at the directions of the Board in connection with the hearing of a specific proposal for which a review fee has been collected from the applicant without further appropriation. Failure of an applicant to pay a review fee shall be grounds for denial of the application.

(e) Review fees may only be spent for services rendered in connection with the specific proposal from which they were collected. Accrued interest may also be spent for this purpose. At the completion of the Board's review of a proposal, any excess amount in this account, including interest, attributable to a specific project, shall be repaid to the applicant or the applicant's successor in interest. A final report of said account shall be made available to the applicant or the applicant's successor in interest. For the purpose of this regulation, any person or entity claiming to be an applicant's successor in interest shall provide the Board with documentation establishing such succession in interest.

(f) Prior to paying the review fee, the applicant may appeal the selection of an outside consultant(s) to the Board of Selectmen. The grounds for such an appeal shall be limited to claims that the consultant(s) selected has a conflict of interest or does not possess the minimum, required qualifications.

(g) The written appeal should specify the nature of the conflict of interest and detail the lack of required qualifications. A copy of the appeal shall be simultaneously provided to the Board.

(h) The time limit for the Board's action on the proposal shall be extended by the duration of any administrative appeal to the Board of Selectmen. In the event that the Board of Selectmen makes no decision regarding the appeal within thirty days following the filing of such appeal, then the selection of the Planning Board shall stand.

Section 6. Dismissal of Incomplete Filings

The Board may dismiss an application if the application form is not complete, the submissions required by Section 3 are not made, or the check does not clear. Such dismissal may be made without a hearing on the merits and shall be deemed a withdrawal without prejudice to refiling when the application and submissions are complete.

Section 7. Names and Addresses of Abutters

After the petition or application is filed, the clerk of the Board shall obtain immediately a list of the names and addresses of all parties in interest including the petitioner, abutters, owners of land directly opposite on any public or private street or way and abutters to the abutters within three hundred (300) feet of the property line of the applicant, as they appear on the most recent applicable tax list, as defined by Massachusetts General Laws, Chapter 40A, Section 11, and the Zoning By-Law. The assessors shall certify to the Board that list of names and addresses of all parties in interest.

ARTICLE IV. HEARINGS

Section 1. Notice

Notice of hearings shall be advertised as required by the provisions of General Laws, Chapter 40A, and the Zoning By-Law. In addition, a copy of the advertised notice shall be sent by mail, at least seven (7) days

prior to the date of the hearing, postage prepaid, or delivered, to all parties in interest and to the Board of Selectmen, Building Inspector, Department of Public Works, Conservation Commission and Town Clerk, and where determined appropriate by the Board, other Town boards and officials.

Section 2. Hearings to be Public

All hearings shall be open to the public and shall be conducted in accordance with the Massachusetts Open Meeting Law, Massachusetts General Laws, Chapter 30A, Sections 18 through 25.

Section 3. Representation and Absence

An applicant may appear in his/her own behalf or be represented by an agent or attorney. In the absence of an appearance without due cause indicated by the applicant, the Board shall decide on the matter either using the information it has otherwise received or dismissing the application, at its discretion, with or without prejudice.

Section 4. Continuances

A continuance may be requested by an applicant by written request submitted to the clerk in advance of a hearing or orally at a hearing. The Board may, in its discretion, allow or deny any request for a continuance. Unless notified in writing that a continuance has been granted, an applicant must appear at a scheduled hearing. Any continuance granted upon request of an applicant shall constitute an agreement by the applicant to extend the time limits for actions by the Board by the duration of the continuance and such agreement, at the request of the Board, shall be set forth in writing.

Section 5. Hearing Procedure

- (a) Hearings will start at the stated time in the notice unless delayed because of prior hearings.
- (b) At the hearing any party whether entitled to notice thereof or not may appear in person or by agent or by attorney.
- (c) At the hearing the chairperson may summon witnesses and call for the production of papers. The Board shall retain any record which has been introduced in evidence, for reference in the consideration of the case.
- (d) No person shall address a hearing of the Board without leave of the chairperson, and all persons shall, at the request of the chairperson, be silent. If a person, after warning from the chairperson, persists in disorderly behavior, the chairperson may order him/her to withdraw from the hearing, and, if he/she does not withdraw, may order a constable or any other person to remove him/her and confine him/her in some convenient place until the hearing is adjourned.
- (e) The chairperson may close the hearing immediately if, in his/her opinion, these Rules are being violated and/or the hearing is becoming disorderly.
- (f) The chairperson will open each hearing by reading, or causing to be read, the notice as advertised.
- (g) The applicant or his/her representative will then present his/her case, stating fully the reason(s) why the application should be granted.
- (h) When the applicant or his/her representative has concluded the presentation, the chairperson will allow all those in favor of the matter under consideration to speak. Those who wish to speak will rise, address the chairperson, give their names and addresses, then proceed.
- (i) When all those in favor have spoken, the chairperson will then allow those in opposition a similar opportunity to be heard.
- (j) Rebuttals may only be allowed at the discretion of the chairperson.
- (k) Similarly, no cross-examination will be allowed, although questions seeking information and deemed relevant by the Board may be allowed at its discretion.

- (l) Members of the Board who are hearing the case may direct appropriate questions during the hearing.
- (m) When all facts have been presented, the chairperson, after motion, will close the hearing and inform the petitioner or his/her representative and others present that they will be notified of the Board's decision.
- (n) In the event an applicant fails to appear at a scheduled hearing, the Board may continue the matter or, in its discretion, dismiss the matter. Unless the Board indicates otherwise in its decision, any such dismissal shall be deemed a withdrawal without prejudice to refileing the application.

Section 6. Information to be Furnished to the Board

An applicant may submit written materials in advance of the hearing, at the hearing or at any time prior to close of evidence at the hearing. With the Board's permission, an applicant may submit material subsequent to the close of the hearing, such as a revised plan, but only if the substance reflected in such material was presented at the public hearing and the Board does not rely on such material as evidence. Any legal memorandum must be submitted at least 14 days in advance of the hearing unless the Board sets a different deadline. Any applicant may submit a proposed decision to the Board. All submissions shall be made to the clerk.

In the case of a special permit, the following criteria set forth in Section 13.4.3 of the Zoning By-Law should be clearly identified and factually supported, in addition to any criteria set forth in any other applicable provision of the Zoning By-Law:

Written determination that the adverse effects of the proposed use will not outweigh its beneficial impacts to the Town or the neighborhood, in view of the particular characteristics of the site, and of the proposal in relation to that site. In addition to any specific factors that may be set forth in this By-Law, the determination shall include consideration of each of the following:

- 1) Community needs which are served by the proposal;
- 2) Traffic flow and safety, including parking and loading;
- 3) Adequacy of utilities and other public services;
- 4) Neighborhood character and social structures;
- 5) Impacts on the natural environment; and
- 6) Potential fiscal and economic impact, including impact on town services, tax base, and employment .

In the case of site plan approval, the following criteria set forth in Section 13.5.7 of the Zoning By-Law should be clearly identified and factually supported, in addition to any criteria set forth in any other applicable provision of the Zoning By-Law:

Any new building construction or other site alteration shall provide adequate access to each structure for fire and service equipment and adequate provision for utilities and storm water drainage consistent with the functional requirements of the Planning Board's Subdivision Rules and Regulations. New building construction or other site alteration shall be designed in the Site Plan, after considering the qualities of the specific location, the proposed land use, the design of building form, grading, egress points, and other aspects of the development, so as to:

- 1) Minimize the volume of cut and fill, the number of removed trees 6" caliper or larger, the length of removed stone walls, the area of wetland vegetation displaced, the extent of storm water flow increase from the site, soil erosion, and threat of air and water pollution;
- 2) Maximize pedestrian and vehicular safety both on the site and egressing from it;
- 3) Minimize obstruction of scenic views from publicly accessible locations;
- 4) Minimize visual intrusion by controlling the visibility of parking, storage, or other outdoor service areas viewed from public ways or premises residentially used or zoned;
- 5) Minimize glare from headlights and lighting intrusion;
- 6) Minimize unreasonable departure from the character, materials, and scale of buildings in the vicinity, as viewed from public ways and places;

- 7) Minimize contamination of groundwater from on-site waste-water disposal systems or operations on the premises involving the use, storage, handling, or containment of hazardous substances; and
- 8) Ensure compliance with the provisions of this Zoning By-Law, including parking and landscaping.
- 9) Site plan review for an educational use, religious use, or child care center, otherwise subject to GL c 40A s 3, shall be limited in scope to the determination of “reasonable regulations concerning the bulk and height of structures and determining yard sizes, lot area, setbacks, open space, parking and building coverage requirements” as set forth in the statute.

ARTICLE V. ACTIONS BY THE BOARD

Section 1. Voting Requirements

The concurring vote of four (4) members of the Board shall be necessary to decide in favor of the applicant on any special permit application, except that any three (3) members may approve an application for site plan approval. The Board shall cause to be made a detailed record of its proceedings, showing the vote of each member upon each question, or, if absent, or failing to vote, indicating such fact, and setting forth clearly the reason or reasons for its decisions, and of its other official actions, copies of all of which shall be immediately filed in the office of the Town Clerk and shall be a public record.

Section 2. Withdrawal

An application may be withdrawn by notice in writing to the clerk at any time prior to the hearing by the Board. After commencement of a hearing, an application may be withdrawn only with the consent of the Board which shall determine whether the withdrawal is without prejudice to refiling at any time or with prejudice subjecting the applicant to the provisions of Section 4 below.

Section 3. Reconsideration

When an application has been voted upon and the meeting adjourned, there shall be no reconsideration of a decision of the Board.

Section 4. Repetitive Petition

In order to have any application which has been unfavorably acted upon by the Board reconsidered by the Board within two (2) years, the applicant must follow the procedure outlined in Massachusetts General Laws, Chapter 40A, and the Zoning By-Law.

Section 5. Decisions

- (a) The clerk of the Board will send notices of a decision forthwith to the applicant, to parties in interest and to every person present at the hearing who requests that notice be sent to him/her and states the address to which such notice is to be sent.
- (b) The clerk of the Board will send copies of the decision of the Board to the applicant, the Board of Selectmen, the Board of Assessors, the Town Clerk, the Building Inspector, and where determined appropriate by the Board, other Town boards and departments.
- (c) A special permit or site plan approval, or any extension, modification or renewal thereof, shall not take effect until a copy of the decision bearing the certification of the Town Clerk that twenty (20) days have elapsed after the decision has been filed in the office of the Town Clerk and either that no appeal has been filed or the appeal has been filed within such time, or if it is a special permit or site plan approval which has been approved by reason of the failure of the Board to act thereon within the time prescribed, a copy of the application for the special permit or site plan approval accompanied by the certification of the Town Clerk stating the fact that the Board failed to act within the time prescribed, and whether or not an appeal has been filed within that time, and that the grant of the application resulting from the failure to act has become final, is recorded in the Essex County Registry of Deeds and indexed in the grantor index under the name of the owner of record or is recorded and noted on the owner's certificate of title. The person exercising rights under a duly appealed special permit or site plan approval does so at risk that a court will reverse the permit and that any construction

performed under the permit may be ordered undone. This section shall in no event terminate or shorten the tolling, during the pendency of any appeals, of the 6 month periods provided under the second paragraph of M.G.L., Ch. 40A, Section 6.

- (d) The applicant is responsible for filing the certified decision in the Registry of Deeds and for paying the recording fees.
- (e) A certified copy of the decision and an affidavit from the Registry of Deeds stating that the decision has been recorded are necessary before a building permit dependent on the Board's decision can be issued by the Building Inspector.

ARTICLE VI. POLICIES AND ADVICE

Any advice, opinion, or information given by any Board member or any other official or employee of the Town shall not be binding on the Board. It is declared to be the policy of the Board to discourage any personal appeals or comments to members of the Board and that all communications outside a convened meeting of the Board concerning proposed or pending matters shall be submitted through the clerk.

ARTICLE VII. AMENDMENTS

These Rules may be amended by a majority vote of the members of the Board, provided that such amendment shall be presented in writing at a regular meeting and action taken thereof at a subsequent regular meeting.

ARTICLE VIII. EFFECTIVE DATE

These Rules were adopted at a regular meeting of the Board on January 14, 2016 and became effective as of January 15, 2016.