



Town of Wareham Planning Department & Zoning Board of Appeals

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MEMORANDUM

To: Planning Board
Zoning Board of Appeals

From: John Charbonneau
Town Planner

Date: October 18, 2010

Re: Procedure for Inclusion on a Planning Board or Zoning Board of Appeals Agenda

Other than applications that require public hearings, anyone that wishes to appear before the Planning Board or Zoning Board of Appeals must submit a written request to the Planning Department stating the reason for said request. The request cannot be in the form of an email. For example, in the case of a request for a lot release pertaining to a residential subdivision, the Applicant would request to be placed on an upcoming Planning Board agenda to request the release of said lots. In cases where Board action is required, it is the responsibility of the petitioner to provide documented proof that proper actions have been completed for such action.

Upon receipt of a request, the Town Planner will then determine the appropriate date for inclusion of the item on an upcoming agenda depending on its complexity.

Currently, such requests are often made verbally and placed on meeting agendas without review by the Town Planner. This does not allow for adequate preparation prior to the meeting in question in order to properly advise the Board. Such written requests are common practice for inclusion on agendas for other Town boards.

Cc: Board of Selectmen
Town Administrator