



Plympton Bylaw Review Committee

Minutes for November 16, 2017

6:30 PM, Small Meeting Room

The meeting, having been duly posted with an agenda, was opened by Chair, Alan Wheelock at 6:32 PM.

Committee Members Present: Dave Alberti, Amy Cronin, Linda Leddy, Ann Sobolewski, Kimberly Russo, Ted Taranto, Ken Thompson and Alan Wheelock.

Regrets: Jean Cohen

Guests: None

1. Minutes Approval. The minutes from the 11-02-17 meeting were accepted with no amendments.

2. Outreach to Town Departments. Amy Cronin met with Police Chief Pat Dillon regarding the enforcement section; text was sent and suggestions were made by the Chief for improvement that will be incorporated.

Alan Wheelock reached out to Zoning Enforcement Officer (ZEO) Bob Karling to confirm his buy-in with assisting the Bylaws Review Committee. The process for Bob initiating zoning violations was discussed. There are about 12 complaints per year initiated only by written complaint. Sometimes cease and desist letters are written. Bob does not go out to look for violations, and will only act with a written complaint. He works about 12 hours per week as ZEO. Discussions will continue.

Alan created a draft of the proposed By-law Review Committee Newsletter to send to communicate to the town departments what the committee is doing. A new edition of the newsletter will be created for each meeting for at least the first 6 months.

3. Flow Chart and Decision Process. Ken created a flow chart, and also written procedures to match the flowchart. These materials will possibly be cited in §2.1.3(b) for possible insertion.

4. Drafting the Enforcement Warrant. Work continued on Draft Warrant #2, *Enforcement* to draft text about issuance of building permits. Section 2.1.3 of the warrant will be sent to Tom Millias by Ken Thompson to get his input. Amy noticed there were several areas added that were not underlined (to indicate new material); she will go through before the next meeting to ensure all new text is underlined. Ann provided examples of the building permit expiration text in other zoning bylaws for comparison.

The question on (e) is if we want to define if another permit would require another permitting fee. The Committee was asked to consider this question to discuss at the next meeting.

5. To-Do for Next Meeting: There were a few “to-do’s” from the 10/19/17 and this meeting for the continuing review of the Enforcement Warrant:

- a. Ann will look into the fining process of other towns to determine how tickets are issued for violations for draft §2.1.1(d).
- b. Linda will find the location of the requirement that you can’t get any other permit if you’re violating any other bylaw.
- c. Ken will talk with Tom Millias about Section 2.1.3 in the Enforcement Warrant to get his input.
- d. Amy will review the Draft Warrant to ensure all new sections are properly underlined or struck-through to indicate new or deleted text.
- e. The question on 2.1.3(e) is if we want to define if another permit would require another permitting fee. The Committee was asked to consider this question to discuss at the next meeting.
- f. All members to consider changes to 2.1.1(b) through (e) to incorporate concepts from the Halifax Zoning Bylaw, as suggested by Tom Millias.

6. Standing Minutes Item: Long-term plan for warrant submission. The long-term plan is the following:

- Work with and refine each draft warrant article until the committee is completely satisfied that it represents our recommendation to town meeting.
- Submit the finalized drafts for legal review.
- Once legal review is completed, meet with the Planning Board and other boards impacted by each suggested By-law change.
- Integrate the legal and department level feedback.
- Schedule and deliver public information events.

Next Meetings: Meetings are typically held every 1st and 3rd Thursday of the month. The next meeting is December 7, 2017 at 6:30 pm. The December 22nd meeting date will be skipped due to members’ winter commitments, so the next meeting will be Thursday, January 4th.

Adjournment: The meeting was adjourned by Alan Wheelock at 8:33 pm.

The minutes are respectfully submitted by Amy Cronin.