

## Dracut Zoning Bylaw Review Committee Charter

### **Purposes**

The Committee is created for the purpose of reviewing periodic zoning updates for Town Meeting consideration, including a comprehensive review and update of the Zoning Bylaw (inclusive of the Zoning Map) to be done in 2022/2023.

### **Relationship of Committee to the Dracut Board of Selectmen**

Members shall be selected by the Chair of the committee to be represented then forwarded to the Board of Selectmen for approval and will serve at the pleasure of the Board of Selectmen.

### **Term**

Members shall be appointed for three year terms and may serve for longer durations as long as they remain members of the Committee they represent.

### **Membership**

Composition: The Zoning Bylaw Review Committee shall consist of representatives from each of the following Town Committees or Boards:

Zoning Board of Appeals	2 members
Planning Board	2 members
Conservation Commission	1 member
Board of Selectmen	1 member
At-Large Member	1 member
Alternate At-Large member	2 members

### **Organizational Structure**

The committee will elect a Chair and a Vice Chair annually at the start of the new membership year. Administrative Support will be provided by the Town of Dracut as directed by the Town Manager. The Town of Dracut Community Development Director and Building Inspector shall consult as needed.

### **Procedural Rules**

**Meetings:** The committee will meet monthly, or more often as needed, at the call of the Chair. Minutes shall be taken and all meetings shall be posted in compliance with the Open Meeting Law.

**Recommendations and Reports:** Committee recommendations and reports will be submitted, in writing, to the Board of Selectmen. Documents will include both suggested action and justification for suggestions.

**Dismissal:** Members who are absent without reasonable cause from three successive meetings will be considered to have resigned their seat. The Chair of the represented committee will move to fill any vacancies.

**Public Announcements:** Members shall not report opinions expressed in meetings, nor shall they report independently on committee action, other than to their respective Boards or when directed by the Committee to present findings before the Board of Selectmen, Planning Board, Town Meeting or as otherwise authorized by the group.

*Current members are:*

*Zoning Board of Appeals – Scott Mallory & Brian Lussier*

*Planning Board – George Nangle & Scott McKeil*

*Conservation Commission – Jack Svrcek*

*Board of Selectmen – Heather Santiago-Hutchings*

*At-Large Member –*

*Alternate At-Large Members – Daniel Croce & Debra DeWitt*