



Falmouth Planning Board

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Planning Board Policies and Procedures

Voted April 26, 2022

I. Administration of the Board

- a. The Board will except for good cause, reorganize within a month after the Annual Town election. All members should be in attendance prior to the Board's vote to reorganize.
- b. Members are elected for a three-year term. The Chairman may serve two consecutive one year terms which may be extended by a vote of the Board.
- c. The Chairman votes on all matters when eligible, for or against or abstains.
- d. The Staff should be notified of any planned absence of a Board member (Special Permits take a minimum of five members).
- e. In addition to legally required Public Notices, an effort shall be made to keep the public informed of matters under consideration and of action by the Board. The Planner and Chairman are authorized to answer questions from the Press.
- f. The Board will maintain liaison, through the Planning Department, with other departments to assure that development and growth of the Town shall proceed in the best interests of the Town.
- g. Material pertinent to the business of the Board is available for reference to members in the Board's office. Copies of such material will be provided upon request.
- h. To avoid confusion, if Staff is given instructions, the Board shall vote on such instructions and designate the Board member who shall work with Staff on any specific project.
- i. Any person representing an inquiry of a substantive nature shall be advised by members or staff to submit such matter in writing for the Board's consideration. The Board shall decide whether to discuss the matter immediately or have it put on the next week's agenda.
- j. Open tasks and a monthly calendar shall be provided to the Board on the first Tuesday of every month by the planning staff.

II. Conduct of Meetings

- a. In the case of inclement weather or lack of a quorum, the Chairman will make a decision and contact the planner by 3:00 P.M. relative to cancelling a meeting.
- b. An effort shall be made to adjourn no later than 10:00 P.M. A majority vote allows the Board to go past 10:30 P.M.
- c. If the Chairman and Vice-Chairman are absent, the Clerk opens the meeting and calls for nominations for a Chairman pro tem.

III. Minutes

- a. Members shall receive Minutes of previous meetings at least two days before the next meeting for their review and comment – whenever possible.
- b. If a verbatim statement is requested to be included in the Minutes and the Board so votes, the written statement shall be presented to the Recording Secretary. Minutes will include pertinent facts to identify items on the agenda, a condensation of discussions and the Board’s decisions by votes.
- c. Purely typographical errors, which do not obscure the meaning, shall not be considered as amendments to the Minutes.

IV. Regulatory Matters

- a. The Board will not release individual lots from liability and/or restrictions of a Covenant until the work covered is complete and a stamped certified as built plan has been submitted to the Planning Board or funds are deposited under a bond or lender’s agreement to ensure completion.
- b. The Board will not consider a way that is less than eighteen (18’) feet wide adequate access for more than one lot.
- c. Applicants must have all plans into the Planning Office by 3:00 P.M. one week prior to the next regularly scheduled meeting.
- d. Upon first presentation before the Board of a Definitive, Preliminary, Site Plan, or Special Permit, the Board shall take the plan under advisement. This allows the Board to benefit from the advice of its Staff and visits to the site. The Board may act on a plan upon first presentation or without first seeing a draft of a decision only by a unanimous vote of the Board.
- e. It is the policy of the Board to require sidewalks in subdivisions of ten or more lots.

- f. If an Approval Not Required plan is determined not to be a subdivision, but does not meet zoning regulations, approved the endorsement, but with a stamp or note on the plan stating... *“The Planning Board’s endorsement under the subdivision control law is not determination that the lots comply with zoning regulations and should not be construed as an approval that the lots depicted on the plan are entitled to a building permit.”*
- g. Public Hearings will remain open until the following Monday for written comments.
- h. The Board may, following department level meeting(s), on the recommendation of its Staff consider a conceptual meeting with the proponents prior to an application being filed.